

1976

Development of Board Policy Manual for Kincaid Elementary School District #182

Robert F. Davis

Eastern Illinois University

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Recommended Citation

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DEVELOPMENT OF BOARD POLICY MANUAL

FOR KINCAID ELEMENTARY SCHOOL DISTRICT #182

(TITLE)

BY

ROBERT F. DAVIS

THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

SPECIALIST IN EDUCATION

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1976

YEAR

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ACKNOWLEDGEMENTS

The Board Policy Manual for Kincaid Elementary School District #182, Kincaid, Illinois, was completed over a period of many months. Several people were helpful in its completion and should be acknowledged.

Dr. Verlin Bundy, Superintendent, Taylorville Community Unit District #3: For his advice and assistance in adopting a code system.

Dr. Walter Garland, Eastern Illinois University: For his assistance in the initial planning of the project.

Dr. Gerhard Matzner, Eastern Illinois University: For his advice and recommendations during the development of the Policy Manual.

Board of Education, Kincaid Elementary School District #182, for their support and cooperation in the total project.

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CHAPTER 1

WRITTEN BOARD POLICIES ARE ESSENTIAL

Many school administrators and boards of education are reluctant to develop written policies. In many instances there is a fear of losing the decision-making powers. It is important that all who are involved in the decision-making process understand board policy development.

Written board policies provide the basis upon which the school administrator makes most daily decisions. They provide for a continuity in the daily operation of the school district and avoid arbitrary decisions based on personal feelings. Policy adoption is the legal responsibility of the board of education who may adopt, modify or eliminate policy as they see fit. Implementation of board policies should be viewed as an administrative task.

As an administrative tool, board policies should reflect present practices. They should be clearly stated to avoid misunderstanding of the intent of the board of education. They should be comprehensive enough to guide the normal operation and programs of the district. Changes in practices should be preceded by revision or adoption of policy by the board of education of the school district.

Present Board Policies Inadequate

The present Board Policy Manual for Kincaid Elementary School District #182 contains twelve pages and is not adequate. The original date of adoption is unknown, but it was apparently revised and adopted by the Board of Education on January 2, 1964. Some attempts have been made since its original adoption to update the manual by inserting additional sheets listing changes and additions to policy. This has resulted in confusing and conflicting policy statements. The Illinois Office of Education conducted an on site recognition visitation of the district in February, 1975. One of the deficiencies noted at that time was the lack of adequate written and up-to-date policies.

The greatest problem and concern is in terms of policies that have not been officially adopted. Many policies have resulted from board discussion of problems and the development of verbal policies. Rules and regulations developed by the Superintendent have not been officially adopted and recorded in the policy manual. In general, the school administrator has very few guidelines for many of the daily decisions and actions which must be taken.

Numerous questions are apparent in the present situation;

1. Have all written policies been recorded in the policy manual?
2. Have all administrative rules and regulations been based on adopted policies or approved by the Board of Education as policy?
3. Are any policies obsolete?
4. Are any policies contrary to law?
5. Are all policies clearly stated?
6. What areas of concern require development of policy?

Significance of the Problem

Lack of clearly stated policies, and the complete absence of policies in many areas, force the school administrator to make many decisions which have no legal basis. Many decisions and actions of the Board of Education become questionable and could be declared illegal. Recent court actions and opinions clearly indicate that only those policies formally adopted by legal board action and recorded in the official minutes will stand in a court of law. In today's environment, no school can afford not to have a well written and comprehensive Board Policy Manual.

Purpose of Study

The goal of this project is to create a systematized and up-to-date Board Policy Manual for Kincaid Elementary School District #182, Christian County, Kincaid, Illinois. The manual is codified for ease in locating and filing policies to maintain an up-to-date manual.

Administrative Rules and Regulations

During the process of developing the Policy Manual, discussion with Dr. Gerhard Matzner, Eastern Illinois University, indicated that it is advisable to have all administrative rules and regulations adopted by formal board action as policy. The effect of this action is to make it a part of a legal record, the official board minutes, and therefore acceptable in a court of law. With this in mind, the manual was developed as a Board Policy Manual. For the purpose of this paper and the completed manual, administrative rules and regulations included are referred to as board policies.

CHAPTER 2

DEVELOPMENT OF THE POLICY MANUAL

The completed manual is the result of many months research and work. Plans for its development began in June, 1975, and work continued through January, 1976.

