

THE NEPN POLICY CODING SYSTEM

For Classification Of School District Policies

SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

Section A of the NEPN classification system contains policies, regulations, and exhibits on the district's legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board's other policies and regulations.

AA School District Legal Status

AB The People and Their School District

AC Nondiscrimination/Equal Opportunity/Human Relations

- ACA** Nondiscrimination on the Basis of Sex
- ACB** Nondiscrimination on the Basis of Ethnicity and Race
- ACC** Nondiscrimination on the Basis of Age
- ACD** Nondiscrimination on the Basis of Religion
- ACE** Nondiscrimination on the Basis of Handicap/Disability
- ACF** Interpersonal/Human Relations
- ACG** Resolution of Discrimination Complaints

AD Educational Philosophy/School District Mission

- ADA** School District Goals and Objectives
- ADB** Drug-Free Schools
- ADC** Tobacco-Free Schools
- ADD** Safe Schools
- ADE** Effective Schools
- ADF** School Wellness
- ADFA** Coordinated School Health Program

AE Accountability/Commitment to Achievement

- AEA** Goal/Outcome-Based Education
- AEB** Recognition for Accomplishment
- AEC** Accomplishment Reporting to the Public

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

Section B of the NEPN classification system contains policies, regulations, and exhibits on the school board – how it is appointed or elected; how it is organized; how it conducts meetings, and how the board operates. This section includes bylaws and policies establishing the board's internal operating procedures.

BA School Board Operational Goals

BAA Evaluation of School Board/Board Self-Evaluation

BB School Board Legal Status

BBA Board Powers and Responsibilities
BBAA Board Member Authority and Responsibilities
BBAB Board Signing Authority
BBB Board Membership - Elections/Appointment
BBBA Board Member Qualifications
BBBB Board Member Oath of Office
BBBC Board Member Resignation
BBBD Board Member Removal from Office
BBBE Unexpired Term Fulfillment/Vacancies
BBBF Board Candidates
BBBG Board Campaigns and Elections
BBC School Board Liability (Insurance)

BC School Board Member Conduct

BCA Board Member Code of Ethics
BCB Board Member Conflict of Interest

BD Organization of the School Board

BDA Board Organizational Meeting
BDB Board Officers
BDC Appointed Board Officials
BDD Board-Superintendent Relationship
BDE Board Committees
BDEA Committee of the Whole
BDF Advisory Committees
BDG School Attorney/Legal Services
BDH Board Consultants/Staff Assistants

BE School Board Meetings

BEA Regular Board Meetings
BEB Special Board Meetings
BEC Executive Sessions/Open Meetings (also KDB)
BED Meeting Procedures/Bylaws
BEDA Notification of Board Meetings
BEDB Agenda
BEDC Quorum
BEDD Rules of Order
BEDDA Parliamentary
BEDDB Suspension of Rules of Order
BEDE Second Language Procedures for Board Meetings
BEDF Voting Method

BEDG Minutes
BEDH Public Participation at Board Meetings
BEDI News Media Services at Board Meetings
BEDJ Broadcasting/Recording of Board Meetings
BEDK Reporting Board Meeting Business
BEE Board Hearings/Appeal Proceedings

BF School Board Work Sessions and Retreats

BG School Board Policy Process

BGA Policy Development System
BGB Policy Adoption
BGC Policy Revision and Review
BGD Board Review of Regulations (Also CHB)
BGE Policy Communication/Feedback
BGF Suspension/Repeal of Policy

BH School Board Communications

BHA School District Logo and/or Motto (also JJK)
BHB Use of School District/Board Member Name
BHC Board Communications with Staff (Also GBD)
BHD Board Communications with Public

BI School Board Member Services

BIA New Board Member Orientation/Handbook
BIB Board Member Development Opportunities
BIBA Board Member Conferences, Conventions, & Workshops
BIC Board Facilities and Services
BID Board Member Compensation and Expenses

BJ School Board Legislative Program

BJA State Legislative Program
BJB Federal Legislative Program

BK School Board Memberships

BKA Liaison with School Boards Associations

SECTION C: GENERAL SCHOOL ADMINISTRATION

Section C of the NEPN classification system contains policies, regulations, and exhibits on school management, administrative organization, and school building and department administration – including the administrative aspect of special programs and systemwide reforms such as school- or site-based management. It also houses personnel policies on the superintendent, senior administrators (management team), and school principals. All phases of policy implementation – procedures or regulations – are properly located in this section.

CA Administration Goals/Priority Objectives

CAA Evaluation of School Administration

CB School Superintendent

CBA Qualifications of Superintendent
CBB Recruitment of Superintendent
CBC Superintendent Powers and Responsibilities
CBD Superintendent's Contract
CBE Superintendent's Salary, Compensation, and Benefits
CBF Superintendent's Conduct
CBFA Superintendent's Political Activities
CBG Superintendent's Professional Development Opportunities
CBH Superintendent's Consulting Activities
CBHA Superintendent's Political Activities
CBI Evaluation of Superintendent
CBJ Superintendent's Termination of Employment
CBJA Dismissal of Superintendent
CBJB Retirement/Resignation of Superintendent

CC Administrative Organization

CCA Organization Charts
CCB Line and Staff Relations
CCC Staffing Formulas/Ratios

