

# CODE-FINDER INDEX

## THE OPS/OSBA CODE FINDER INDEX

This is an alphabetical index to the terms and codes in the OPS/OSBA policy classification system. It is for use both in locating policies and regulations in a manual coded to the OPS system and for properly coding and titling policies and regulations when compiling a policy manual.

If you are using the index to locate statements in a manual, use it along with the OPS policy classification system, which will be found, section by section, behind the tab divider pages A through L, in the manual you are using.

If you are using the index to code statements and give them the official OPS headings, use it along with the classification system.

In either case, use the index as you would any alphabetical index, keeping in mind that you are looking for a letter code or an official OPS heading-called a “descriptor”- that will lead you via another entry to the desired letter code. Note that:

Entries in roman type...are official OPS descriptors. The code for the descriptor appears at the left. For example:

JFC Student Conduct

The first letter of the code indicates the major section in which the statement will be filed. If two codes are given at the left. For example:

FD, KBE Tax Issues

The same statement is filed in two locations.

Terms which do not appear as descriptors in the OPS classification system are followed by information on what OPS descriptor in the index to use or what other term in the index to see. For example:

Sick Leave, see “Leaves”  
Sinking Fund, use “Types of Funds”  
Sports, use “Interscholastic Athletics” or “Intramural Programs,” as appropriate

Certain instructions in the index are directed to the policy coder. This is true of instructions which give such signals as “...break out a new descriptor in the IGA sequence” or “...break out a new descriptor under ‘Nondiscrimination’.” If you are using the index to locate statements in a manual, assume that such instructions have been followed. Compilers of manuals should provide a listing of “break-out” terms and codes actually used on a separate sheet or sheets immediately preceding this index.

*NOTE: Although this code finder serves as an index to the OPS/OSBA Educational Policies Reference Manual and to many state and local district manuals, technically it is an index to the OPS classification system, not to any single manual. It may contain many terms and official OPS descriptors for which there will be no statements in the manual you are using. However, if statements have been coded and filed correctly, the index will enable you to locate any statement that is in the manual.*

	Absences
GCBD	Professional Staff Leaves and Absences
JED	Student Attendance
GDBD	Support Staff Leaves and Absences
IK	Academic Achievement
IB	Academic Freedom
IKEB	Acceleration
EDE	Acceptable Use and Internet Safety
	Accident Insurance, see “Insurance”
	Accountability, use “Commitment to Accomplishment” and subcategories
	Acquired Immune Deficiency Syndrome, use “Bloodborne Pathogens”
	Activities Funds Management, use “Student Activities Funds Management”
	Adjourned Board Meetings, see “Meetings” and use appropriate existing descriptor(s) or break out new descriptor in BD sequence
JHCD	Administering Medicines to Students (or Non-administration of Medicines)
	Administration
CA	Administration Goals
BFE, CHD	Administration in Policy Absence
C	General School Administration
CF	School Building Administrator
CA	Administrator Goal
BFE, CHD	Administration in Policy Absence
CE	Administrative Councils, Cabinets, and Committees
	Administrative Personnel, use “Professional Staff” or “Support Staff” as appropriate
	Administrative Regulations, see “Regulations”
CL	Administrative Reports
	Administrative Rules, see “Regulations”
	Administrators, see “Job Descriptions”
JECAA	Admission of Homeless Students
JECBA	Admission of Exchange Students
JECBB	Admission of Interdistrict Transfer Students
JECBD	Admission of Intradistrict Open Enrollment
JECB	Admission of Nonresident Students
JECBC	Admission of Students from Non-Chartered or Home Schooling
	Admissions
	Student Admissions, use “School Admissions” and/or appropriate subcategories
	Adoption
IFD	Curriculum Adoption
IIAC	Library Materials Selection and Adoption
BFC	Policy Adoption
IIAB	Supplementary Materials Selection and Adoption
ILA	Competency Based Education
IIAA	Textbook Selection
	Adult High School Diplomas, use “Adult High School Programs,” “Diplomas of Adult Education” or “Diplomas for WWII Veterans”
KJ	Advertising in the Schools

	Affirmative Action, use “Equal Opportunity Employment” if the action refers to employment of staff; if the action relates to staff, students, and/or public, use “Nondiscrimination”
BDDDB	Agenda Format
	Age of School Entrance, use “Entrance Age”
	Agricultural Education, break out a descriptor in the IGA sequence if the offering is general education; break out a descriptor in the IGAD sequence if it is career-technical education
	Aides, use “Teacher Aides”; also see “Job Descriptions”
	AIDS, use “Bloodborne Pathogens”
	Alcohol
JFCH	Alcohol Use/Student Drug Abuse
IGAG	Teaching about Drugs, Alcohol, Tobacco
JFCH/JFCI	Alcohol Use by Students
IGBH	Alternative School Programs
ING	Animals in the School
	Annual Board Meeting, use “Board Organizational Meeting”
DB	Annual Budget
	Annuities, see “Tax-Sheltered Annuities”
	Appointment of Consultants, see “Consultants”
	Appointment of Staff Members, see “Hiring”
	Appraisals, use as appropriate “Evaluation of Instructional Programs,” “School Properties Disposal Procedure,” or other terms designating what is being appraised
	Appropriations, as appropriate use “Budget Adoption Procedures” or break out a new descriptor under that term; also see “Revenues”
CHCA	Approval of Handbooks and Directives
	Arts Education, break out a new descriptor in IGA sequence
	Asbestos, use “Reporting of Hazards”
	Assaults, use “Public Conduct on School Property,” “Staff Protection” and/or appropriate subcategories in “Student Conduct” and “Student Discipline” sequences
	Assessment of Needs, see “Needs Assessment”
	Assignment
JECC	Assignment of Students to Schools
GCI	Professional Staff Assignments and Transfers
GDI	Support Staff Assignments
JECD	Assignment of Students to Classes
JECC	Assignment of Students to Schools
	Assistant Principals, see “Job Descriptions”
	Assistant Superintendents, see “Job Descriptions”
	Associate Superintendents, see “Job Descriptions”
	Athletic Eligibility, see “Interscholastic Extracurricular Eligibility”
	Athletics, use as appropriate “Interscholastic Athletics”
	Athletics Director, see “Job Descriptions”
	Attendance
JEA	Compulsory Attendance Ages
JEG	Exclusions and Exemptions from School Attendance
JC	School Attendance Areas

JEE	Student Attendance Accounting Attendance Accounting, use “Student Attendance Accounting” “Professional Staff Time Schedules,” or “Support Staff Time Schedules” Attendance Officer, use “Student Attendance Accounting”; also see “Job Descriptions” Attendance Rewards, break out a new descriptor in the JE sequence Attorney for the Board, use “School Board Attorney” Audiovisual Aids, use “Supplementary Materials Selection and Adoption”; also see “Instructional Materials” Audiovisual Director, see “Job Descriptions” Auditorium Use by Public, use “Community Use of School Premises”
DIE	Audits Authority of Board Members, use “Board Member Authority”
DGA	Authorized Signatures (Use of Facsimile Signatures)
EDC	Authorized Use of School-Owned Materials
IGEE	Awarding of High School Diplomas to Veterans of War

<b>B</b>
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	<b>Baccalaureate Services</b> , use “Graduation Exercises” <b>Band Uniforms</b> , use “Student Fees, Fines, and Charges” <b>Banking</b> , use as appropriate “Student Activities Funds Management”; for a student banking program break out a new descriptor in Section J <b>Bargaining</b> , use “Negotiations” <b>Bargaining Agent</b> , use “Board Negotiating Agents” <b>Basic Education</b> , use as appropriate “Basic Instructional Program”; a new descriptor in the IGA sequence can be broken out for a special statement on “the basics”
IGA	<b>Basic Curricular Program</b> <b>Behavior Code</b> , use “Student Conduct” and/or appropriate subcategories <b>Bible Readings</b> , use “School Ceremonies and Observances” or “Teaching about Religion” <b>Bidding</b>
DJC	Bidding Requirements
FEF	Construction Contracts Bidding and Awards DJC Bidding Requirements Bill Payment Authorization, use “Payment Procedures”
	<b>Black Studies</b> , break out a new descriptor in IGA sequence
EBBC	<b>Bloodborne Pathogens</b> <b>Board</b>
BCFA	Business Advisory Council to the Board
BCE	Board Committees
BBAA	Board Member Authority
BHD	Board Member Compensation and Expenses
BBFA	Board Member Conflict of Interest
BBBA	Board Member Qualifications
HE	Board Negotiating Agents
BCB	Board Officers

