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 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

BBBABoard Member QualificationsBBBBBoard Member Oath of OfficeBBBCBoard Member Resignation

BBBD Board Member Removal from Office
BBBE Unexpired Term Fulfillment/Vacancies

BBBF Board Candidates

BBBC Board Campaigns and Elections
BBC School Board Liability (Insurance)

BCA 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 Parliamentarian

BEDDB Suspension of Rules of Order

BEDE Second Language Procedures for Board Meetings

BEDF Voting Method

BEDG Minutes

BEDHPublic Participation at Board MeetingsBEDINews Media Services at Board MeetingsBEDJBroadcasting/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 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

EEBCBusiness and Personnel Transportation Insurance
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

Free and Reduced Price Food Services
 Pricing of and Payment for Food Services
 Collection of Money/Food Tickets
 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 ServicesEGAA Data ProcessingEGAB 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

FCA 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
Construction Plans and Specifications

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 Plagues

FG Board Inspection and Acceptance of New Facilities

FH Staff Orientation to New Facilities

FI Public Dedication of New Facilities

FJ Facilities Renovations/Improvements

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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 **GCBAA**

Merit/Performance Pay for Instructional Staff

GCBB Administrative Staff Contracts and Compensation/Salary Schedules **GCBBA**

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 **GCCAA** Instructional Staff Sick Leave

GCCAB Instructional Staff Personal/Emergency/Legal/Religious Leave

Instructional Staff Maternity/Paternity/Parental Leave **GCCAC**

Instructional Staff Military Leave **GCCAD**

GCCAE Instructional Staff Conferences/Training/Workshops

GCCAF Instructional Staff Sabbaticals GCCB Administrative Staff Leaves and Absences Administrative Staff Sick Leave **GCCBA**

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

Instructional Staff Vacations and Holidays GCDA **GCDB** Administrative Staff Vacations and Holidays

GCE Professional Staff Recruiting

GCEA Recruiting of Instructional Staff **GCEB** Recruiting of Administrative Staff

Posting and Advertising of Professional Vacancies **GCEC**

GCF Professional Staff Hiring

GCFA Hiring of Instructional Staff **GCFB** Hiring of Administrative Staff

GCFC Professional Staff Certification and Credentialing Requirements

GCFD Shortage of Professional Staff

Part-Time and Substitute Professional Staff Employment GCG

Qualifications of Substitute Staff GCGA GCGB Arrangements for Substitute Staff

GCGC Job Sharing in Professional Staff Positions

Professional Staff Orientation and Training GCH

Mentor Teachers GCHA GCHB Mentor Administrators GCI Professional Staff Development

Philosophy of Staff Development **GCIA**

GCIB Inservice Requirements for Instructional Staff GCIC Inservice Requirements for Administrative Staff

Professional Staff Training, Workshops and Conferences GCID

GCIE Professional Staff Continuing Education **GCIF** Payment to Staff for Inservice Activities Professional Staff Probation, Tenure, and Seniority GCJ

Instructional Staff Seniority GCJA Administrative Staff Seniority **GCJB**

GCK Professional Staff Assignments and Transfers

Instructional Staff Assignments and Transfers **GCKA GCKB** Administrative Staff Assignments and Transfers GCLProfessional Staff Schedules and CalendarsGCLALength of Instructional Staff Work DayGCLBLength of Administrative Staff Work DayGCLCLength of Instructional Staff School YearGCLDLength 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 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

GDAA Fiscal Management and Office Positions
 GDAB Building and Grounds Management Positions
 GDAC Transportation and Food Management Positions

GDB Support Staff Contracts and Compensation
GDBA Support Staff Salary Schedules

GDBB Merit/Performance Pay for Support Staff **GDBC** Support Staff Supplementary Pay/Overtime

GDBD Support Staff Fringe Benefits
GDC Support Staff Leaves and Absences
GDCA Support Staff Sick Leave