CD Management Team/Senior Staff

CDA Evaluation of Management Team

CE Administrative Councils, Cabinets, and Committees

CF School Building Administration

CFA School Principals/Building Administrators
CFB Evaluation of Principals/Building Administrators
CFC Assignment and Transfer of Building Administrators
CFD Site- or School-Based Management
CFE School Climate
CFF Support Personnel for Building Administration
CFG Elementary School Administration
CFH Secondary School Administration
CFHA Middle School/Junior High School Administration
CFHB High School Administration
CFI Monitoring/Recording Staff and Students (Concealed Observations)

CG Special Programs Administration

- CGA** Summer Programs Administration
- CGB** School-Based Child Care Programs Administration
- CGC** Adult Education/Lifelong Learning Programs Administration
- CGD** State and Federal Programs Administration

CH Policy Implementation

- CHA** Development of Regulations
- CHB** Board Review of Regulations (Also BGD)
- CHC** Regulations Communication
- CHCA** Handbooks and Directives
- CHD** Administration in the Absence of Policy

CI Temporary Administrative Assignments

CJ Administrative Intern Programs

CK Administrative Consultants

CL Research/Administrative Reports

CM School District Annual Report

SECTION D: FISCAL MANAGEMENT

Section D of the NEPN classification system contains policies, regulations, and exhibits on school finances and the management of funds. Policies on the financing of school construction and renovation, however, are filed in Section F, Facilities Development.

DA Fiscal Management Goals/Priority Objectives

DAA Evaluation of Fiscal Management

DB Annual Budget

DBA Budgeting System

DBB Fiscal Year

DBC Budget Planning, Preparation, and Schedules

DBD Determination of Budget Priorities

DBE Communication of Budget Recommendations

DBF Budget Hearings and Reviews

DBG Budget Adoption Process

DBGA Budget Referenda (see FDA for construction bonds)

DBH Budget Appeals

DBI Budget Implementation

DBJ Budget Transfers

DC Taxing and Borrowing

DCA Management of Capital Reserves

DD Funding Proposals, Grants, and Special Projects

DDA Funding Sources outside the School System

DDB Funding Sources within the School System/Mini-Grants

DE Revenues from Tax Sources

DEA Funds from Local Tax Sources

DEB Funds from State Tax Sources

DEC Funds from Federal Tax Sources

DF Revenues from Nontax Sources

DFA Revenues from Investments

DFAA Use of Surplus Funds

DFB Revenues from School-Owned Real Estate

DFC Rental and Service Charges

DFD Gate Receipts and Admissions

DFDA Free Admissions

DFE Royalties

DFF Income from School Sales and Services

DG Banking Services

DGA Authorized Signatures

DGB Check-Writing Services

DGC Loans/Employee Credit Unions

DGD Credit Cards

DGE Personal Debts of Employees

- DH Bonded Employees and Officers**
- DHA** Contracts/Signing Authority

- DI Fiscal Accounting and Reporting**
- DIA** Accounting System
- DIB** Types of Funds/Revolving Funds
- DIC** Financial Reports and Statements
- DID** Inventories
- DIE** Audits/Financial Monitoring
- DIF** Fraud Prevention

- DJ Purchasing**
- DJA** Purchasing Authority
- DJB** Purchasing Procedures
- DJC** Petty Cash
- DJD** Cooperative Purchasing
- DJE** Bidding Procedures
- DJF** Local/Competitive Purchasing
- DJG** Vendor Relations
- DJGA** Sales Calls and Demonstrations

- DK Payment Procedures**
- DKA** Payroll Procedures/Schedules
- DKB** Salary Deductions
- DKC** Expense Authorization/Reimbursement

- DL Management of Staff Funds**
- DLA** Employee Benefits Administration
- DLB** Tax-Sheltered Annuities

- DM Cash in School Buildings**

- DN School Properties Disposition**

SECTION E: SUPPORT SERVICES

Section E of the NEPN classification system contains policies, regulations, and exhibits on non-instructional services and programs, particularly those on business management such as safety, building and grounds management, office services, transportation, and food services.

EA Support Services Goals/Priority Objectives

EAA Evaluation of Support Services

EB Environmental and Safety Program

EBA Building and Grounds Inspections
EBAA Reporting of Hazards/Warning Systems
EBAB Hazardous Materials
EBAC Environmental and Safety Audits
EBB Accident Prevention and Safety Procedures
EBBA Prevention of Disease/Infection Transmission
EBBB Accident Reports
EBBC Indoor Air Quality
EBC Emergencies
EBCA Disaster Plans
EBCB Safety Drills
EBCC Bomb and Violence Threats
EBCD Weather-Related Emergencies
EBCE School Closings and Cancellations
EBCF Pandemic Emergencies

EC Buildings/Grounds/Property Management

ECA Security
ECAB Access to Buildings
ECABA Staff/Student Identification Procedures
ECAC Vandalism
ECAD School and Personal Property Replacement/Restitution
ECAE Security Services
ECAF Video Surveillance
ECB Buildings and Grounds Maintenance
ECBA Building Maintenance
ECBB Grounds Maintenance
ECBC Recreational Facility Maintenance
ECC Building and Grounds Records and Reports
ECD Custodial Services
ECE Traffic and Parking Procedures
ECF Energy Conservation

ED Materials and Equipment Management

EDA Materials and Equipment Receiving and Warehousing
EDB Maintenance and Control of Materials and Equipment
EDC Authorized Use of School-Owned Materials and Equipment
EDD Materials and Equipment Records and Reports
EDE Waste Management and Recycling