BA	Board Operation Goals
BCA	Board Organizational Meeting
BF	Board Policy Development
BFCA, CHB	Board Review of Regulations
BG, GBD	Board Staff Communications
BCD, CBI	Board-Superintendent Relationship
BCCD	Board-Treasurer Relationship
BDDJ, KBCD	Broadcasting and Taping of Board Meetings
BCH	Consultants to the Board
AFA, BK	Evaluation of School Board Operational Procedures
BDDG	Minutes of Board Meetings
BHA	New Board Member Orientation
BDDA	Notification of Board Meetings
BCA	Board Organizational Meeting
BDDH, KD	Public Participation at Board Meetings
BHBA	School Board Conferences, Conventions and Workshops
BBB	School Board Elections
BBF	Board Member Code of Ethics
B	School Board Governance and Operations
BB	School Board, Legal Status of
BI	School Board Legislative Program
BD	School Board Meetings
HD	School Board Negotiating Powers and Duties
BBA	School Board Powers and Duties
BDB	Special Board Meetings
BBE	Unexpired Term Fulfillment
BDDF	Voting Method
	<b>Board Annual Meeting</b> use “Board Organizational Meeting”
	<b>Board Approval for Purchasing</b> , use “Purchasing Authority”
	<b>Board Attorney</b> , use “School Board Attorney”
	<b>Board Candidate Orientation</b> , break out new descriptor under “New Board Member Orientation”
	<b>Board Chairman</b> , use “Board Officers”
BCE	<b>Board Committees</b>
	<b>Boarding School Students</b> , if special policies are required, break out new descriptor in Section J
	<b>Board Liaisons</b> , use “Board Committees” or break out new descriptor under that term
	<b>Board Meetings</b> , use “School Board Meetings”
BBAA	<b>Board Member Authority</b>
BHD	<b>Board Member Compensation and Expenses</b>
BBFA	<b>Board Member Conflict of Interest</b>
BBBA	<b>Board Member Qualifications</b>
	<b>Board Member Term of Office</b> , use “School Board Legal Status”
HE	<b>Board Negotiating Agents</b>
	<b>Board of Directors</b> , see “School Board”
	<b>Board of Education</b> , see “School Board”
BCB	<b>Board Officers</b>
	<b>Board of Trustees</b> , see “School Board”

BA	<b>Board Operational Goals</b>
BCA	<b>Board Organizational Meeting</b>
BF	<b>Board Policy Development</b>
	<b>Board President, use “Board Officers”</b>
	<b>Board Records, use “Public’s Right to Know” if appropriate; also see “Records”; if no descriptor offered fits the content, break out a new descriptor in Section B.</b>
BFCA, CHB	<b>Board Review of Regulations</b>
	<b>Board Secretary, use “Board Officers”</b>
BG, GBD	<b>Board-Staff Communications</b>
BCD	<b>Board-Superintendent Relationship</b>
BCCD	<b>Board-Treasurer Relationship</b>
	<b>Board Treasurer, use “Board Officers”</b>
BBE	<b>Board Vacancies, Unexpired Term Fulfillment</b>
DH	<b>Bonded Employees and Officers</b>
	<b>Book Complaints, use “Public Complaints about the Curriculum or Instructional Materials”</b>
	<b>Book Fairs, if a function of a parent organization, use “Relations with Parent Organizations” or break out a new descriptor under that term</b>
	<b>Breakfast Program, use “Food Services Management” or “Free and Reduced Price Foods Services,” as appropriate</b>
BDDJ, KBCD	<b>Broadcasting and Taping of Board Meetings</b>
	<b>Budget</b>
DB	Annual Budget
DBH	Budget Adoption Procedures
DBD	Budget Planning
DBK	Budget Modification
DBH	<b>Budget Adoption Procedures</b>
DBD	<b>Budget Planning</b>
	<b>Budget Reconciliation, use “Budget Transfer Authority”</b>
DBK	<b>Budget Transfer Authority</b>
	<b>Building Committees, if construction projects are involved, break out in the FB sequence; if staff advisory committee on a school’s operations, use “Staff Involvement in Decision-making”; if a general lay advisory committee for a school</b>
ECA	<b>Buildings and Grounds Security</b>
	<b>Bulletin Board Use, depending on whether use involves staff, students, or public, break out a new descriptor in sections G, J, or K; if use involves a staff negotiating unit, use “Privileges of Staff Negotiating Organizations”</b>
	<b>Bullying, use “Hazing and Bullying (Harassment, Intimidation and Dating Violence)”</b>
	<b>Bus Driver Authority, use “Student Conduct on School Buses,” also see “Job Descriptions”</b>
EEACD	<b>Bus Driver—Drug Testing</b>
	<b>Business Manager, see “Job Descriptions”</b>
BCFA	<b>Business Advisory Council to the Board</b>
	<b>Bus Safety Inspection, use “School Bus Safety Program”</b>
	<b>Bylaws, see “Policies”; school board bylaws are treated as policies in the OPS/OSBA policy classification system</b>

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	Cabinets, use “Administrative Councils, Cabinets and Committees”
	Cadet Teachers, use “Student Teaching and Internships”
	Cafeterias, use “Food Services Management”
	Cafeteria Workers, see “Job Descriptions”
	Calendar, use “School Calendar”
	Campus Police, use “Buildings and Grounds Security”
	Capital Equipment Purchasing, see “Purchasing”
IJA	Career Advising
	Career Education, use “Career-Technical Education” or break out a new descriptor in the IGAD sequence
IGAD	Career-Technical Education
	Carnegie Unit, use “Graduation Requirements”
DM	Cash in School Buildings
	Cellular Telephones, use “Telephone Services”
	Censorship, use “Academic Freedom,” “Instructional Materials,” “Public Complaints about the Curriculum or Instructional Materials,” “Student Publications,” as appropriate
	Ceremonies, use “School Ceremonies and Observances,” “Graduation Exercises,” or “Patriotic Exercises,” as appropriate
	Certificated Personnel, use “Professional Staff”
	Certification, use “Professional Staff Hiring” or break out a new descriptor under that term
	Chairman of the Board, use “Board Officers”
	Checking Accounts, use “Authorized Signatures”
JHG	Child Abuse Reporting
	Citizens’ Committees, use “Community Involvement in Decision-making”
	Civil Rights of Minors use “Student Due Process Rights”
	Class Gifts, use “Student Gifts and Solicitations”
	Classified Personnel, use “Support Staff”
IKC	Class Rankings
	Classroom Materials, see “Instructional Materials”
	Classroom Organization, use “Instructional Arrangements” or “Grouping for Instruction”
IHB	Class Size
	Closed Board Meetings, use “Executive Sessions”
	Clubs, use “Student Organizations”
	Coaches, see “Job Descriptions”
IGD	Cocurricular and Extracurricular Activities
	Collective Bargaining, use “Negotiations”
IGCH, LEC	College Credit Plus
	College Preparatory Program, use “Basic Instructional Program” or break out new descriptor in IGA sequence
LE	Colleges and Universities, Relations with
AF	Commitment to Accomplishment
	Committees
CE	Administrative Councils, Cabinets, and Committees
BCF	Advisory Committees to the Board

BCE	Board Committees
BG, GBD	Communications Board-Staff Communications Communications to the Board, break out new descriptor under “Board-Staff Communications” Community Activities and Performances, use “Student Performances” or “Community Use of School Premises” Community College Program, if operated by another agency, use “Relations with Colleges and Universities”
IIC, KF ABA, KC	Community Instructional Resources Community Involvement in Decision Making Community Organizations, see “Relations with Community Organizations” Community Resource Guides, use “Community Instructional Resources” Community Use of School Buses, use “Special Use of School Buses” or break out a new descriptor under that term
KG	Community Use of School Premises (Equal Access) Compensation
BHD	Board Member Compensation and Expenses
GCB	Professional Staff Contracts and Compensation Plans
ILA	Competency Based Education Competency Testing, use “Testing Programs” or break out a new descriptor in the IL sequence Competitive Food Sales, use “Food Services Management” or “Vending Machines,” as appropriate Complaints
KL	Public Complaints
KLD	Public Complaints about School Personnel
KLB	Public Complaints about the Curriculum or Instructional Materials
GBM	Staff Complaints and Grievances
JEA	Compulsory Attendance Ages
IIBG	Computer Assisted Instruction
EDE	Computer/Online Services (Acceptable Use and Internet Safety) Conduct
KGB	Public Conduct on School Property
GBCB	Staff Conduct
JFC	Student Conduct
EEACC, JFCC	Student Conduct on School Buses Conference Periods for Teachers, use “Professional Staff Time Schedules” Conferences
BHBA	School Board Conferences, Conventions and Workshops Conflict of Interest
BBFA	Board Member Conflict of Interest
GBCA	Staff Conflict of Interest Congressional Representatives, use “School Board Legislative Program Conservation Education, break out new descriptor in IGA sequence Construction
FEF	Construction Contracts Bidding and Awards
FEF	Construction Contracts Bidding and Awards
BCH	Consultants to the Board

