

## A - SCHOOL DISTRICT ORGANIZATION

AA	School District Legal Status
AB	School Committee Legal Status
ABA	Authority (Cf. AB)
ABB	Powers and Duties (Cf. BBBA)
ABBA	Nondiscrimination and Equal Opportunity (Cf. GAAA, JCA)
ABBA-E	Section 504
ABBA-R	Grievance/Complaint Procedure
ABBB	Nondiscrimination on the Basis of Sex
ABC	School Committee Members
ABCA	Number
ABCB	Qualifications/Oath of Office
ABCC	Terms of Office
ABCD	Method of Election
ABCD A	Unexpired Term Fulfillment
ABCE	Resignation (Cf. ABCDA)
ABCF	Removal from Office
ABD	School Superintendent Legal Status (Cf. CE)
AC	School District Organization Plan
AD	School District Attendance Areas (Cf. JBCCA)
ADA	School Census
AE	Time and Learning
AEA	School Calendar
AEAB	Holidays
AEB	Extended School Year
AEBA	Summer Sessions
AF	School Day
AFC	Emergency Closings/School Evacuation
AFC-R	Regulations Concerning Delayed Opening

## B - SCHOOL COMMITTEE OPERATIONS

BA	Vision and Mission
BAB	Statement of Philosophy - Inclusion
BB	Internal Organization
BBA	Officers, Representatives and Delegated Positions
BBAA	Method of Election of Officers (Cf. BCAA)
BBABA	Chairman
BBABB	Vice Chairman
BBABC	Secretary
BBABE	Legislative Representative
BBABF	Recording Secretary of the Committee
BBBB	New School Committee Member Orientation
BBBC	School Committee Conferences, Conventions and Workshops
BBBE	Compensation
BBBF	Requests for Written Information by Committee Members <i>SN includes salaries, expense allowances, and benefits such as liability insurance coverage.</i>
BBCC	Committee of the Whole
BBD	School Committee - Superintendent Relationship
BBE	Legal Services
BBF	Advisory Committees to School Committee
BC*	Meetings
BCA	Types of Meetings
BCAA	Annual Organizational Meeting (Cf. BBAA) <i>SN The organizational meeting of the board, usually once a year, the board elects its officers.</i>
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BCAB	Regular Meetings
BCAC	Special Meetings
BCAD	Work Sessions
BCAE	Public Hearings
BCAF	Emergency Meetings
BCAG	Area Meetings
BCBA	Time and Place
BCBB	Notification of School Committee Meetings
BCBC	Preparation
BCBD	Construction of Agenda
BCBE	Distribution of Materials
BCBF	Rules of Order
BCBFA	Quorum
BCBFB	Amendment or Suspension of Rules and Regulations
BCBG	Voting Method
BCBGA	Motions Made at Public Hearings
BCBH	Minutes of the School Committee
BCBI	Placing Items on School Committee Agenda (also KCA)
BCBK	Executive Sessions
BD	Policy Development (Cf. CM)
BDA	Policy Development System Adoption

BDAA	Policy Draft Writer <i>SN The person designated by the board, often an administrator, who is responsible for recasting group consensus about policy recommendations into acceptable prose for further deliberation and/or action.</i>
BDB	Policy Drafting <i>SN The ongoing process of planning, gathering information, and preparing recommendations relative to the need for new policies and/or the revision and repeal of existing policies.</i>
BDC	Adoption of Policies <i>SN The official action of the board that makes new and/or revised policy statements operable.</i>
BDD	Policy Dissemination
BDE	Policy Review <i>SN The periodic assessment by the board of its existing policies and policy development system.</i>
BDF	Administrative Regulations (Cf. CMA)
BDFA	School Councils
BDFA-E	Conduct of School Council Business
BDG	Administration in Policy Absence
BE	School Committee Records
BF	Reports
BG	Memberships
BH	Code of Ethics
BIA	School Committee Self-Assessment Tool