EE Transportation Services

EEA	Student Transportation
EEAA	Walkers and Riders
EEAB	Special Education Student Transportation
EEAC	Bus Scheduling and Routing
EEAD	Bus Passes
EEAE	Bus Safety Program
EEAEA	Bus Driver Requirements, Training and Responsibilities
EEAEAA	Bus Driver Drug and Alcohol Testing
EEAEB	Bus Purchasing and Maintenance
EEAEC	Student Conduct on Buses
EEAED	Safety/Bus Patrols
EEAEE	Bus Emergencies
EEAF	Special Use of Buses
EEAFA	Extracurricular Activity/Field Trips/Special Events Transport
EEAG	Student Transportation in Private Vehicles
EEAH	Student Transportation Insurance
EEAI	Student Transportation Records and Reports
EEB	Business and Personnel Transportation Services
EEBA	School-Owned Vehicles
EEBB	Use of Private Vehicles on School Business
EEBC	Business and Personnel Transportation Insurance
EEBD	Business Transportation Records and Reports

EF Food Services

EFA	Food Purchasing/Selection
EFAA	Use of Surplus Commodities
EFAB	Food Allergies/Special Dietary Needs
EFB	Menu Development/Options
EFC	Free and Reduced Price Food Services
efd	Pricing of and Payment for Food Services
EFDA	Collection of Money/Food Tickets
EFE	Competitive Food Sales/Vending Machines
EFF	Adult Food Services
EFG	Catering and Food Service at School Activities/Events
EFH	Food Service Sanitation Program
EFI	Food Services Records and Reports

EG Office Services

EGA	Communication Services
EGAA	Data Processing
EGAB	Photocopying Services
EGAC	Printing, Production, and Graphic Arts Services
EGAD	Copyright Compliance
EGAE	Mail and Delivery Services
EGAEA	Electronic Mail and other Electronic Communications
EGAF	Telephone Service
EGB	Clerical Services
EGC	Notary Public
EGD	Use of Technology in Office Services
EGE	Office Services Records and Reports

EH Data Management

EHA Computerized Data Systems

EHAA Computer Security

EHB Data/Records Retention

EI Insurance Program/Risk Management

EIA Property Insurance

EIB Liability Insurance

EIC Self-Insurance/Insurance Pools

SECTION F: FACILITIES PLANNING AND DEVELOPMENT

Section F of the NEPN classification system contains policies, regulations, and exhibits on facility planning, financing, construction, and renovation. It also includes the topics of temporary facilities and school closings.

- FA Facilities Development Goals/Priority Objectives**
 - FAA** Evaluation of Facilities Planning and Development

- FB Facilities Planning**
 - FBA** Planning Advisors
 - FBB** Enrollment Projections

- FC Building Accommodations**
 - FCA** Combining Schools
 - FCB** Closing Schools
 - FCC** Temporary School Facilities

- FD Facilities Funding**
 - FDA** Bond Campaigns (see DBGA for other referenda)

- FE Facilities Construction**
 - FEA** Educational Specifications for Construction
 - FEB** Architect/Engineer/Construction Manager
 - FEC** Use of Consultants in Facilities Construction
 - FED** Construction Plans and Specifications
 - FEDA** Site Plans
 - FEDB** Construction Plans
 - FEDC** Construction Equipment and Materials
 - FEE** Site Acquisition
 - FEF** Construction Cost Estimates
 - FEG** Construction Contracts Bidding and Awards
 - FEGA** Contractor's Fair Employment Clause
 - FEGB** Contractor's Affidavits and Guarantees
 - FEH** Supervision of Construction
 - FEI** Construction of Recreational Facilities
 - FEJ** Construction Records and Reports

- FF Naming Facilities**
 - FFA** Memorials/School Buildings
 - FFB** Names on Plaques

- FG Board Inspection and Acceptance of New Facilities**

- FH Staff Orientation to New Facilities**

- FI Public Dedication of New Facilities**

- FJ Facilities Renovations/Improvements**

SECTION G: PERSONNEL

Section G of the NEPN classification system contains policies, regulations, and exhibits on all school employees except for the superintendent (policies on the school chief are located in Section C, General Administration). The category is divided into three main divisions: GB has policies applying to all school employees or to general personnel matters; GC refers to instructional and administrative staff; and GD refers to support or classified staff.

GA Personnel Goals/Priority Objectives

GAA Evaluation of Personnel System

GB General Personnel Policies

GBA Open Hiring/Equal Employment Opportunity and Affirmative Action

GBAA Sexual Discrimination and Harassment

GBAB Pay Equity

GBB Staff Involvement in Decision Making

GBC Staff Compensation

GBCA Merit/Performance Pay Programs

GBD Communications with Staff (also BHC)

GBE Staff Rights and Responsibilities

GBEA Staff Ethics/Conflict of Interest

GBEB Staff Conduct

GBEBA Staff Dress Code

GBEBB Staff Conduct with Students

GBEBC Gifts to and Solicitations by Staff

GBEC Drug-Free Workplace (also ADB)