	Continuing Contracts, see “Tenure” and “Contracts”
	Contracted Services, see “Contracts”
	Contracts
FEF	Construction Contracts Bidding and Awards
CBC	Superintendent’s Contract
BCCC	Treasurer’s Contract
	Controversial Issues, use “Teaching About Controversial Issues”
	Conventions, see “Conferences”
LBB	Cooperative Educational Programs
	Coordinators, see “Job Descriptions”
EGAAA	Copyright
JGA	Corporal Punishment
	Correspondence Courses, if related to acceptance of credits, use “Graduation Requirements”
	Councils, use “Administrative Councils, Cabinets and Committees”
	Counseling and Guidance, use “Guidance Program”
	Counselors, see “Job Descriptions”
	County Government, use “Relations with County Governmental Authorities”
	Course Outlines, use “Curriculum Guides and Course Outlines”
	Courses of Study, use “Curriculum Guides and Course Outlines” and/or various appropriate subcategories of “Curriculum Design”
DJH	Credit Cards
	Credit Hours, use “Graduation Requirements”
IGBM	Credit Flexibility
GBQ	Criminal Record Check
GBIA	Crowdfunding/Online Fundraising Campaigns
IFD	Curriculum Adoption
	Curriculum Centers use “Instructional Materials Centers”
IF	Curriculum Development
	Curriculum Directors, see “Job Descriptions”
IFE	Curriculum Guides and Course Outlines
	Curriculum Libraries, use “Instructional Materials Centers”
	Custodians, see “Job Descriptions”

<b>D</b>
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	<b>Damage to School Property, use “Vandalism,” or Public Conduct on School Property”</b>
JFCJ	<b>Dangerous Weapons in Schools, use “Weapons in the Schools”</b>
JFCL	<b>Dangerous Schools, use “Unsafe Schools”</b>
EHA	<b>Data and Records Retention</b>
	<b>Dating Violence, use “Health Education,” “Hazing and Bullying (Harassment, Intimidation and Dating Violence)” and “Reporting Child Abuse”</b>
	<b>Day-Care Centers, if school facilities are made available to other community agencies for day-care centers, break out a new descriptor in the KG sequence; if operated by the school system, break out a new descriptor in the IGC sequence; centers operated only for staff or only for students who are parents will require breaking out new descriptors in the GB sequence or Section J</b>

Deans, see “Job Descriptions”

Decentralization, if basic governance of district is involved, break out a new descriptor under “School District Legal Status”; if district administration is involved, break out a new descriptor in the CC sequence or if appropriate use “School Building Administration”

Decision-making  
 Community Involvement in Decision-making  
 Staff Involvement in Decision-making  
 Student Involvement in Decision-making

Deductions from Pay, use “Salary Deductions”

Defacement of School Property, use “Vandalism,” and/or “Public Conduct on School Property”

De-Fact Segregation, use as appropriate  
 “Nondiscrimination,” “School Attendance Areas,” and/or  
 “Equal Educational Opportunities”

Delinquent Behavior, use “Student Conduct,” “Student Discipline,” and/or appropriate subcategories

Dental Hygienists, see “Job Descriptions”

Department Chairman, see “Job Descriptions”

Desegregation, use as appropriate “Nondiscrimination,”  
 “School Attendance Areas,” and/or “Equal Educational Opportunities”

De-staffing, use “Reduction in Professional Staff Work Force” and “Reduction in Support Staff Work Force”

Development of Administrative Rules, use “Development of Regulations”

Development of Policies, use “Board Policy Development”

CHA  
 Development of Regulations  
 Development Opportunities  
 GCL Professional Staff Development Opportunities  
 GDL Support Staff Development Opportunities  
 AD Development of Philosophy of Education  
 IGEE Diplomas to Veterans of War  
 IKF Diplomas, use “Graduation Requirements”

Directives, use “Approval of Handbooks and Directives”

Directories, use as appropriate “Approval of Handbooks and Directives,”  
 “Personnel Records,” “Student Records” or break out a new descriptor under one or more of those terms

Directors, see “Job Descriptions”

Discharge of Staff Members, see “Dismissal”

Discipline, use “Student Discipline”

Dismissal  
 GCPD Suspension and Dismissal of Professional Staff Members  
 GDPD Suspension and Dismissal of Support Staff Members

Dismissal Precautions, use “Student Dismissal Precautions”

Disposal of School Property, use “School Properties Disposal”

Disruptive Students, use “Student Conduct,” “Student Discipline,” or break out a new descriptor as appropriate in the JFC or JG sequence

Dissemination of Information, use as appropriate “Policy Dissemination,”  
 “Regulations Dissemination,” and/or subcategories

	<b>Distribution of Supplies and Equipment, use “Material Resources Management” or appropriate subcategories</b>
	<b>Distributive Education, use “Career-Technical Education” or break out a new descriptor in the IGAD sequence</b>
	<b>District Annual Meeting, use “Board Organizational Meeting,” as appropriate</b>
IIBH	<b>District Websites</b>
	<b>Donations, see “Gifts”</b>
	<b>Double Sessions, use “School Day”</b>
GBCC	<b>Dress Code (Staff), see Staff Dress and Grooming</b>
	<b>Drugs</b>
JFCI	Student Drug Abuse
IGAG	Teaching about Drugs, Alcohol and Tobacco
GBP	Drug-Free Workplace
EEACD	Drug Testing for School Bus Drivers
	Drug Testing for District Personnel Required to Hold a Commercial Driver’s License
	<b>Dual Enrollment, use as appropriate “Post Secondary Enrollment Options,” “Relations with Other Schools and School Districts” and/or “School Admissions” or appropriate subcategories</b>
	<b>Due Process, use “Student Due Process Rights”; however, the concept of due process will also apply to other descriptors pertaining to relations with staff, students and parents</b>
	<b>Duties</b>
CBA	Qualifications and Duties of the Superintendent
HD	School Board Negotiating Powers and Duties
BBA	School Board Powers and Duties
	<b>Duties of Board Officers, use “Board Officers”</b>
	<b>Duties of Staff Members, see “Job Descriptions”</b>
	<b>Duty-Free Lunch, use “Professional Staff Time Schedules”</b>

<b>E</b>
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IKFA	<b>Early Graduation, see also “Acceleration”</b>
L	<b>Education Agency Relations</b>
LA	<b>Education Agency Relations Goals</b>
LAA	<b>Education Agency Relations Priority Objectives</b>
	<b>Educational Audits, see “Evaluation”</b>
IGCD, LEB	<b>Educational Options</b>
ADA	<b>Educational Philosophy</b>
FEA	<b>Educational Specifications</b>
	<b>Educational Non-School Sponsored Trips, use “Field Trips”</b>
AFI	<b>Educational Resource, Evaluation of</b>
LC	<b>Education Research Agencies, Relations with</b>
	<b>Electronic Equipment see “Use of Electronic Equipment by Students,” “Telephone Services” or “Computer/Online Services”</b>
EHA	<b>Electronic Mail</b>
EHB	<b>Electronic Signatures, Use of</b>