## C - GENERAL SCHOOL ADMINISTRATION

CA	Administrative Goals
CB*	Ethics <i>SN An information category since ethics are determined by a profession and not imposed upon it.</i>
CC	Organization Plan
CCA-E	District Organizational Chart
CD*	Line and Staff Relations
CE	School Superintendent (Cf. ABD)
CEA	Qualifications
CEC	Recruitment
CED	Appointment
CEE	Compensation
CEI	Evaluation of the Superintendent
CG	Administrative Personnel <i>SN For school management and supervisory personnel below district superintendent level.</i>
CGA	Compensation Guides
CGAC	Supervisor of Buildings & Grounds
CGAD	School Food Services Director
CGAE	Application of Employee Benefits
CGC	Recruitment
CGCA	Recruitment of Principals
CGI	Prof. Growth and Evaluation Plan for Administrators and Principals
CH*	Part-time Administrators
CI*	Administrative Intern Program
CJ	Consultants
CK	Professional Development Opportunities
CL	Administrative Council
CM	Policy Implementation (Cf. BD)
CMA	Administrative Regulations (Cf. BDF)
CMAAC	Approval of Handbooks
CMAC	Regulations Dissemination
CN*	Records
CO	Administrative Reports

## D - FISCAL MANAGEMENT

DA*	Goals and Objectives
DB	Budget Planning
DC*	Annual Operating Budget
DCA	Goals and Objectives
DCB	Fiscal Year
DCDB	Public Budget Hearing (Cf. BCAE)
DD*	State and Federal Aid Eligibility Determination
DE*	Debt Limitation
DF*	Revenues
DFC	Federal Aid
DFHA	Tuition for Special Programs
DFKA	Gifts to Support Athletic, Music and Extra Curricular Activities
DFO	Fund-raising Activities
DFP	Corporate/Business/Benefactor Sponsorship (Cf. LEGC)
DG*	Depository of Funds
DH*	Bonded Employees
DI*	Accounting and Reporting
DIF	Internal Accounts
DIFA	Responsibility for Internal Accounts
DIFB	Accounting System for Internal Accounts
DIFBA	Audits of Internal Accounts
DJ	Expenditure of Funds
DJE	Purchasing of Goods and Services
DJEA	Purchasing Authority
DJEAB	Administrative Leeway
DJEB	Quality Control
DJEBB	Purchasing Guides and Vendor Lists
DJECA	Standardization
DJED	Bids and Quotations Requirements
DJEI	Vendor Relations
DJEIB	Vendors on School Property
DJEJ	Payment Procedures
DJEK	Use of Tax Identification and Tax Exempt Numbers
DK	Student Activities Funds Management
DL*	Cash in School Buildings
DM*	Reserve Funds
DN*	Surplus Funds
DO	School Properties Disposal Procedure

E - BUSINESS MANAGEMENT  
*SN Excludes fiscal management.*

EA*	Goals and Objectives
EB	Safe Schools
EBB	Student Safety (Also JGF)
EBBC	Emergency Drills
EBBG	Emergency Plans
EBC	Use of School Equipment (Cf. KGB)
EBH	Use and Renting of Buildings (Cf. KG, KGA, KGB)
EBK	Public Access Defibrillation Program (PAD)
EC*	Equipment and Supplies Management
ECA	Buildings and Grounds Security
ECAD	Use of Security Cameras on School Property
ECF	Energy Conservation
ECH	Maintenance, Control and Disposal of Hazardous Chemicals
ECHA	Handling of Cleaning Agents and Chemicals in School Kitchens
ED	School Bus Policy
EDAA	Use of School-Owned Vehicles
EDAF	Motor Vehicle Idling on School Grounds
EDC	Emergency Plans
EDEA	Custodial Services
EE	Food Services Management
EED	Health and Wellness (Also IDBC, JGJ)
EF*	Data Management
	<i>SN For policies of a general nature on the generation and control of statistical and other information as desired by the district and/or required by state and federal regulations. See also "Records" and "Reports" in Index.</i>

## F - FACILITY EXPANSION PROGRAM

*SN Includes new construction as well as related activities such as acquiring sites, plant remodeling or modernizing, and leasing or renting property to meet expansion needs.*