GBED Tobacco-Free Workplace (also ADC) /Staff No Smoking/Smoking

GBEE Internet and Electronic Communications

GBEF Cellular Phones and Other Personal Electronic Communication Devices

GBF Staff Working on Federal/State Grants

GBG Staff Welfare/Protection

GBGA Staff Health

GBGB Staff Personal Security and Safety

GBGC Employee Assistance/Wellness Programs

GBGD Workers' Compensation

GBGE Unemployment Compensation

GBH Staff Participation in Community Activities

GBI Staff Participation in Political Activities

GBJ Personnel Records and Files

GBJA Confidential Information and Disclosure of Information

GBJB Access to Personnel Files

GBK Staff Concerns/Complaints/Grievances

GBL Staff Awards and Recognition

GC Professional Staff

GCA Professional Staff Positions

GCAA Instructional Staff Positions

GCAAA Teacher Positions

GCAAB Guidance and Health Staff Positions

GCAAC Resource Staff Positions

GCAB Administrative Staff Positions

GCB Professional Staff Contracts and Compensation

GCBA	Instructional Staff Contracts/Compensation/Salary Schedules
GCBA A	Merit/Performance Pay for Instructional Staff
GCBB	Administrative Staff Contracts and Compensation/Salary Schedules
GCBB A	Merit/Performance Pay for Administrative Staff
GCBC	Professional Staff Supplementary Pay Plans/Overtime
GCBD	Professional Staff Fringe Benefits
GCC	Professional Staff Leaves and Absences
GCCA	Instructional Staff Leaves and Absences
GCCA A	Instructional Staff Sick Leave
GCCAB	Instructional Staff Personal/Emergency/Legal/Religious Leave
GCCAC	Instructional Staff Maternity/Paternity/Parental Leave
GCCAD	Instructional Staff Military Leave
GCCAE	Instructional Staff Conferences/Training/Workshops
GCCAF	Instructional Staff Sabbaticals
GCCB	Administrative Staff Leaves and Absences
GCCBA	Administrative Staff Sick Leave
GCCBB	Administrative Staff Personal/Emergency/Legal/Religious Leave
GCCBC	Administrative Staff Maternity/Paternity/Parental Leave
GCCBD	Administrative Staff Military Leave
GCCBE	Administrative Staff Conferences/Training/Workshops
GCCBF	Administrative Staff Sabbaticals
GCD	Professional Staff Vacations and Holidays
GCD A	Instructional Staff Vacations and Holidays
GCD B	Administrative Staff Vacations and Holidays
GCE	Professional Staff Recruiting
GCE A	Recruiting of Instructional Staff
GCE B	Recruiting of Administrative Staff
GCE C	Posting and Advertising of Professional Vacancies
GCF	Professional Staff Hiring
GCF A	Hiring of Instructional Staff
GCF B	Hiring of Administrative Staff
GCF C	Professional Staff Certification and Credentialing Requirements
GCF D	Shortage of Professional Staff
GCG	Part-Time and Substitute Professional Staff Employment
GCG A	Qualifications of Substitute Staff
GCG B	Arrangements for Substitute Staff
GCG C	Job Sharing in Professional Staff Positions
GCH	Professional Staff Orientation and Training
GCH A	Mentor Teachers
GCH B	Mentor Administrators
GCI	Professional Staff Development
GCI A	Philosophy of Staff Development
GCI B	Inservice Requirements for Instructional Staff
GCI C	Inservice Requirements for Administrative Staff
GCI D	Professional Staff Training, Workshops and Conferences
GCI E	Professional Staff Continuing Education
GCI F	Payment to Staff for Inservice Activities
GCJ	Professional Staff Probation, Tenure, and Seniority
GCJ A	Instructional Staff Seniority
GCJ B	Administrative Staff Seniority
GCK	Professional Staff Assignments and Transfers
GCK A	Instructional Staff Assignments and Transfers
GCK B	Administrative Staff Assignments and Transfers

GCL	Professional Staff Schedules and Calendars
GCLA	Length of Instructional Staff Work Day
GCLB	Length of Administrative Staff Work Day
GCLC	Length of Instructional Staff School Year
GCLD	Length of Administrative Staff School Year
GCM	Professional Staff Work Load
GCMA	Professional Staff Planning Time
GCMB	Professional Staff Office Hours
GCMC	Parent Conferences, Staff Meetings, and School Meetings
GCMD	Instructional Staff Extra Duty
GCME	Administrative Staff Extra Duty
GCN	Supervision of Professional Staff
GCNA	Supervision of Instructional Staff
GCNB	Supervision of Administrative Staff
GCO	Evaluation of Professional Staff
GCOA	Evaluation of Instructional Staff
GCOB	Accountability of Instructional Staff
GCOC	Evaluation of Administrative Staff
GCOD	Accountability of Administrative Staff
GCP	Professional Staff Promotions and Reclassifications
GCPA	Promotion and Reclassification of Instructional Staff
GCPB	Promotion and Reclassification of Administrative Staff
GCQ	Professional Staff Termination of Employment
GCQA	Instructional Staff Reduction in Force
GCQB	Administrative Staff Reduction in Force
GCQC	Resignation of Instructional Staff
GCQD	Resignation of Administrative Staff
GCQE	Retirement of Professional Staff
GCQF	Discipline, Suspension, and Dismissal of Professional Staff
GCR	Nonschool Employment of Professional Staff
GCRA	Nonschool Employment of Instructional Staff
GCRB	Nonschool Employment of Administrative Staff
GCRC	Staff Consulting Activities
GCRD	Tutoring for Pay
GCS	Professional Research and Publishing
GCT	Exchange Teaching
GCU	Professional Staff Membership in Professional and Union Organizations
GCV	Professional Staff Facilities