EBCD	Emergency Closings
EBC	Emergency/Safety Plans
JGDA	Emergency Removal of Students
GBP	Employees Engaged in Work on a Federal Grant (Drug-Free Workplace)
	Employees, use “Professional Staff” and “Support Staff”
	Employment (Also see Contract and Hiring)
JK	Employment of Students
GBA	Equal Opportunity Employment
GCE	Part-Time and Substitute Professional Staff Employment
GDE	Part-Time and Substitute Support Staff Employment
JK	Employment of Students
ECF	Energy Conservation
	Energy Conservation Education, break out a new descriptor in the IGA sequence
	Energy-Saving Construction, break out a new descriptor in the FEC sequence
	Enrollment of Students, use “School Admissions” and appropriate subcategories
JEB	Entrance Age
	Environmental Education, break out new descriptor in IGA sequence
	Epi-Pens, use “Administering Medicines to Students”
KG	Equal Access (Community Use of Facilities)
JB	Equal Educational Opportunities; also see “Nondiscrimination”
GBA	Equal Opportunity Employment; also see “Nondiscrimination”
	Equipment and Supplies Management, use “Material Resources Management”
	Ethics Education, break out a new descriptor in IGA sequence
	Ethics
BBF	School Board Member Ethics
	Ethnic Studies, use “Human Relations Education” or break out new descriptor in IGA sequence
JEG	Exclusions and Exemptions from School Attendance
BDC	Executive Sessions
	Evaluation
AFI, IM	Evaluation of Educational Resources
AFE, IM	Evaluation of Instructional Programs
AFC-1, GCN-1	Evaluation of Professional Staff-Teachers
AFC-2	Evaluation of Professional Staff-Administrators
AFA, BK	Evaluation of School Board Operational Procedures
	Evaluation of Students, use “Academic Achievement” and appropriate subcategories
AFD, GDN	Evaluation of Support Staff
AFB, CBG	Evaluation of the Superintendent
AFBA, BCCB	Evaluation of the Treasurer
	Evening Sessions, use as appropriate “School Day”
	Examinations
JHCA	Physical Examinations of Students
GBE	Staff Health and Safety
	Exceptional Students, use subcategories under “Programs for Students with Disabilities,” “Programs for Gifted Students,” etc.
	Exchange Students, use “Admission of Exchange Students”
JEG	Exclusions and Exemptions from School Attendance
JEGA	Exclusions, Permanent

BDC	Excuses for Student Absences, use “Student Absences and Excuses” Executive Sessions Exemptions from Attendance, use “Exclusions and Exemptions from School Attendance” Exemptions from Physical Education, use “Physical Education” Expenditure of Funds, use as appropriate “Purchasing Authority,” or “Payment Procedures”
DLC	Expense Reimbursements Expenses
BHD	Board Member Compensation and Expenses
DLC	Reimbursements
IGCB	Experimental Programs, Expulsion, use “Student Expulsion” Extended School Day, use “School Day” Extracurricular Activities, use “Co-curricular and Extracurricular Programs” and appropriate subcategories Extra Duty
GDKA	Support Staff Extra Duty

<b>F</b>
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	Facilities Accommodations for Handicapped, use or break out a new descriptor in the FEC sequence
F	Facilities Development
FA	Facilities Development Goals
	Facilities Obsolescence Determination, use “Retirement of Facilities”
FB	Facilities Planning
	Fair Employment, use “Equal Opportunity Employment”
IGAH	Family Life Education
GBR	Family and Medical Leave
	Federal
DD	Funding Proposals and Applications
	Fees
JN	Student Fees, Fines and Charges
	Fidelity Bonds, use “Bonded Employees and Officers”
IICA	Field Trips
	Financial Disclosure, if required for school board membership, use “Board Member Qualifications”
	Fines, use “Student Fees, Fines, and Charges”
	Firing, see “Dismissal”
EBBA	First Aid
DI	Fiscal Accounting and Reporting
D	Fiscal Management
DA	Fiscal Management Goals
DBD	Five-Year Forecast
DID	Fixed Assets
INDB	Flag Displays
EFA	Food Purchasing

EFF	Food Sale Standards
	Food Services
EF	Food Services Management
EFB	Free and Reduced Price Food Services
	Food Services for the Elderly, break out a new descriptor in the EF sequence
EF	Food Services Management
EFE	Food Services Records and Reports
EFF	Food Sale Standards
	Foreign Exchange Students, use “Admission of Exchange Students”
A	Foundations and Basic Commitments
EFB	Free and Reduced Price Food Services
DD	Funding Proposals
	Fundraising Activities, if appropriate use “Student Fundraising Activities” or ; otherwise, see “Solicitations”
	Funds
IGDG	Student Activities Funds Management

## G

C	General School Administration
	Genetic Information Nondiscrimination Act (GINA), see “Nondiscrimination”; “Staff Health and Safety”
	Gifted Students, use “Programs for Gifted Students”
	Gifts
KH	Public Gifts to the Schools
JL	Student Gifts and Solicitations
	Goals
CA	Administration Goals
BA	Board Operational Goals
LA	Education Agency Relations Goals
FA	Facilities Development Goals
DA	Fiscal Management Goals
IA	Instructional Goals
GA	Personnel Policies Goals
KA	School-Community Relations Goals
AE	School District Goals and Objectives
JA	Student Policies Goals
EA	Support Services Goals
IKA	Grading Systems
	Graduation
IKFA	Early Graduation
IKF	Graduation Requirements
IKFB	Graduation Exercises
	Graduation Requirements for Students with Disabilities, break out a new descriptor in IKF sequence or add to “Graduation Requirements” policy as a subheading
IKF	Graduation Requirements

	Grievances
GBM	Staff Complaints and Grievances
IHA	Grouping for Instruction
	Guarantees, use “Purchasing Procedures”
	Guidance Counselors, see “Job Descriptions”
IJ	Guidance Program

## H

CHCA	<b>H</b> andbooks, use “Approval of Handbooks and Directives” or break out a new descriptor under that term
	<b>H</b> andicapped Students, use as appropriate “Programs for Students with Disabilities” and “Equal Educational Opportunities”; break out new descriptors under the first term as needed to accommodate policies on identification, placement, evaluation, etc.; be aware that policies in many areas—as transportation, facilities construction, entrance age—may relate in part to students with disabilities
AC	<b>H</b> arassment, Nondiscrimination, see also “Sexual Harassment”
	<b>H</b> azards, use “Reporting of Hazards”
	<b>H</b> azardous Waste, see “Reporting of Hazards”
JFCF	<b>H</b> azing and Bullying (Harassment, Intimidation and Dating Violence)
	<b>H</b> ealth
IGAE	Health Education
GBE	Staff Health and Safety
JHC	Student Health Services & Requirements
IGAE	<b>H</b> ealth Education
GBS	<b>H</b> ealth Insurance Portability and Accountability Act (HIPAA)
	<b>H</b> earing Procedures, use descriptors, such as “Suspension and Dismissal of Professional Staff Members,” “Student Suspension,”
	<b>H</b> earings
DBC	Budget Hearings and Reviews
	<b>H</b> eterogeneous Grouping, use “Grouping for Instruction”
GBS	(HIPAA) Health Insurance Portability and Accountability
	<b>H</b> iring
GCD	Professional Staff Hiring
GDD	Support Staff Hiring
	<b>H</b> IV (Human Immunodeficiency Virus) use “Bloodborne Pathogens”
	<b>H</b> olidays, use “School Calendar,” “Professional Staff Vacations and Holidays,” and “Support Staff Vacations and Holidays” as appropriate
IGBG	<b>H</b> omebound Instruction
IGCF	<b>H</b> ome Education or Home Schooling
IGCF	<b>H</b> ome Instruction or Home Schooling
IGCF	<b>H</b> ome Schooling, Home Education or Home Instruction
JECAA	<b>H</b> omeless Students, Admission of
IKB	<b>H</b> omework
	<b>H</b> ousing for Students, break out a new descriptor in Section J
	<b>H</b> uman Immunodeficiency Virus, use “Bloodborne Pathogens”
IGAB	<b>H</b> uman Relations Education

<b>I</b>
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	Illness Leave, see “Leaves”
JHCB	Immunizations
CBA	Incapacity of the Superintendent
CCA	Incapacity of the Treasurer
	Income, see “Revenues”
	Increments in Salary, see “Salary Schedules”
	Industrial Arts, break out a new descriptor in the IGA series
	Inhalers for Asthma, use “Administering Medicines to Students”
	Injuries on School Property, use “First Aid”
JHCB	Inoculations of Students, use “Immunizations”
	In-School suspension, use “Student Suspension” or break out a new descriptor under that term
	In-service Education, see “Development Opportunities”
	Inspection of Buses, use “School Bus Safety Program”
	Inspections
I	Instruction
IA	Instructional Goals
IAA	Instructional Objectives
IIA	Instructional Materials
KLB	Public Complaints about the Curriculum or Instructional Materials
IIAB	Supplementary Materials Selection and Adoption
	Instructional Program
IGA	Basic Instructional Program
AFE, IM	Evaluation of Instructional Programs
EI	Insurance Management
ECG	Integrated Pest Management
	Integration, use as appropriate “Equal Educational Opportunities,” “School Attendance Areas,” and/or “Nondiscrimination”
	Interdistrict Open Enrollment, use “Admission of Interdistrict Transfer Students”
	Interdistrict Relations, use “Relations with Other Schools and School Districts”
	Interdistrict Transfer Students, use “Admission of Interdistrict Transfer Students”
	Intergroup Education, use “Human Relations Education”
	Internet, see “Computer/Online”
	Interns, use “Student Teaching and Internships”
JFG	Interrogations and Searches
	Interscholastic Activities, use “Cocurricular and Extracurricular Programs” and subcategories as appropriate
IGDJ	Interscholastic Athletics
IGDK	Interscholastic Extracurricular Eligibility
IGBE	Intervention Services
JECBD	Intradistrict Transfer Students
DID	Inventories
	Investigations of Student Misconduct, use “Interrogations and Searches”