Although the Board of Education was not directly involved in the manual development, they were kept informed of progress at monthly board meetings. Where necessary, the board was asked to clarify present policies and practices. Areas which tend to be controversial were discussed prior to the revision or addition of policy statements. Since the Board of Education has been kept informed of major revisions and additions, the process of formal adoption has been a routine board action.

Good Planning Essential

Probably the most important step in the development of the Policy Manual was the preliminary planning. Five major steps were included in the planning of the work to be completed.

1. Develop or adopt a policy codification system.
2. Identify and assign preliminary codes to all existing board policies and administrative rules.
3. Review and edit all material developed.

4. Identify areas of concern not covered by written policies.
5. Develop procedures for future revisions and additions of policy.

Codification System

One decision that must be made early in the process is the type of codification system to be used. The system should be easily understood by all who may refer to the manual, well organized, and lend itself to future revisions and changes.

With the above criteria in mind, several systems were considered. Edinburg Community Schools presently use a manual that is indexed but not codified. As a result, the manual is difficult to use if you are not familiar with the terms. A number, or digital, code was considered but seems impractical due to the limitation of the ten integers compared to the twenty-six letters of the alphabet. Dr. Verlin Bundy, Superintendent, Taylorville Community Unit District #3, was very helpful in the process of selecting the NSBA (National School Boards Association) codification system. Taylorville presently uses the system and Dr. Bundy made a copy of their Policy Manual available for study.

The NSBA system adopted has a number of advantages. The

system is flexible in that it arranges policies into thirteen major groups using the letters A through M. A complete list of the major groups and policy terms within each group will be found in the Policy Manual. Sub groups are indicated by the addition of letters in alphabetical order and can be further divided with the addition of a third or fourth letter to indicate more than one policy statement in that area. Policy statements are on individual pages to facilitate revisions and future additions. Further study of the manual will clarify the simplicity and flexibility of the system. Remember, alphabetical order is the rule.

Another advantage of the NSBA system is the availability of materials. For a nominal fee, binders, tab dividers, log sheets, and the code finder index were obtained and are available from the Educational Policy Service of the National School Boards Association. Since the development of the manual is a long and tedious process, it does not seem practical to develop a new code system if one is available which is sufficient and practical.

The NSBA codification system has been adopted in total in the Policy Manual. Log sheets are found at the front of each major division. These sheets are used to indicate what policies have been adopted and included in the manual. Future additions

to the manual will be checked on the log sheet as they are inserted. This provision for additional policy statements is an important part of the flexibility of the system.

Identification and Codification of Existing Policies

Once the code system to be used had been established, work began on the identification and preliminary coding of existing policies. Ditto work sheets were developed to indicate the preliminary code, title or descriptor, source, and date of approval of the policy statement. All School records and manuals that might contain policy statements were then reviewed and photocopies made where necessary. Statements of policy, or implied policy, were cut out and pasted on a work sheet with the proper notations of source, code, etc. and placed in a working binder. Although this may appear to be a simple process, the identification and codification of existing policies consumed a large portion of the time devoted to the development of the manual.

Editing

A careful and thorough editing of all material developed is essential at this point in the process of developing any

Policy Manual. Each policy statement must be reviewed and edited to:

1. Identify and eliminate all policies that are obsolete, trivial in nature, or inadequate as a guide for general or long range application.
2. Identify and reconcile all policies that are in contradiction with each other.
3. Identify and eliminate all policies which are contrary to Illinois state laws, Illinois Office of Education rules and regulations, or court rulings.
4. Insure that all policies are written in clear concise language and reflect present practices.

Upon completion of the editing, policy statements were then typed in a uniform format and placed in a binder in the proper sequence for final editing.

Development of New Policy Statements

A major concern in the development of the Policy Manual for this district has been the lack of written policies in many areas. New policies developed are too numerous to list here. Major revisions and additions of new policies are indicated in the manual

by the lack of adoption dates. Forty-two such policy statements are included. Nineteen represent major revisions and twenty-three are new policy statements.

Future revisions and additions to the Policy Manual will be made as necessary. Upon the recommendation of the Superintendent, or the Board of Education, revised or new policy statements will be prepared following the format adopted for presentation to the board. Upon official adoption, a copy of the new policy will be filed with the board minutes and copies placed in the Policy Manual according to the code assigned.

CHAPTER 3

SUMMARY AND CONCLUSIONS

The development of a policy manual is a difficult and time consuming task. Though this may be true, the proper and legal administration of the school district is difficult without written policies that are clear, concise, and complete.