GD Support/Classified Staff

GDA	Support Staff Positions
GDA A	Fiscal Management and Office Positions
GDA B	Building and Grounds Management Positions
GDA C	Transportation and Food Management Positions
GDB	Support Staff Contracts and Compensation
GDB A	Support Staff Salary Schedules
GDB B	Merit/Performance Pay for Support Staff
GDB C	Support Staff Supplementary Pay/Overtime
GDB D	Support Staff Fringe Benefits
GDC	Support Staff Leaves and Absences
GDC A	Support Staff Sick Leave
GDC B	Support Staff Personal/Emergency/Legal/Religious Leave
GDC C	Support Staff Maternity/Paternity/Parental Leave

GDCD	Support Staff Military Leave
GDCE	Support Staff Conferences/Visitations/Workshops
GDD	Support Staff Vacations and Holidays
GDE	Support Staff Recruiting
GDEA	Posting and Advertising of Support Staff Vacancies
GDF	Support Staff Hiring
GDFA	Support Staff Qualifications and Requirements
GDFB	Support Staff Selection Process
GDFC	Shortage of Support Staff
GDG	Part-Time and Substitute Support Staff Employment
GDGA	Qualifications of Support Staff Substitutes
GDGB	Arrangements for Support Staff Substitutes
GDGC	Job-Sharing in Support Staff Positions
GDH	Support Staff Orientation and Training
GDI	Support Staff Probation, Tenure, and Seniority
GDJ	Support Staff Assignments and Transfers
GDK	Support Staff Schedules and Calendars
GDKA	Length of Support Staff Work Day
GDKB	Length of Support Staff School Year
GDL	Support Staff Work Load
GDLA	Support Staff Extra Duty
GDLB	Support Staff Meetings
GDM	Support Staff Career Development
GDMA	Philosophy of Support Staff Career Development
GDMB	Support Staff Training, Conferences, and Workshops
GDMC	Support Staff Inservice Requirements
GDMD	Support Staff Continuing Education
GDN	Supervision of Support Staff
GDO	Evaluation of Support Staff
GDOA	Accountability of Support Staff
GDP	Support Staff Promotions and Reclassification
GDQ	Support Staff Termination of Employment
GDQA	Support Staff Reduction in Force
GDQB	Resignation of Support Staff
GDQC	Retirement of Support Staff
GDQD	Discipline, Suspension, and Dismissal of Support Staff
GDR	Nonschool Employment by Support Staff
GDS	Support Staff Membership in Professional/Union Organizations
GDT	Support Staff Facilities

SECTION H: NEGOTIATIONS

Section H of the NEPN classification system contains policies, regulations, and exhibits on the process of negotiating with bargaining units recognized by the school board and authorized under state law.

HA Negotiations Goals/Priority Objectives

HAA Evaluation of Negotiations

HB Negotiations Legal Status

HC Scope of Negotiations

HD Negotiation Style, Methods, and Procedures

HE School Board Negotiating Rights and Responsibilities

HF School Board Negotiating Agents

HG Superintendent's Role in Negotiations

HH Employee Negotiating Organizations

HI Rights and Responsibilities of Employee Negotiating Organizations

HJ Payment of Negotiating Costs

HK Release of Negotiations Information

HKA Media Relations during Negotiations

HL Preliminary Negotiated Agreement Disposition

HM Announcement of Final Negotiated Agreement

HN Negotiated Agreement Implementation

HO Impasse Procedures

HOA Binding Arbitration

HP Employee Job Actions

HPA Employee Walkouts, Strikes, and Work-to-the-Rule

HQ Negotiated Amendments and Renegotiations Procedures

SECTION I: INSTRUCTION

Section I of the NEPN classification system contains policies, regulations, and exhibits on the instructional program: basic curricular subjects; special programs, instructional resources, and academic achievement.