Investments, use “Revenues from Investments”

**J**

**Job Descriptions**, use “Qualifications and Duties of the Superintendent” or “Qualifications and Duties of the Treasurer for the descriptions of the position of the chief school administrator and chief financial officer; all other job descriptions and/or statements of specific qualifications and duties are to be filed as subcategories of either “Professional Staff Positions” or “Support Staff Positions”

**Junior Reserve Officer Training Corps exemption**, use “Graduation Requirements”

**Jury Duty**, see “Leaves”

**K**

**Keys to School Buildings**, use “Building and Grounds Security”

**Kindergarten**

Orientation

**L**

**Language Instruction**, for statements on foreign or classical language instruction, break out a new descriptor in the IGA sequence

**Layoffs**, use “Reduction in Professional Staff Work Force” and/or “Reduction in Support Staff Work Force”

**Learning Resources Centers**, use “Instructional Materials Centers”

**Leased Buses**, use “Transportation Services Management”

**Leasing and Renting School Equipment**, use as appropriate “Community Use of School Premises” or “Authorized Use of School-Owned Materials”

**Leaves**

GBR Family and Medical Leave

GCBD Professional Staff Leaves and Absences

GDBD Support Staff Leaves and Absences **Legal**

**Counsel**, use “School Board Attorney”

**Legal Name of School District**, use “School District Legal Status”

**Legal Status**

BB School Board Legal Status

AA School District Legal Status

**Legislative Program**, use “School Board Legislative Program”

**Lesson Plans**, use as appropriate “Teaching Methods”

**Liaisons**

Board Liaisons, use “Board Committees” or break out a new descriptor under that term

BJA Liaisons with School Boards Associations

**Librarians**, see “Job Descriptions”

**Library Aides**, see “Job Descriptions”

IIAC	Library Materials Selection and Adoption
IGBI	Limited English Proficiency
CCB	Line and Staff Relations
	Line Item Transfer Authority, use “Budget Transfer Authority”
	Local Education Agency, see “School Board”
DJD	Local Purchasing
	Locker Searches, use “Interrogations and Searches”
	Logo, use “School District Legal Status” to describe or depict official school district logo or break out new descriptor under this term
	Long-Range Planning, use as appropriate to content “School District Goals and Objectives,” (or break out a descriptor under that term), “Facilities Planning,” “Curriculum Development”
	Loyalty Oaths, if loyalty oaths are required of Board members and the superintendent, use “Board Member Qualifications” and “Qualifications and Duties of the Superintendent”; for employees other than superintendent, incorporate the requirement into the qualifications statement in job descriptions; see “Job Descriptions”
	Lunch Program, use “Food Services Management” and appropriate subcategories
	Lunch Workers, see “Job Descriptions”

<b>M</b>
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	Magnet Schools, break out new descriptor under “School Attendance Areas”
	Maintenance Workers, see “Job Descriptions”
	Management by Objectives, use “School District Goals and Objectives,” “Commitment to Accomplishment,” “Administration Goals” as appropriate, but this is a concept that pervades many areas, including all those noted under “Evaluation”
JEB	Mandatory Kindergarten
CD	Management Team
	Materials
EDC	Authorized Use of School-Owned Materials
	Maternity Leave, see “Leaves”
	Matrons, see “Job Descriptions”
	Medications, use “Administering Medicines to Students”
	Meetings
Bddb	Agenda Format
BCA	Board Organizational Meeting
BDDJ, KBCD	Broadcasting and Taping of Board Meetings
BDC	Executive Sessions
BDDG	Minutes of Board Meetings
BDDA	Notification of Board Meetings
BDDH, KD	Public Participation at Board Meetings
BD	School Board Meetings
BDB	Special Board Meetings
BDDF	Voting Method at Board Meetings
	Memberships in Organizations, use “School Board”

- Mentally Handicapped Students, use “Programs for Students with Disabilities” or break out a new descriptor under that term Merit System
- Metal Detectors, use “Buildings and Grounds Security”
- Methods of Instruction, use “Teaching Methods”
- Metrics Education, break out a new descriptor in IGA sequence
- Mileage Allowance, see “Expenses”
- Military Leave, see “Leaves”
- KKA Military Recruiters use “Recruiters in the Schools”
- Minimal Competency Testing, use “Testing Programs” or break out new descriptor in IL sequence
- BDDG Minutes of Board Meetings
- JEE Missing and Absent Students see “Student Attendance Accounting”
- Moment of Silence, use “School Ceremonies and Observances/Patriotic Exercises”
- Moral Education, break out a new descriptor in IGA sequence
- Multi-cultural Education, use “Human Relations Education”
- Musical Events, use “Student Performances”
- Music Education, break out a new descriptor in the IGA sequence

**N**

- Needs Assessment, use “Facilities Planning”
- Negotiated Agreement
  - HM Procedures Following Ratification
- Negotiating Organizations
  - HH Privileges of Staff Negotiating Organizations
  - HA Negotiations
- Negotiations Costs, use “Payment of Negotiations Costs”
- Negotiators for the Board, use “Board Negotiating Agents”
- BHA New Board Member Orientation
- KBCA News Releases
- New Students, use “School Admissions” and appropriate subcategories
- Noncertificated Personnel, use “Support Staff”
- AC Nondiscrimination; also see “Equal Educational Opportunities”; “Equal Opportunity Employment”
- ACB Nondiscrimination on the Basis of Disability
- ACA Nondiscrimination on the Basis of Sex
- Nonprofessional Personnel, use “Support Staff”
- JECB Nonresident Students, Admission of
- Notes and Bonds Payments, use “Payment Procedures”
- JHH Notification About Sex Offenders
- BDDA Notification of Board Meetings
- Number of Board Members, use “School Board Legal Status”

**O**

Objectives

AE	School District Goals and Objectives
	Observances of Special Events, use “School Ceremonies and Observances”
	Occupational Education, use “Career-Technical Education”
	Occupational Health and Safety Requirements, use “Staff Health and Safety” as appropriate
	Office Manager, see “Job Descriptions”
	Officer of the Board, use “Board Officers”
	Official Seal, use “School District Legal Status” or describe or depict official seal of the school district or break out new descriptor under that term Ombudsman, see “Job Descriptions” and “Complaints”
	On-the-Job-Training, use “Work Experience Opportunities”
	Online Fundraising Campaigns/Crowdfunding
	Open Enrollment, for interdistrict, use “Admission of Interdistrict Transfer Students”; for intradistrict, use “Admission of Intradistrict Transfer Students”
	Order of Business, use “Agenda Format”
	Organizational Meeting, use “Board Organizational Meeting”
CCA	Organizational Chart
	Organization of Grade Level, use “Organization of Facilities for Instruction”
IE	Organization of Facilities for Instruction
	Organizations, see “Association” and “Relations with Community Organizations”
	Orientation
	Board Candidate Orientation, break out a new descriptor under “New Board Member Orientation” or use that term
BHA	New Board Member Orientation
GDF	Support Staff Orientation
	Overtime Pay, see “Professional Staff Extra Duty” and/or “Support Staff Extra Duty”

**P**

	Paid Holidays, use “Professional Staff Vacations and Holidays” and “Support Staff Vacations and Holidays”
	Paraprofessional Personnel, use “Support Staff”
	Parental Leave, see “Leaves”
IGBL	Parental Involvement in Education
KMA	Parent Organizations, Relations with
	Parochial Schools, use “Relations with Other Schools and Educational Institutions” or break out a new descriptor in LB sequence
	Participation of Public at Board Meetings, use “Public Participation at Board Meetings”
CE	Part-Time and Substitute Professional Staff Employment
GDE	Part-Time Temporary and Substitute Support Staff Employment
	Part-Time Students, break out a new descriptor in JEC sequence
	Paternity Leave, see “Leaves”
INDA	Patriotic Exercises
HI	Payment of Negotiations Costs
DK	Payment Procedures
	Per Diem, see “Expenses”