Recommendations

Many recommendations should be kept in mind in the development of a good Policy Manual. The person responsible must be totally familiar with the school district, its facilities, the Board of Education, and general practices and policies. He must plan his work carefully and proceed on a step by step basis. The understanding of the procedures used and close cooperation of the Board of Education is essential. Since most administrators that might be involved in policy development are employed full-time, at least six months or more should be planned to complete the project. The final manual should result in reflecting present practices and policies, and become a useful workable tool in the administration of the school district.

Final Adoption

The culmination of this project was the formal adoption of the Policy Manual by the Board of Education, Kincaid Elementary School District #182, on February 17, 1976. By formal resolution, the Board of Education adopted all policies, old, revised and new. The date of adoption of all policies shall be February 17, 1976. A copy of each policy adopted has been filed with the board minutes.

The original copy of the Policy Manual has been retained in the school district as the official school copy. Two additional copies are available in the school office for use by staff members and the general public.

APPENDIX A

BOARD POLICY MANUAL

KINCAID ELEMENTARY SCHOOL DISTRICT #182

CHRISTIAN COUNTY

KINCAID, ILLINOIS

THE EPS/NSBA SCHOOL BOARD POLICY CLASSIFICATION SYSTEM

Sections	Full Titles
A	SCHOOL DISTRICT ORGANIZATION
B	SCHOOL BOARD OPERATIONS
C	GENERAL SCHOOL ADMINISTRATION
D	FISCAL MANAGEMENT
E	BUSINESS MANAGEMENT (Excludes Fiscal Management)
F	FACILITY EXPANSION PROGRAM
G	PERSONNEL
H	NEGOTIATIONS
I	INSTRUCTIONAL PROGRAM
J	STUDENTS
K	GENERAL PUBLIC RELATIONS
L	INTERORGANIZATIONAL RELATIONS (Excludes education agencies)
M	EDUCATION AGENCY RELATIONS

FOREWORD

This publication contains the policies of the Board of Education of Kincaid Elementary School District #182, Christian County, Kincaid, Illinois, as adopted by the Board of Education in its normal course of endeavors over a period of time.

The Board of Education believes it is desirable and necessary to have a written policy manual which governs the operation of the school district. Therefore this manual has been created in order to provide a unified source of information for use by all persons interested in the operation of the district.

The policies contained herein were researched and compiled by the Superintendent and Board of Education acting as a committee of the whole.

Robert F. Davis, Superintendent

BOARD OF EDUCATION (1975-1976)

Thomas Kell, President	(1976)
Charles Beemen, Vice-President	(1977)
William Conrath, Secretary	(1977)
Bruce Barger	(1976)
Kenneth Thomas	(1977)
Danny Ferrari	(1978)
John Tomazic	(1978)

A—SCHOOL DISTRICT ORGANIZATION

		Policy	Rule	Exhibit
AA	School District Legal Status _____ <i>SN An information category since the State determines the district's legal status.</i>	XX		
AB	School Board Legal Status _____ <i>SN An information category since the State determines the Board's legal status.</i>			
ABA	Authority	XX		
ABB	Powers and Duties (Cf. BBBA)	XX		
ABC	Board Member Legal Status (Cf. BBB)			
ABCA	Number			
ABCB	Qualifications			
ABCC	Term of Office			
ABCD	Method of Election (Cf. LDAC)	XX		
ABCD A	Unexpired Term Fulfillment			
ABCE	Resignation			
ABCF	Removal from Office			
ABD	School Superintendent Legal Status (Cf. CE)	XX		
AC	School District Organization Plan (Cf. IE) _____ <i>SN The plan which sets forth the district's levels of instruction—K-8, 9-12; K-6, 7-9, 10-12 or otherwise.</i>			
AD	School Attendance Areas (Cf. FDB, JBCC) _____			
ADA	School Census (Cf. FDBD)			
AE	School Year _____	XX		
AEA	School Calendar			
AEAA	Vacations			
AEAB	Holidays			
AEB	Extended School Year			
AEBA	Summer Sessions (Cf. IDCA)			
AF	School Day _____			
AFA	Double Sessions			
AFB	Evening Sessions			
AFC	Emergency Closings (Also EBBD)	XX		

SCHOOL DISTRICT LEGAL STATUS

EDUCATION is a function of the State. In a representative democracy, the will of the people of a State concerning education is expressed in the constitution and in the statutes enacted by the legislature. A Board of Education has been provided to direct the local program of education. The members of the Board of Education, although elected by the local community, are state and not local officers. They have such powers as the legislature, by statute, confers upon them and those powers necessarily implied to enable them to carry out the express powers granted.