FA*	Goals and Objectives
FB*	Building Committees (SN <i>Applicable where such committees function by law.</i> )
FBC	Method of Appointment
FBF	Liaison
FBG	Responsibilities of Ad Hoc Building Committee
FBH	Dissolution
FC*	Public Information Program
FD*	Long-Range Planning
FDB	General Needs Projection
FDBD	Five Year Projections of Enrollment
FDCA	Naming of Fields and Special Facilities
FE*	Project Planning
FEB	Educational Specifications <i>SN Detailed, precise, expert presentations of a plan or proposal for educational facilities including equipment, classrooms, laboratories, curriculum, etc.</i>
FF*	Project Financing
FG*	Project Administration
FH*	Completed Project
FHA	Acceptance of Completed Construction Project
FI*	Leasing and Renting to Meet Expansion Needs (Cf. EBH)

## G - PERSONNEL

GA	General Section
	<i>SN Policies applicable to all school employees.</i>
GAA*	Goals and Objectives
GAAA	<u>Non-Discrimination: Discrimination and Harassment Prohibited</u>
	(Cf. ABBA, JCA)
GAAC	Bullying (Cf. JCAE)
GAC	Policies and Rules Development Involvement
GAD	Professional Development Opportunities
GADA	Staff Development
GAE	Grievances and Complaints
GAEA	Staff Protection
GAGA	Nepotism
GAHA	Participation in Community Activities (Also KDA)
GAHB	Political Activities
GAIA	Solicitations by Staff Members
GAIB	Solicitations of Staff Members
GAJ	Ethics Regulations on Gift Giving and Acceptance
GAK	Records
GAM	Background Checks and C.O.R.I. Requirements
GAN	Social Media Policy for Staff
GAN-R	Social Media Policy Regulations
GB	Professional Personnel Section
	<i>SN Excludes district school superintendent and other school management and supervisory personnel classified under CG policies.</i>
GBA	Compensation Guides and Contracts
	<i>SN Scope of category determined by actual agreements in force.</i>
	<i>See Handbook</i>
GBAB	Staff Recognition
GBD	Professional Staff Hiring
GBDA	Appointment of Coaches and Extra-Curricular Advisors
GBI	Professional Growth & Evaluation Plan for Teachers
GBL	Professional Status
GBQ	Retirement
GBR	Death of Student or Faculty Member (Also JHFC)
GBRA	Health Examinations
GBRAA	First Aid
GBRF	Travel Expenses, In-State
GBRGA	Consulting
GBRGB	Tutoring for Pay
GBRH	Leave Without Pay
GBRHB	Administrative Conferences and Visitations
GBRHC	Exchange Teaching
GBRIG	Family Medical Leave (FMLA)
GBRIG-E	Massachusetts Parental Leave (MPLA)
GBRIH	Domestic Violence Leave Policy
GBRL	Insurance Coverage for School Personnel



GBRM	Smoking (Also JCDA, KGD)
GBRN	Drug- Free Workplace
GC*	Nonprofessional Personnel Section
	<i>SN Excludes school management and supervisory personnel classified under CG policies.</i>
GCA	Compensation Guides and Contracts
	<i>SN Scope of category determined by actual agreements in force. See Handbook.</i>
GCAD	Review of Salary Schedule
GCAE	Payroll Periods
GCAF	Salary Checks and Deductions
GCAG	Health and Life Insurance Withholding
GCAH	Tax Sheltered Annuities
GCAI	Workmen's Compensation
GCD	Appointment Notification
GCEA	Uniforms
GCH	Disciplinary Action
GCI	Evaluation
GCJ	Increments for Service Promotion
GCJA	Transfer from Lower to Higher Classification
GCJB	In-Service Training
GCM	Transfer
GCN	Separation
GCNA	Notice of Dismissal or Resignation to Committee
GCP	Reinstatement (Sick Leave Benefits)
GCPA	Reinstatement of Former Employee
GCQ	Retirement
GCR	Working Conditions and Benefits
GCRD	Overtime Pay
GD*	Paraprofessional Personnel Section
GDA	Award of Merit
	<i>SN Scope of category determined by actual agreements in force. See Handbook.</i>
GDC	Non-Certified Staff Recruiting