IA Instructional Goals and Learning Objectives

IB Academic Freedom

IC School Year

ICA School Calendar

ICB Extended School Year

ICC Year-Round School

ID School Day

IDA Evening Instructional Activities

IDB Extended School Day

IE Organization of Instruction

IF Instructional Approach

IFA Heterogeneous/Ability Grouping

IFB Active/Passive Learning

IFC Multiculturalism

IFD Individualized Learning Style Approach

IFE Nongraded Education

IG Curriculum Development, Adoption, and Review

IGA Curriculum Development

IGB Curriculum Research/Experimental Instructional Materials

IGC Pilot Projects

IGD Curriculum Adoption

IGE Curriculum Guides and Course Outlines

IGF Curriculum Review/Evaluation

IH Curriculum Programs

IHA Basic Instructional Program

IHAA English/Reading/Writing/Language Arts Education

IHAB Mathematics Education

IHAC Social Studies Education

IHAD Science Education

IHAE Physical Education

IHAF Arts Education

IHAG Music Education

IHAH Foreign Language Education

IHAI Vocational and Technical Education

IHAJ Computer/Technology Literacy

IHAK Citizenship/Values Education

IHAL Teaching about Religion

IHAM	Health Education
IHAMA	Teaching about Drugs, Alcohol, and Tobacco
IHAMB	Family Life/Sex Education
IHAMC	HIV/AIDS Education
IHAMD	Nutrition Education
IHAN	Driver Education
IHAO	Environmental Education
IHAP	Consumer Education
IHAQ	Career/Transition-to-Work Education
IHB	Special Instructional Programs
IHBA	Special Ed./Programs for Handicapped/Disabled/Exceptional Students
IHBB	Gifted and Talented Education
IHBC	Programs for At-Risk/Disadvantaged Students
IHBCA	Programs for Pregnant/Parenting Students
IHBCB	Programs for Substance Abusers and Juvenile Offenders
IHBCD	Programs for At-Risk Students
IHBD	Compensatory Education/Title I
IHBDA	Remedial Instruction
IHBDB	Tutoring Programs
IHBDC	Acceleration of At-Risk Students
IHBE	Bilingual Instruction
IHBEA	English as a Second Language
IHBF	Homebound Instruction (includes hospitalized students)
IHBG	Home Schooling
IHBGA	Programs Available to Home Schooled Students
IHBH	Alternative School Programs
IHBHA	Alternative Schools
IHBHB	Magnet Schools
IHBHC	Weekend/Night School
IHBHD	Online Learning/Courses/Virtual Schools
IHBI	Early Childhood Education
IHBIA	Kindergarten Programs
IHBIAA	Half-Day/Full-Day Kindergarten
IHBIB	Primary/Pre-Primary Education
IHC	Extended Instructional Programs
IHCA	Summer School
IHCB	Travel Study/Foreign Exchange Programs
IHCC	Honors Program
IHCD	Advanced College Placement
IHCDA	Postsecondary Options/Concurrent Enrollment
IHCE	School Camps
IHCEA	School-Sponsored Camps
IHCEB	Camps Conducted by Outside Groups/Organizations
IHCF	Child Care Programs
IHCFA	School-Based Child Care
IHCFB	Afterschool Programs
IHCFD	Preschool Child Care
IHD	Adult/Community Education
IHDA	Adult Basic Education
IHDB	Adult High School/GED Programs
IHDC	Adult Vocational/Career Education
IHDD	Community Education

II Instructional Arrangements

- IIA** Grouping for Instruction
- IIB** Class Size
- IIC** Scheduling Classes
- IID** Pull-Out Programs
- IIE** Student Schedules and Course Loads
- IIF** Team Teaching
- IIG** Differentiated Staffing
- IIH** Mixed Classes
- III** Independent Study
- IIJ** Individualized Instruction
- IIK** Contracting for Instruction/Performance Contracting
- IIL** Open Classrooms
- IIM** Nongraded Classrooms
- IIN** Cooperative Learning
- IIO** Peer Tutoring
- IIP** Looping

IJ Instructional Resources and Materials

- IJA** Language Arts Resources and Materials
- IJB** Mathematics Resources and Materials
- IJC** Social Studies Resources and Materials
- IJD** Science Resources and Materials
- IJE** Art and Music Resources and Materials
- IJF** Physical/ Health Education Resources and Materials
- IJG** Foreign Language Resources and Materials
- IJH** Vocational-Technical Resources and Materials
- IJI** Textbook Selection and Adoption
- IJJ** Supplementary Materials Selection and Adoption
- IJK** Technology Resources Selection and Adoption
- IJL** Library Materials Selection and Adoption
- IJLA** General Criteria for Media Maintenance
- IJM** Special Interest Materials Selection and Adoption
- IJN** Instructional Services
 - IJNA** Teacher Aides
 - IJNB** Resource Teachers
 - IJNC** Resource Centers/Media Centers/School Library
 - IJNCA** Professional Library
 - IJND** Technology Resources
 - IJNDA** Computer-Assisted Instruction
 - IJNDB** Use of Technology Resources in Instruction
 - IJNDC** Appropriate Use/Cyberbullying
- IJO** Community Learning Resources
 - IJOA** Field Trips
 - IJOB** Community Resource Persons/Speakers
 - IJOC** School Volunteers
 - IJOD** Review and Approval of Community Programs/Materials (also IJM)

IK Academic Achievement

- IKA** Grading/Assessment Systems
- IKAA** Tests and Examinations
- IKAB** Report Cards/Progress Reports

IKAC	Conferences
IKACA	Parent Conferences (Also GCMC)
IKACB	Student Conferences
IKAD	Grade Adjustment
IKB	Homework
IKC	Class Rankings/Grade Point Averages
IKCA	Valedictorian
IKD	Honor Rolls
IKE	Promotion, Retention, and Acceleration of Students
IKEA	Academic Incentives/Penalties
IKF	Graduation Requirements
IKFA	Early Graduation
IKFB	Graduation Exercises

IL Evaluation of Instructional Programs

ILA	Test/Assessment Selection
ILB	Test/Assessment Administration
ILBA	District Program Assessments
ILBB	State Program Assessments
ILBC	National Program Assessments
ILC	Use and Dissemination of Assessment Results
ILD	Educational Surveys and Research/Effective Schools Research

IM Miscellaneous Instructional Policies

IMA	Teaching Methods
IMB	Teaching about Controversial/Sensitive Issues
IMBA	Alternative Learning Experiences
IMBB	Exemptions from Required Instruction
IMBC	Opt-Out Procedures for Alternative Instruction
IMC	Controversial Speakers/Programs
IMD	School Ceremonies and Observances
IMDA	Patriotic Exercises
IMDB	Flag Displays
IMDC	Religious Observances and Displays
IMDD	National Holidays
IME	School Assemblies
IMF	School Fairs
IMG	Animals in Schools
IMH	Class Interruptions
IMI	School Stores
IMJ	Collection of Money by Teachers
IMK	Planning and Recordkeeping by Teachers

SECTION J: STUDENTS

Section J of the NEPN classification system contains policies, regulations, and exhibits on students – admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities.