GDCB Support Staff Personal/Emergency/Legal/Religious Leave

GDCC Support Staff Maternity/Paternity/Parental Leave

GDCD Support Staff Military Leave

Support Staff Conferences/Visitations/Workshops GDCE

Support Staff Vacations and Holidays GDD

GDE Support Staff Recruiting

GDEA Posting and Advertising of Support Staff Vacancies

Support Staff Hiring GDF

Support Staff Qualifications and Requirements **GDFA**

GDFB Support Staff Selection Process **GDFC** Shortage of Support Staff

GDG Part-Time and Substitute Support Staff Employment **Qualifications of Support Staff Substitutes GDGA** Arrangements for Support Staff Substitutes GDGB **GDGC** Job-Sharing in Support Staff Positions

GDH Support Staff Orientation and Training

Support Staff Probation, Tenure, and Seniority GDI Support Staff Assignments and Transfers GDJ Support Staff Schedules and Calendars GDK **GDKA**

Length of Support Staff Work Day Length of Support Staff School Year

Support Staff Work Load **GDL**

GDKB

Support Staff Extra Duty **GDLA GDLB** Support Staff Meetings **GDM** Support Staff Career Development

Philosophy of Support Staff Career Development **GDMA** Support Staff Training, Conferences, and Workshops **GDMB**

GDMC Support Staff Inservice Requirements **GDMD** Support Staff Continuing Education

Supervision of Support Staff **GDN Evaluation of Support Staff GDO**

GDOA Accountability of Support Staff

Support Staff Promotions and Reclassification **GDP GDO** Support Staff Termination of Employment **GDQA** Support Staff Reduction in Force **GDQB** Resignation of Support Staff **GDOC** Retirement of Support Staff

Discipline, Suspension, and Dismissal of Support Staff **GDQD**

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 HAA	Negotiations Goals/Priority Objectives Evaluation of Negotiations					
НВ	Negotiations Legal Status					
нс	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					
нн	Employee Negotiating Organizations					
HI	Rights and Responsibilities of Employee Negotiating Organizations					
НЈ	Payment of Negotiating Costs					
HK HKA	Release of Negotiations Information Media Relations during Negotiations					
HL	Preliminary Negotiated Agreement Disposition					
нм	Announcement of Final Negotiated Agreement					
HN	Negotiated Agreement Implementation					
HO HOA	Impasse Procedures Binding Arbitration					
HP HPA	Employee Job Actions Employee Walkouts, Strikes, and Work-to-the-Rule					
но	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 ProjectsIGD 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 EducationIHAC Social Studies EducationIHAD 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

IHAMBFamily Life/Sex EducationIHAMCHIV/AIDS EducationIHAMDNutrition 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

IHBCC 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

IHBHAlternative School ProgramsIHBHAAlternative SchoolsIHBHBMagnet SchoolsIHBHCWeekend/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

IHCFASchool-Based Child CareIHCFBAfterschool ProgramsIHCFCPreschool 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

III Individualized Instruction

IIK Contracting for Instruction/Performance Contracting

IILOpen ClassroomsIIMNongraded ClassroomsIINCooperative Learning

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

Science Resources and Materials

IJE Art and Music Resources and Materials

IJF Physical/ Health Education Resources and Materials

IJG Foreign Language Resources and MaterialsIJH Vocational-Technical Resources and Materials

IJI Textbook Selection and Adoption

IJJ Supplementary Materials Selection and AdoptionIJK Technology Resources Selection and AdoptionIJL 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 RequirementsIKFA Early GraduationIKFB Graduation Exercises

IL Evaluation of Instructional Programs

ILATest/Assessment SelectionILBTest/Assessment AdministrationILBADistrict Program AssessmentsILBBState Program AssessmentsILBCNational 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

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
TMI School Stores

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

JLCCCommunicable/Infectious DiseasesJLCAStudents with HIV/AIDSJLCDAdministering Medicines to StudentsJLCEFirst Aid and Emergency Medical Care

JLCEA Do Not Resuscitate (DNR) Orders

JLCF School Nurses
JLD Guidance and Counseling

JLDA School Counselors and Psychologists

JLDAB Confidentiality of Student Communications
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 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 JQA	Student Fees, Fines, and Charges Collection of Money from Students
JR JRA JRB JRC	Student Information Student Records Student Lists 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 EducationKBA School-Parent Relations GoalsKBB 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 SchoolsKHE 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

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	y Obj	ectives
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LB	Relations with	other Schools	and School Systems
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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