## H - NEGOTIATIONS

HA\*

Professional Personnel Negotiations

HAG

Professional Staff Rights – Collective Bargaining

HB\*

Nonprofessional Personnel Negotiations

## I - INSTRUCTIONAL PROGRAM

IA*	Philosophy
IAA	Academic Freedom (Cf. IKB)
IB*	Goals and Objectives
IC	Curriculum Development
ICB	Curriculum Planning
ICC	Research
ICD	Pilot Curriculum Projects
ICF	Curriculum Adoption
ID*	Curriculum Design
IDAC	Technology Resources (Internet Acceptable Use)
IDBA	Parental Notification Relative to Sex Education
IDBB	Drug Education
IDBC	Health and Wellness (Also EED, JGJ)
IDD	Special Programs
IDDC	Homebound Instruction
IDEA	Appointment of Advisors
IDFA	Athletic Policy
IDFAA	Management of Athletic Program
IDFAB	Medical Supervision at Football Games
IDFAC	Financial Management of Athletic Program
IDFAD	Appointment of Athletic Coaches
IDFAF	Physical Examinations
IE*	Instructional Arrangements
IEC	Class Size
IECA	Minimum Class Size
IF*	Instructional Resources
IFBD	School Libraries
IFBDA	Professional Libraries
IFCB	Field Trips and Excursions (Also KFB)
IG*	Guidance Program
IGBA	Student Organizations
IGBB	Enrichment Programs
IGBC	Student Social Events
IH*	Academic Achievement
IHC	Class Rank
IHC-R	Grading, Weighted Grade Point Average and Class Rank
IHD	Honor Rolls
IHF	Graduation Requirements
IHFA	Early Graduation
IHG	Course Requirements
II*	Testing Programs

IIA	Standardized Testing
IJ*	Evaluation of Instructional Program
IK*	Miscellaneous
IKB	Controversial Issues (Cf. IAA)
IKC	Teaching About Religion

## J - STUDENTS

JA	Goals and Objectives
JAA	Equal Educational Opportunities
JB	Attendance
JBB	Admission to Kindergarten and First Grade
JBC	School Admissions
JBCA	School Admission/Residency
JBCAA	New Resident Students
JBCAB	Enrollment in Special Circumstances
JBCB	Non-Resident Students
JBCCA	To Schools (Cf. AD)
JBCCB	To Classes
JBCE	Homeless Students: Enrollment Rights and Services
JBD	Student Dismissal Precautions
JBH	Accommodations for Religious Observances
JC	Student Behavior
JC-R	Student Behavior Code
JCA	Equal Educational Opportunities (Cf. ABBA, GAAA)
JCAB	Searches and Interrogations
JCAB-R	Guidelines for use of Canines in Schools
JCAC	Students 18 Yrs. or Older
JCAD	Sexual Harassment of Students (Cf. ABBA, GAAB, GAAC, JCA, JCAE)
JCAE	Bullying (Cf. GAAC)
JCDAA	Smoking (Also GBRM, KGD)
JCDB	Dress Code
JCDC	Homework
JD	Student Discipline
JD-R	Procedures for the Discipline of Students with Special Needs
JE*	Guidance Program
JEH	Reduction or Increase of Classes
JF*	Academic Achievement
JFA	Grading System/Report Cards
JG*	Student Welfare
JGC	Student Health Services and Requirements
JGCD	Medications
JGCD-R	Procedures for the Administration of Medications
JGCE	Students with Life Threatening Allergies
JGF	Student Safety
JGFA	Chemicals Used in Science
JGFC	Paints, Solvents, Chemicals in Art, Photography
JGFGA	First Aid
JGFH	Wireless Communication Devices
JGG	Bus Transportation