	Performance of Staff, see “Evaluation”
	Performance of Students, use “Academic Achievement” and appropriate subcategories
	Performances, use “Student Performances” or “Community Use of School Premises” as appropriate
JEGA	Permanent Exclusion
JFCL	Persistently Dangerous Schools (Unsafe Schools)
G	Personnel
	Personnel Director, see “Job Descriptions”
GA	Personnel Policies Goals
GBL	Personnel Records
	Pest Control see “Integrated Pest Management”
DJB	Petty Cash Accounts
AD	Philosophy of Education, use “Educational Philosophy”
	Photographs of Students, break out new descriptor in Section J
IGAF	Physical Education
	Physical Education Exemption, use “Graduation Requirements”
	Physical Examinations of Staff Members, use “Staff Health and Safety”
JHCA	Physical Examinations of Students
	Physically Handicapped Students, use “Programs for Students with Disabilities”
	Physician, use “Student Health Services and Requirements”; also see “Job Descriptions”
	Plans
EBC	Emergency Management and Safety Plans
	Playgrounds, as appropriate to content, use “Community use of School Premises” or subcategories; use a new descriptor if necessary
	Pledge of Allegiance, use “School Ceremonies and Observances/Patriotic Exercises”
	Policies
BFE, CHD	Administration in Policy Absence
BF	Board Policy Development
IGBM	Community/Conversion School Policy
BFC	Policy Adoption
AD	Development of Philosophy of Education
BFD	Policy Dissemination
CH	Policy Implementation
BFG	Policy Review and Evaluation
BFB	Preliminary Development of Policies
BFF	Suspension of Policies
BFC	Policy Adoption
BFD	Policy Dissemination
CH	Policy Implementation
BFG	Policy Review and Evaluation
	Political
	Positions
GCA	Professional Staff Positions
GDA	Support Staff Positions
JP	Positive Behavioral Intervention and Supports (Restraint and Seclusion)
GDCA	Posting of Support Staff Vacancies

IGCH, LEC	Postsecondary Enrollment Options, use “College Credit Plus”
	<b>Powers</b>
HD	School Board Negotiating Powers and Duties
BBA	School Board Powers and Duties
	Practice Teaching, use “Student Teaching and Internships”
JFE	Pregnant Students
BFB	Preliminary Development of Policies
	Preparation Periods for Teachers use “Professional Staff Time Schedules”
	President of the Board, use “Board Officers”
	Principals, see “Job Descriptions”
	Priority Objectives, see “Objectives”
	Private Schools, Relations with, use “Relations with Other Schools and Educational Institutions” or break out a new descriptor in LB sequence
HH	Privileges of Staff Negotiating Organizations
	Procedures, see “Regulations”
HM	Procedures Following Ratification
	Professional Growth, see “Development Opportunities”
	Professional Practices, see “Ethics”
GCI	Professional Staff Assignments and Transfers
GCL	Professional Staff Development Opportunities
GCKA	Professional Staff Extra Duty
GCBC	Professional Staff Fringe Benefits
GCD	Professional Staff Hiring
GCBD	Professional Staff Leaves and Absences
GCA	Professional Staff Positions
GCC	Professional Staff Recruiting
GCBA	Professional Staff Salary Schedules
GCBB	Professional Staff Supplemental Contracts
GCJ	Professional Staff Time Schedules
GCBE	Professional Staff Vacations and Holidays
	Programmed Learning, use “Teaching Methods” or break out new descriptor in IH sequence
	Program Goals and Objectives, use “Instructional Goals” for an overall statement; goals pertaining to particular programs will be filed under the program, for example, “Physical Education Goals” under “Physical Education”
IGBB	Programs for Gifted and Talented Students
IGBA	Programs for Handicapped Students
IKE	Promotion and Retention of Students
	<b>Promotions</b>
IKE	Promotion and Retention of Students
EBCE	Protection for Reporting Safety and Fraud Violations (Whistleblowers)
	Protection of Staff, use “Staff Protection”
	Psychological Services, use “Student Psychological Services”
	<b>Public</b>
ABA, KC	Community Involvement in Decision-making
KL	Public Complaints
KLD	Public Complaints about School Personnel

KLB	Public Complaints about the Curriculum or Instructional Materials
KGB	Public Conduct on School Property
KH	Public Gifts to the Schools
BDDH, KD	Public Participation at Board Meetings
KI	Public Solicitations in the Schools
KBA	Public's Right to Know
KGC	Smoking on District Property
AB	The People and Their School District
	<b>Publications</b>
CHCA	Approval of Handbooks and Directives
DFP	Royalties
IGDB	Student Publications
JFCD	Underground Student Publications
KL	<b>Public Complaints</b>
KLD	<b>Public Complaints about School Personnel</b>
KLB	<b>Public Complaints about the Curriculum or Instructional Materials</b>
KGB	<b>Public Conduct on School Property</b>
KH	<b>Public Gifts to the Schools</b>
	<b>Public Hearings, see "Hearings"</b>
	<b>Public Information Officer, see "Job Descriptions"</b>
	<b>Publicity through Schools, if the publicity relates to other agencies and outside organizations, break out a new descriptor to cover such promotion under "Advertising in the Schools"</b>
BDDH, KD	<b>Public Participation at Board Meetings</b>
KI	<b>Public Solicitations in the Schools</b>
KBA	<b>Public's Right to Know</b>
	<b>Public Use of School Facilities, use "Community Use of School Premises"</b>
	<b>Pupil, see "Student"</b>
	<b>Pupil-Teacher Ratios, use "Class Size"</b>
	<b>Purchase Orders and Contracts, use "Purchasing Procedures"</b>
	<b>Purchasing</b>
DJ	Purchasing
DJD	Local Purchasing
DJA	Purchasing Authority
DJF	Purchasing
DJA	Purchasing Authority
	<b>Purchasing Guides and Vendor Lists, use "Purchasing Procedures"</b>
DJF	<b>Purchasing Procedures</b>

## Q

	<b>Qualifications</b>
BBBA	Board Member Qualifications
CBA	Qualifications and Duties of the Superintendent (Also see "Job Descriptions")
BCC	Qualifications and Duties of the Treasurer (Also see "Job Descriptions")
	<b>Quality Control, use "Purchasing Procedures"</b>
	<b>Quantity Purchasing, use "Purchasing Procedures"</b>
	<b>Questioning of Students by Police, use "Interrogations and Searches"</b>

Quotations, use “Purchasing Procedures”

**R**

	<b>Racial Balance</b> , use “School Attendance Areas”
	<b>Rank in Class</b> , use “Class Rankings”
	<b>Ratification of Policies</b> , use “Policy Adoption”
	<b>Ratios of Students to Teachers</b> , use “Class Size”
IGBEA	<b>Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)</b>
	<b>Record Keeping</b> , use “Data Management” and/or term(s) under “Records”
	<b>Records Retention</b> , use “Data and Records Retention”
	<b>Records</b>
	Board Records, if appropriate use “Public’s Right to Know” or one of the terms below; otherwise break out a new descriptor in Section B
EHA	Data and Records Retention
GBL	Personnel Records
JO	Student Records
	<b>Recruiting</b>
GCC	Professional Staff Recruiting
KKA	<b>Recruiters in the Schools</b>
CBB	Recruitment and Appointment of the Superintendent
GDC	Support Staff Recruiting
GCPAA	<b>Reduction in Administrative Staff Work Force</b>
GCPA	<b>Reduction in Professional Staff Work Force</b>
GDPA	<b>Reduction in Support Staff Work Force</b>
	<b>Re-employment of Laid-Off Employees</b> , use “Reduction in Professional Staff Work Force” and “Reduction in Support Staff Work Force”
	<b>Registers</b> , use “Student Attendance Accounting”
	<b>Regulations</b>
CHC	Regulations Dissemination
BFCA, CHB	Board Review of Regulations
CHA	Development of Regulations
	(Also see “Policy Implementation”)
	<b>Reimbursements of Expenses</b> , use “Expense Reimbursements”
LE	<b>Relations with Colleges and Universities</b>
LB	<b>Relations with Other Schools and Educational Institutions</b>
KMA	<b>Relations with Parent Organizations</b>
	<b>Relations with Private Schools</b> , use “Relations with Other Schools and Educational Institutions” or break out a new descriptor in LB sequence
	<b>Released Time for Teachers</b> use “Professional Staff Time Schedules”
	<b>Release of Information Concerning Students</b> , use “Student Records”
	<b>Release of Students from School</b> , use as appropriate “Student Dismissal Precautions”
	<b>Releases from Contracts</b> , see “Contracts” and “Resignation”
IGBE	<b>Remedial Instruction</b>
	<b>Repairs</b> , see “Maintenance”
	<b>Report Cards</b> , use “Student Progress Reports to Parents”
JHG	<b>Reporting Child Abuse</b>