JA Student Policies Goals/Priority Objectives

JAA Evaluation of Student Policies and Services

JB Equal Educational Opportunities

JBA Discrimination on the Basis of Race, Ethnicity, Handicap, Religion, or Sex

JC School Attendance Areas

JCA Assignment of Students to School

JCAA School Districting/Redistricting Procedures

JCAB Desegregation Plans

JD School Census

JE Student Attendance

JEA Compulsory Attendance Ages

JEB Entrance Age Requirements

JEBA Early Entrance

JF Student Admissions to/Withdrawals from School

JFA Admission Procedures

JFAA Admission of Resident Students

JFAB Admission of Nonresident Students

JFABA Nonresident Tuition Charges

JFABB Admission of Exchange and Foreign Students

JFABC Admission of Transfer Students

JFABD Admission of Homeless Students

JFB School Choice/Open Enrollment

JFBA Intra-District Choice/Open Enrollment

JFBB Inter-District Choice/Open Enrollment

JFBC School Choice Voucher/Tuition Tax Subsidy Programs

JFBD Magnet School Programs

JFC Student Withdrawal from School/Drop-Outs

JFCA Student Re-Entry to School

JG Assignment of Students to Classes and Grade Levels

JGA Assignment of New Students to Classes and Grade Levels

JGB Assignment of Continuing Students to Classes

JH Student Absences and Excuses

JHA Tardiness

JHB Truancy

JHBA Attendance Officer

JHBB Attendance Monitoring/Accounting

JHC Released Time for Students

JHCA Open/Closed Campus

JHCB Released Time for Religious Instruction

JHD Exclusions and Exemptions from School Attendance

JI Student Rights and Responsibilities

JIA Student Due Process Rights
JIB Student Involvement in Decision Making
JIBA Student Government
JIBB Student Member of School Board
JIBC Student Advisory Councils
JIC Student Conduct
JICA Student Dress
JICB Care of School Property by Students
JICC Student Conduct on School Buses (also EEAEC)
JICD Student Conduct in School
JICDA Code of Conduct
JICDB Student Conduct in Halls
JICDBA Hall Passes
JICDC Student Conduct in Cafeteria
JICE Student Publications
JICEA School-Related Student Publications
JICEB Non School-Sponsored/Underground Student Publications
JICEC Freedom of Expression
JICF Secret Societies/Gang Activity
JICFA Hazing
JICG Tobacco Use by Students
JICH Drug and Alcohol Use by Students
JICI Weapons in School
JICJ Use of Cell Phones and Electronic Devices in School
JICK Student Violence/Harassment/Intimidation/Bullying (also IJNDC)
JID Students of Legal Age
JIE Pregnant Students
JIF Students with Children
JIG Married Students
JIH Student Interrogations, Searches & Arrests (also CFI, concealed observations)
JIHA Locker Searches
JIHB Parking Lot Searches
JIHC Use of Metal Detectors
JII Student Concerns, Complaints, and Grievances
JIJ Student Protests, Demonstrations, and Strikes

JJ Student Activities (Co-curricular and Extracurricular)

JJA Student Organizations
JJAB Limited Open/Closed Forum
JJB Student Social Events
JJC Student Performances/Exhibits/Competition
JJD Student Activities Fees
JJE Student Fund-Raising Activities
JJF Student Activities Funds
JJG Contests for Students
JJH Student Travel
JJI Student Athletics
JJIA Intramural Sports
JJIB Interscholastic Sports
JJIC Eligibility/Minimum Standards for Participation

JJID Student Physicals for School Athletics
JJIE Drug and Steroid Use in School Athletics/Drug Testing
JJJ Extracurricular Activity Eligibility
JJK School Themes, Emblems, and Mascots (also BHA)

JK Student Discipline

JKA Corporal Punishment
JKB Detention of Students
JKC Probation of Students
JKD Suspension of Students
JKE Expulsion of Students
JKF Discipline of Students with Disabilities

JL Student Welfare

JLA Student Insurance Programs
JLB Student Financial Aid Programs
JLC Student Health Services and Requirements
JLCA Physical Examinations of Students
JLCB Immunization of Students
JLCC Communicable/Infectious Diseases
JLCCA Students with HIV/AIDS
JLCD Administering Medicines to Students
JLCE First Aid and Emergency Medical Care
JLCEA Do Not Resuscitate (DNR) Orders
JLCEB Concussions
JLCF School Nurses
JLD Guidance and Counseling
JLDA School Counselors and Psychologists
JLDAA Confidentiality of Student Communications
JLDAB Referral of Students to Other Agencies
JLDAC Screening/Testing of Students
JLDB At-Risk Student Behaviors
JLDBA Self-Esteem Promotion/Suicide Prevention
JLDBB Identif./Intervention/Postvention Proc. for Student Problems
JLDBC Substance Abuse Counseling
JLDBD Child Abuse/Neglect Counseling
JLDBE Peer Counseling
JLDBF Mentor Teacher/Caring Adult Program
JLDBH Suicide or Other Traumatic Loss of Life
JLDC Career Counseling
JLE Student Social Services
JLEA Home Visits
JLF Reporting Child Abuse/Child Protection
JLG Homeless and Migrant Students
JLH Missing Students
JLI Student Safety
JLIA Supervision of Students
JLIB Student Dismissal Precautions
JLIC Safety Patrols (Also EEAED)
JLID Student Bicycle Use
JLIE Student Automobile Use and Parking
JLIF Sex Offender Registry Notification
JLIG Sun Safety