JGGA	Transportation of Kindergarten Children
JGGB	Conduct on Buses
JGGC	Bus Assignments
JGI	Physical Restraint of Students
JGJ	Health and Wellness (Also EED, IDBC)
JGK	Head Injury/Concussion Policy
JH	Student Activities (Cf. IDE)
JHA	Extracurricular Activities
JHAB	Supervision of Extracurricular Activities
JHAC	Rules Governing Extracurricular Activities
JHAD	Athletics and Extracurricular Activities: Ineligibility
JHAE	Athletics and Extracurricular Activities: Regulations
JHAE-R	Rules for Participating in Extracurricular Activities and Interscholastic Athletics
JHCC	Student Publications
JHCD	Hazing
JHCE	AIDS / School Attendance Policy
JHCE-R	Regulations Governing the Handling of Bodily Fluids
JHCF	Reporting Suspected Child Abuse or Neglect
JHE	Academic Awards Program
JHF	Interscholastic Athletic Events in Inclement Weather
JHFA	Foreign Travel
JHFB	Late Night/Overnight Student Travel (Cf. IFCB, KFB)
JHFC	Death of Student/Faculty Member (Also GBR)
JHG	Tryouts for Athletic Teams
JI*	Student Volunteers
JIBB	Student Advisory Committee
JIBB-R	Student Advisory Committee - Procedures
JJ*	Employment of Students
JK*	Solicitations
JL*	Gifts
JM*	Contests for Students
JN	Awards and Scholarships
JO*	Student-Community Relations
JP*	Student-Staff Relations
JQ*	Anomalous Students (Cf. IDD) <i>SN Includes those students for whom special policy dispensations may or may not have to be made.</i>
JQE	Pregnant Students
JQH	Student Withdrawal from School (Drop-Outs)

JR*	Student Records
JRD	Family Educational Rights and Privacy Act (FERPA)
JRE	Non-Custodial Parents Rights
JS*	Student Fees, Fines, and Charges

## K - GENERAL PUBLIC RELATIONS

KA*	Goals and Objectives
KB*	Public Information Program
KBCCB	Televising School Committee Meetings
KBE	Dissemination of Information through Schools
KBF	Use of Students to Inform the Public about School Programs
KC	School Committee-Community Relations
KCA	(Agenda) Public Participation (BCBI)
KCAA	Public Participation Regularly Scheduled Meeting
KCBE	Parent Organization Liaison to School Committee
KCD	Senior Citizens
KD*	Staff-Community Relations
KDA	Staff Participation in Community Activities (Also GAHA)
KDD	Recognition of Public
KE*	Student-Community Relations
KF*	Community Instructional Resources
KFB	Field Trips and Excursions (Also IFCB)
KG	Use of School Facilities
KGA	Buildings and Grounds
KGA-R	Use of Buildings and Grounds - Fees and Regulations
KGB	Equipment (Cf. EBC)
KGD	Smoking (Also GBRM, JCDA)
KH	Public Gifts
KHF	North Reading Education Foundation
KI*	Free Materials Distribution in Schools
KJ	Advertising in Schools
	<i>SN Includes advertising in school publications on school property, and sponsored advertising of school events.</i>
KK*	Public Sales on School Property
KL	Public Use of School Records
KM	Visitors to the Schools
KN	Complaints
KNBA	Instructional Materials
KNBB	Procedure for Registering Complaints



L - INTERORGANIZATIONAL RELATIONS

*SN Excludes education agencies*

LA*	Goals and Objectives
LB*	School-Community Cooperation
LBB	Collaboration with Nearby School District
LC	Relations with Education, Research and Service Centers
LD*	School-General Government
LDA	Local Government
	<i>SN Includes central governing and administrative bodies such as City Council and Mayor's office.</i>
LDAJ	Police Department
LDAK	Fire Department (Cf. EBBA, JGFA)
LE	School-Community Organizations Relations
LEB	Parents Organizations
LEBA	Formation of Support Groups
LEBB	Policies Governing Support Groups
LEC	Booster Organizations (Cf. DFO)
LEGC	Corporate/Business/Benefactor Sponsorship (Cf. DFP)

## M – RELATIONS WITH OTHER EDUCATION AGENCIES

MA	Goals and Objectives
MB*	Local Cultural Institutions Relations
MC*	Private Schools Relations
MD*	Interdistrict Relations
ME*	Education Research and Service Centers (Cf. ICC)
MF*	Colleges and Universities
MFB	Student Teaching and Internships
MG*	Associates
MH*	County Education Agency Relations
MI*	State Education Agency Relations
MJ*	United States Office of Education Relations
MK*	Educational Accreditation Agency Relations
ML*	Professional Visitors and Observers