EBA	<b>Reporting of Hazards</b>
	<b>Reporting Periods, use “Student Progress Reports to Parents” Reports</b>
FEI	Construction Project Records and Reports
EGC	Office Services Records and Reports
EBA	Reporting of Hazards
IKAB	Student Progress Reports to Parents
	<b>Reproduction of Copyrighted materials, use “Copyright”</b>
	<b>Requisitions, use “Purchasing Procedures”</b>
	<b>Research and Development, if appropriate use “Facilities Development” and/or “Curriculum Development”; if content relates to all areas of operations, break out a new descriptor under “School District Goals and Objectives” or in Section C (General School Administration)</b>
	<b>Residency Requirements, use as appropriate “School Admissions,” “Recruitment and Appointment of Superintendent,” “Professional Staff Hiring,” and/or “Support Staff Hiring”</b>
GCPB	<b>Resignation of Professional Staff Members</b>
GDPB	<b>Resignation of Support Staff Members</b>
IIBB	<b>Resource Teachers</b>
	<b>Responsibilities of Staff Members, see “Rights and Responsibilities of Staff Members”</b>
JP	<b>Restraint and Seclusion, see “Positive Behavioral Interventions and Supports”</b>
	<b>Retarded Students, see “Programs for Students with Disabilities”</b>
	<b>Retention of Records, see “Records”</b>
	<b>Retention of Students, use “Promotion and Retention of Students”</b>
FL	<b>Retirement of Facilities</b>
	<b>Retreats, use “School Board Work Sessions and Retreats”</b>
	<b>Revenues</b>
DFA	Revenues from Investments
DE	Revenues from Tax Sources
DF	Royalties
	<b>Review of Policies, see “Policies”</b>
JFA	<b>Rights</b>
JF	Student Due Process Rights
	Student Rights and Responsibilities
	<b>Rights and Responsibilities of Parents, break out a new descriptor in Section K (School-Community Relations) if a general statement supplements statements of rights and responsibilities which will appear in various categories in the I (Instruction) and J (Student) sections</b>
	<b>Rights and Responsibilities of Staff, break out new descriptor in GBC sequence if general statement of rights and responsibilities is desired to supplement statements of rights, which pertain to numerous policies and statements of responsibilities, which appear in job descriptions</b>
	<b>ROTC, use “Student Organizations” or break out new descriptor in IGD sequence</b>

<b>S</b>
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Sabbatical Leaves, see “Leaves”  
Safety

EB	Safety Program
EEAC	School Bus Safety Program
GBE	Staff Health and Safety
JHF	Student Safety
EB	Safety Program
EBBA	First Aid
DLB	Salary Deductions
	Salary Schedules
GCBA	Professional Staff Salary Schedules
	Sales
DN	School Property Disposal
	Sanitation, use “Food Sanitation Program” or “Buildings and Grounds Maintenance,” as appropriate
	Schedules
DBC	Budget Deadlines and Schedules
GCJ	Professional Staff Time Schedules
GDJ	Support Staff Time Schedules
JEC	School Admissions
JC	School Attendance Areas
BCG	School Board Attorney
	School Board: The user of the OPS/OSBA policy classification system will, of course, employ the appropriate term as supplied by statutes or local usage in reference to the governing board. The term “School Board” is used in this system and in this index in the generic sense as a synonym for “Board of Education,” “Board of Directors,” “Board of Trustees,” and as used in some New England States—”School Committee.” See also “Board.”
BHBA	School Board Conferences, Conventions
BB	School Board Legal Status
BI	School Board Legislative Program
BD	School Board Meetings
BBF	School Board Member Ethics
HD	School Board Negotiating Powers and Duties
BBA	School Board Powers and Duties
	School Boards Associations, use “Liaison with School Boards Associations”
BE	School Board Work Sessions and Retreats
CF	School Building Administrator
	School Bus Conduct, use “Student Conduct on School Buses”
EEACE	School Bus Idling
	School Bus Program, use “Student Transportation Services”
EEAC	School Bus Safety Program
EEAB	School Bus Scheduling and Routing
	School Bus Uses, use “Special Use of School Buses”
ICA	School Calendar
	School Committee, see “School Board”
IND	School Ceremonies and Observances
K	School-Community Relations
KA	School-Community Relations Goals
ID	School Day
	School Directories, see “Directories”

AE	School District Goals and Objectives
AA	School District Legal Status
	School Lunch Service, use “Food Services Management”
	School Nurses, see “Job Descriptions”
EEBA	School-Owned Vehicles, Use of
	School Physician, use “Student Health Services and Requirements,” if appropriate; also see “Job Descriptions”
DN	School Properties Disposal
	School Seal, see “Insignia”
	School Telephone Service, use “Telephone Services”
	School Trustees, see “School Board”
IICC	School Volunteers
IC	School Year
	Secondary School Curriculum, see “Basic Instructional Program” or break out new descriptor in IGA sequence
	Secretary to the Board, use “Board Officers” or “Appointed Board Officials”
	Security, use “Buildings and Grounds Security”
IIAA	Selection and Adoption of Textbooks
IAC	Selection and Adoption of Library Materials
	Semester, use “School Year”
	Semester Credit Hour, use “Graduation Requirements”
	Senior Citizens, break out a new descriptor in the KG sequence for an overall statement on privileges extended senior citizens for special statements on property tax deductions, use “Revenues from Local Tax Sources,” on free admissions to school events use “Free Admissions,” on use of school buses use “Special Use of School Buses,” for food services for the elderly use “Food Services Management,” for free admission to adult education courses use “Adult Education”; as necessary break out new descriptors under the above terms
	Service Animals, use “Animals in the Schools”
	Service Charges, use “Community Use of School Premises”
GCPCA	Severance Pay
IGAI	Sex Education
JHH	Sex Offenders, Notification About
ACAA	Sexual Harassment
	Sick Leave, see “Leaves”
	Signatures on Checks, use “Authorized Signatures”
	Smoking
JFCG	Smoking by Students/Use or Possession of Tobacco Products
KGC	Smoking on District Property at Public Functions
GBK	Smoking on District Property by Staff Members
	Snow Days, use “Emergency Closings”
	Social Events, use “Student Social Events”
	Social Networking, see “Staff-Student Relations” and “Data and Records Retention”
	Solicitations
KI	Public Solicitations in the Schools
GBI	Staff Gifts and Solicitations
JL	Student Gifts and Solicitations

BDB	Special Board Meetings
BCJ	Special Information
EEAD	Special Use of School Buses
	Spokesperson for the Board, use “News Releases”
	Sports, use “Interscholastic Athletics”
	Staff Attendance Accounting, see “Time Schedules”
	Staff Communications with the Board, use “Board-Staff Communications”
GBM	Staff Complaints and Grievances
GBCB	Staff Conduct
GBCA	Staff Conflict of Interest
GBCC	Staff Dress and Grooming
GBE	Staff Health and Safety
ABB, GBB	Staff Involvement in Decision-making
GBG	Staff Participation in Political Activities
	Staff Protection, use “Staff Health and Safety”
	Staff Residency Requirements, use as appropriate “Recruitment and Appointment of the Superintendent,” “Professional Staff Hiring” and/or “Support Staff Hiring”
	Staff Rights and Responsibilities, break out new descriptor in GBC sequence if general statement of rights and responsibilities is desired to supplement statements of rights, which pertain to numerous policies and statements of responsibilities, which appear in job descriptions
GBH, JM	Staff-Student Relations
	State
	State and Federal Aid Eligibility Determination, use “Funding Proposals and Applications”
JED	Student Absences and Excuses
	Student Achievement, use “Academic Achievement”
	Student Activities, use “Cocurricular and Extracurricular Programs” and appropriate subcategories
IGDG	Student Activities Funds Management
	Student Admissions, use “School Admissions” and appropriate subcategories
	Student Adviser to the School Board, use “Student Involvement in Decision-making”
JE	Student Attendance
JEE	Student Attendance Accounting
	Student Clubs, use “Student Organizations”
JFC	Student Conduct
EEACC, JFCC	Student Conduct on School Bus
JG	Student Discipline
JEDB	Student Dismissal Precautions
JFCH/JFCI	Student Drug Abuse
JFA	Student Due Process Rights
	Student Exchange Program, use “Admission of Exchange Students”
JGE	Student Expulsion
JN	Student Fees, Fines and Charges
IGDF	Student Fundraising Activities
JL	Student Gifts and Solicitations
JHC	Student Health Services and Requirements