- JM Student Awards, Honors, and Scholarships**
- JN Student Volunteers for School and Community Service**
- JO Employment of Students**
- JP Student Donations and Gifts**
- JQ Student Fees, Fines, and Charges**
- JQA Collection of Money from Students**

- JR Student Information**
- JRA Student Records**
- JRB Student Lists**
- JRC Release of Information on Students**
- JRD Student Photographs**

SECTION K: SCHOOL, COMMUNITY, AND HOME RELATIONS

Section K of the NEPN classification system contains policies, regulations, and exhibits on parent and community involvement in schools. Except for policies concerning education agencies, statements on public sector relations with the school district also are located in this section.

KA School-Community-Home Relations Goals/Priority Objectives

KAA Evaluation of School-Community-Home Relations

KB Parent Involvement in Education

KBA School-Parent Relations Goals

KBB Parent Rights and Responsibilities

KBBA Custodial and Noncustodial Parent Rights and Responsibilities

KBBB Surrogate Parent Rights and Responsibilities

KBC Parent Involvement in Decision Making

KBD Communications with Parents

KBE Relations with Parent Organizations

KC Community Involvement in Education

KCA School Community Relations Goals

KCB Community Involvement in Decision Making

KCBA Measuring Community Attitudes/Questionnaires & Survey Research

KCBB Use of Polling and Survey Research

KCC Community Involvement in School Elections

KCCA Community Involvement in Bond Campaigns

KCCB Community Involvement in Budget Referenda

KCD Public Gifts/Donations to Schools

KD Public Information and Communications

KDA Public Information/School Communications Program

KDB Public's Right to Know/Freedom of Information

KDC School-Sponsored Information Media

KDCA Use of Students in Public Information Program

KDCB School District Website

KDD Media Relations

KDDA Press Releases, Conferences, and Interviews

KDDB Sports and Special Events Media Coverage

KDE Crisis Management/Communications

KE Public Concerns and Complaints

KEA Public Concerns/Complaints about Policies

KEB Public Concerns/Complaints about Personnel

KEC Public Concerns/Complaints about Instructional Resources

KED Public Concerns/Complaints about Facilities and Services

KEE School Ombudsman/Parent Liaison

KF Community Use of School Facilities

KFA Public Conduct on School Property (including skateboarding/rollerblading)

KFB Community Use of School Buildings

KFC Community Use of School Fields and Grounds

KG Business and Industry Involvement in Education
KGA School Foundations
KGB Adopt-A-School Programs
KGC Cooperative Programming with Business and Industry
KGD Business and Industry Donations/Joint Ventures with Schools
KGF Commercial Activities, Sponsorships and Partnerships

KH Solicitations in Schools
KHA Public Solicitations in Schools
KHB Advertising in Schools
KHC Distribution/Posting of Promotional Materials
KHD Business Solicitations in Schools
KHE Political Solicitations in Schools

KI Visitors to Schools
KIA Identification/Screening Procedures

KJ Relations with Community Organizations
KJA Relations with Booster Organizations
KJB Relations with Neighborhood/Community Associations
KJC Relations with Churches
KJD Relations with Youth Organizations
KJE Relations with Community/Private Social Service Organizations
KJF Relations with Labor Organizations
KJG Relations with Indian Tribal Councils
KJH Relations with Child Care Providers
KJI Relations with Senior Citizens

KK Relations with Professional Associations

KL Relations with Government Authorities
KLA Relations with Financial/Tax Authorities
KLB Relations with Election Authorities
KLC Relations with Social Service Agencies
KLD Relations with Housing Agencies
KLE Relations with Health and Welfare Agencies
KLF Relations with Parks and Recreation Agencies
KLG Relations with Law Enforcement Authorities
KLH Relations with Fire and Emergency Preparedness Authorities
KLI Relations with Environmental Protection Agencies
KLJ Relations with Planning and Zoning Authorities
KLK Relations with Local Government Authorities
KLKA Relations with Municipal Authorities
KLKB Relations with County/Regional Authorities
KLL Relations with State Government Authorities
KLM Relations with Federal Government Authorities
KLMA Relations with Military Agencies/Armed Services

KM Relations with Cultural Institutions

SECTION L: EDUCATION AND AGENCY RELATIONS

Section L of the NEPN classification system contains policies, regulations, and exhibits on the school district's relationship with other education agencies – including other school systems, regional or service districts, private schools, colleges and universities, education research organizations, and state and national education agencies.

LA Education Agency Relations Goals/Priority Objectives

LB Relations with other Schools and School Systems

- LBA** Shared Services and Staff
- LBB** Cooperative Educational Programming
- LBC** Relations with Nonpublic Schools
- LBCA** Relations with Home Schooling Families
- LBD** Relations with Charter Schools

LC Relations with Education Research Agencies

LD Relations with Colleges and Universities

- LDA** Student Teaching and Internships
- LDB** Cooperative Programming with Higher Education
- LDC** Staff Development Assistance from Higher Education

LE Relations with County/Regional Education Agencies

LF Relations with State Education Agencies

LG Relations with Federal Education Agencies

LH Relations with Education Accreditation Agencies

LI Professional Visitors and Observers from Education Agencies