ABC, JFB	Student Involvement in Decision Making
IGDA	Student Organizations
	Student Photographs, break out new descriptor in Section J
JA	Student Policies Goals
IKAB	Student Progress Reports to Parents
JHD	Student Psychological Services
IGDB	Student Publications
JO	Student Records
JF	Student Rights and Responsibilities
J	Students
	Student School Board, use “Advisory Committees to the Board” or “Student Involvement in Decision Making”
IGDC	Student Social Events
	Student-Staff Relations, use “Staff-Student Relations”
JOA	Student Surveys
JGD	Student Suspension
	Student-Teacher Ratio, use “Class Size”
LEA	Student Teaching and Internships
	Student Transfers, use “Assignment of Students to Schools” or other appropriate subcategories in the JEC sequence
EEAE	Student Transportation in Private Vehicles
EEA	Student Transportation Services
JFCK	Student Use of Cellular Phones and Other Electronic Communication Devices
JH	Student Welfare
EFG	Student Wellness Program
	Substitutes
GCE	Part-Time and Substitute Professional Staff Employment
GDE	Part-Time and Substitute Support Staff Employment
	Substitute Teachers, use descriptors immediately above as appropriate; also see “Job Descriptions”
IGCA	Summer Schools
	Superintendent
BCD	Board-Superintendent Relationship
AFB, CBG	Evaluation of the Superintendent
CBA	Qualifications and Duties of the Superintendent
CBF	Superintendent’s Consulting Activities
CBC	Superintendent’s Contract
HF	Superintendent’s Role in Negotiations
CBC	Superintendent’s Contract
CBAA	Superintendent, Incapacity of the
HF	Superintendent’s Role in Negotiations
	Supervisors, see “Job Descriptions”
IIAB	Supplementary Materials Selection and Adoption
	Supplementary Pay
GCBB	Professional Staff Supplemental Contracts
GDBB	Support Staff Pupil Activity Contracts E
	Support Services
EA	Support Services Goals
GDI	Support Staff Assignments and Transfers

GDL	Support Staff Development Opportunities
GDKA	Support Staff Extra Duty
GDD	Support Staff Hiring
GDBD	Support Staff Leaves and Absences
GDF	Support Staff Orientation
GDA	Support Staff Positions
GDC	Support Staff Recruiting
GDBB	Support Staff Pupil Activity Contracts
GDJ	Support Staff Time Schedules
GDBE	Support Staff Vacations and Holidays
GDK	Support Staff Workload
	Surety Bonds, use “Bonded Employees and Officers”
	Surplus
DN	School Properties Disposal
	Surveillance Cameras, use “Buildings and Grounds Security”
JOA	Surveys, Student
	Suspension
	In-School Suspension, use “Student Suspension” or break out a new descriptor under that term
JGD	Student Suspension
GCPD	Suspension and Dismissal of Professional Staff Members
GDPD	Suspension and Dismissal of Support Staff Members
BFF	Suspension of Policies
GCPD	Suspension and Dismissal of Professional Staff Members
GDPD	Suspension and Dismissal of Support Staff Members
BFF	Suspension of Policies

<b>T</b>
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	Tables of Organization, use “Organization Charts”
	Tax Collection, use “Revenues from Tax Sources”
	Tax Deductions for Senior Citizens, break out a new descriptor under “Revenues from Tax Sources”
DBH	Tax Budget
FD, KBE	Tax Issues
	Tax-Sheltered Annuities, use “Salary Deductions” or break out a new descriptor under that term
	Teacher, see “Professional Staff”; also see “Job Descriptions”
	Teacher Contracts, see “Contracts”
	Teacher Examinations, use “Professional Staff Hiring” or break out a new descriptor under that term
	Teacher Institutes, use “Professional Staff Development Opportunities”
INB	Teaching about Controversial Issues
IGAG	Teaching about Drugs, Alcohol and Tobacco
IGAC	Teaching about Religion
INA	Teaching Methods
	Team Management, use “Management Team”
	Technical Education, see “Career-Technical Education”

EGAC	Technology, see “District Websites” or “Computer/Online Services” Telephone Services Term of Office of Board Members, use “School Board Legal Status” Testing Minimal Competency Testing, break out a new descriptor in the IL sequence or use “Testing Programs”
IL	Testing Programs
IIAA	Textbook Selection and Adoption
IGBEA	Third Grade Reading Guarantee, see “Reading Skills Assessments and Intervention (Third Grade Reading Guarantee)” Time Schedules Professional Staff Time Schedules
GCJ	Support Staff Schedules
GDJ	Support Staff Schedules
IGBJ	Title 1 Programs
JFCG	Tobacco Use by Students, see “Smoking on District Property by Staff Members” and “Smoking on District Property” Tornado Warnings, use “Emergency Plans” or a subcategory as appropriate Tract System, use “Grouping for Instruction” Transfers Professional Staff Assignments and Transfers
GCI	Support Staff Assignments and Transfers
GDI	Transfer of Students, use “Assignment of Students to Schools,” “Admission of Interdistrict Transfer Students” or other appropriate subcategory in JEC sequence
EEAE	Transportation Student Transportation in Private Vehicles
EEA	Student Transportation Services
JEDA	Travel Expense, see “Expenses” Truancy Tuition, use “Admission of Nonresident Students” if appropriate; fee statements pertaining to special programs, as summer schools or adult education, may be incorporated with the policy on the program; if tuition, payable by individuals or another education agency, is a normal condition of enrollment, use “Student Fees, Fines and Charges” Tuition Refunds, see “Development Opportunities” for the appropriate category of staff
GCQAB	Tutoring for Pay

**U**

BBE	Unemployment Insurance, use “Staff Protection”
JFCL	Unexpired Term Fulfillment (Board Vacancy)
JFCK	Unsafe Schools (Persistently Dangerous Schools)
EDF	Use of Electronic Equipment by Students Use of School Facilities, use “Community Use of School Premises” Use of Personal Technology Devices

**V**

	<b>Vacancies</b>
GDCA	Posting of Support Staff Vacancies
	<b>Vacancy on the Board, use “Unexpired Term Fulfillment”</b>
	<b>Vacations</b>
GCBE	Professional Staff Vacations and Holidays
GDBE	Support Staff Vacations and Holidays
ECAB	<b>Vandalism</b>
	<b>Vehicles</b>
EEBA	Use of School-Owned Vehicles
EEAE	Student Transportation in Private Vehicles
IGEE	<b>Veterans, use “Awarding of High School Diplomas to Veterans of War”</b>
EEACCA	<b>Video Cameras on Transportation Vehicles</b>
KK	<b>Visitors to the Schools</b>
	<b>Vocational Education, use “Career-Technical Education”</b>
	<b>Volunteers</b>
IICC	School Volunteers
JJ	Student Volunteers for School and Public Service
BDDF	<b>Voting Method at Board Meetings</b>

**W**

EEAA	<b>Walkers and Riders, use “Eligibility Zones for Pupil Transportation”</b>
JFCJ	<b>Weapons in the Schools</b>
IIBH	<b>Website, use “District Websites”</b>
EFG	<b>Wellness, use “Student Wellness Program”</b>
EBCE	<b>Whistleblower, Protection for Reporting Safety Violations</b>
	<b>Women’s Rights, use “Nondiscrimination”</b>
	<b>Working Conditions, use appropriate subcategories of</b> “Professional Staff” and “Support Staff”
	<b>Workmen’s Compensation, use “Staff Health and Safety”</b>
	<b>Work Sessions, use “School Board Work Sessions and Retreats”</b>
	<b>Workshops, use “Conferences”</b>
	<b>Work Study Programs, use, as appropriate to program, “Employment of</b> <b>Students”</b>

**Y**

	<b>Year</b>
IC	School Year

**Z**

JFC

**Zero Tolerance (Student Conduct)**