In fulfilling its educational obligations as charged by the state, the Kincaid Elementary Board of Education acts largely as boards of directors function in successful business organizations; by the determination of policies and the evaluation of results.

Kincaid Elementary District #182

Date: 1-2-64

SCHOOL BOARD AUTHORITY

As a body created under law by the State of Illinois, the Board of Education of Kincaid Elementary District #182, has full authority, within the limitations of federal and state laws and interpretations of them, to carry out the will of the people of its district in matters of education.

In all cases where laws or the regulations of the Illinois Office of Education do not provide, permit, or prohibit, the Board shall consider itself the agent responsible for establishing and appraising educational activities.

Board members have no authority over school affairs as individuals. They have authority only when acting as a body duly called in session.

Kincaid Elementary District #182

Date:

SCHOOL BOARD POWERS AND DUTIES

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and District staff, who shall be held responsible for the effective administration and supervision of the entire school system.

The Board, functioning within the framework of laws, court decision, Attorney General's opinions, County Counsel's opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the State, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

1. Enacts policy
2. Adopts courses of study and provides instructional aids
3. Employs all staff members and fixes and prescribes their duties
4. Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business
5. Estimates and seeks to provide funds for the operation, support, maintenance, improvement, and extension of the school system
6. Provides for the planning, expansion, improvement, financing construction, maintenance, use, and disposition of physical plants of the school system
7. Prescribes the minimum standards needed for the efficient operation and improvement of the school system

8. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purpose of the school system
9. Requires the establishment and maintenance of records, accounts, archives, management methods, and procedures considered essential to the efficient conduct of school business
10. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public

Kincaid Elementary District #182

Date:

ELECTION PRECINCT AND POLLING PLACE

Central School, designated as Precinct number 1, shall be the official polling place for all elections conducted by the school district.

Kincaid Elementary District #182

Date: 4-10-70

SCHOOL SUPERINTENDENT LEGAL STATUS

The Board shall employ a qualified Superintendent for a term of not more than three years which term shall end on the last day of June.

The Superintendent shall have charge and control of the public schools of the district subject to the orders, rules, and regulations of the Board, and shall receive for his services such compensations as the Board shall allow.

Kincaid Elementary District #182

Date:

Wincoild Elementary School
 District #182
 School Calendar 1975-76

AE

August	29	First day of School Term-Institute Day
September	1	Labor Day-----No School
September	2	First day of Pupil Attendance
October	10	County Institute Day-----No School
October	13	Columbus Day-----No School
November	11	Veterans Day-----No School
November	27	Thanksgiving Day-----No School
November	28	Thanksgiving Vacation-----No School
December	23	Last day of attendance before Christmas Vacation
January	5	School convenes after Christmas Vacation
February	12	Lincoln's Birthday-----No School
April	16	Good Friday-----No School
June	3	Last day of school term

End of 1st 6 weeks	Oct. 17	(Report cards Oct. 22)
End of 2nd 6 weeks	Nov. 23	(Report cards Dec. 3)
End of 3rd 6 weeks	Jan. 23	(Report cards Jan. 23)
End of 4th 6 weeks	March 5	(Report cards Mar. 10)
End of 5th 6 weeks	April 16	(Report cards April 21)
End of 6th 6 weeks	June 3	

Number of days Pupil Attendance

August	0
September	21
October	21
November	17
December	17
January	20
February	19
March	23
April	21
May	21
June	3
	<u>183</u>
Institute	2
Days	<u>185</u> Total Days

Note: Total days include five (5) possible snow days
Date: February 19, 1975

EMERGENCY CLOSINGS

The Board authorizes the Superintendent to close the schools in event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property.

Kincaid Elementary District #182

Date:

B—SCHOOL BOARD OPERATIONS

		Policy	Rule	Exhibit
BA	Goals and Objectives _____	XX		
BB	Internal Organization _____	XX		
BBA	Officers			
BBAA	Method of Election (Cf. BCAA)			
BBAB	Duties			
BBABA	President	XX		
BBABB	Vice-President	XX		
BBABC	Secretary	XX		
BBABD	Clerk			
BBABE	Treasurer	XX		
BBABF	Parliamentarian			
BBB	Members (Cf. ABC)	XX		
BBBA	Duties (Cf. ABB)	XX		
BBBB	New Member Orientation			
BBBC	Board Member Development Opportunities			
BBBD	Bonded Members			
BBBE	Compensation and Expenses (Cf. DJD)			
BBC	Board Committees	XX		
BBD	Board-School Superintendent Relations (Also CF)			
BBE	School Attorney	XX		
BBF	Advisory Committees			
BBG	Consultants (Cf. CJ)			
BC	Meetings _____	XX		
BCA	Types			
BCAA	Annual (Cf. BBAA)			
	<i>SN The organizational meeting of the Board, usually once a year, when the Board elects its officers.</i>			
BCAB	Regular			
BCAC	Special			
BCAD	Adjourned			
BCAE	Public Hearings (Also KCC; Cf. DCDB)			
BCB	Procedures	XX		
BCBA	Time and Place			
BCBB	Notification			
BCBC	Preparation			
BCBD	Agendas			
BCBE	Distribution of Materials			
BCBF	Rules of Order			
BCBFA	Quorum			
BCBFB	Suspension of the Rules			
BCBG	Voting Method			
BCBH	Minutes			
BCBI	Public Participation (Also KCA)	XX		
BCBJ	Board Meeting News Coverage (Also KBCC)			
BCBJA	Press Services (Also KBCCA)			
BCBJB	Broadcasting and Taping (Also KBCCB)			

(Continued)

		Policy	Rule	Exhibit
BCBK	Executive Sessions	XX		
BCBL	Review of Board Procedures			
BD	Policy Development (Cf. CM) _____	XX		
BDA	Policy Development System			
BDAA	Policy Draft Writer <i>SN The staff writer assigned by the Board or superintendent to put policy recommendations into acceptable prose, to codify documents, and to maintain the policy manual system.</i>			
BDB	Policy Drafting <i>SN The ongoing process of planning and researching policy proposals for the Board's consideration and action.</i>			
BDBA	Attorney Involvement			
BDBB	Staff Involvement (Cf. GAC)			
BDBC	Community Involvement (Cf. KCB)			
BDBD	Student Involvement (Cf. JCB)			
BDC	Policy Adoption <i>SN The Board action that makes new and/or revised policies operable.</i>			
BDD	Policy Dissemination			
BDE	Policy Review <i>SN The periodic assessment of existing policies and policy development system.</i>			
BDF	Review of Administrative Rules (Also CMAD)			
BDG	Administration in Policy Absence (Also CMB)			
BDH	Suspension of Policies	XX		
BE	School Board Records (Cf. CN) _____			
BF	Annual Reports (Cf. CO) _____			
BG	Memberships _____			
BGA	School Boards Associations (Also MGB)			
BH	Ethics _____	XX		
BHA	Board Member Conflict of Interest			

PHILOSOPHY OF KINCAID ELEMENTARY SCHOOLS

We believe that the Kincaid Elementary Schools should provide for the children of this community, educational opportunities that will serve in the highest degree possible, their physical, moral, emotional, and mental needs. We believe this program should be aimed to develop useful and responsible citizens of our democracy within the limits of their individual abilities. We believe fundamental knowledge and skills are of great importance in this development. We believe the cultural aspects of education contribute to personality growth and to the enjoyable and profitable use of leisure time.

We believe in the importance of the individual and we think it is imperative that, as an integral part of our democracy he be trained to (1) think independently, (2) discipline himself, (3) respect the rights of other people, (4) evaluate the heritage of tradition that has contributed to the development of this democracy, (5) understand the changing world in which he lives, (6) to react with a responsibility of behavior that will make him an effective citizen.

We believe the school should provide understanding, personal guidance, and a sympathetic and happy environment conducive to growth.

Kincaid Elementary District #182

Date: 1-2-64

ORGANIZATION OF BOARD

The members of the Board of Education shall be elected for three-year terms, on the second Saturday in April, in accordance with the laws of the State of Illinois. The members shall meet within ten days of said election and shall organize by electing a President, Vice-President, and a Secretary for the ensuing year.

Kincaid Elementary District #182

Date: 1-2-64

DUTIES OF THE PRESIDENT

It shall be the duty of the President to:

1. Preside, when present, at all meetings of the Board.
2. Sign with the Secretary all official records of the Board.
3. Perform all other duties incident to his office.

Kincaid Elementary District #182

Date:

DUTIES OF THE VICE-PRESIDENT

It shall be the duty of the Vice-President to:

1. Assume the powers and duties of the President in his absence or during his disability.
2. Assume such other powers and duties as the Board may from time to time determine.

Kincaid Elementary District #182

Date:

DUTIES OF THE SECRETARY

It shall be the duty of the Secretary to:

1. Keep a complete and regular record of all proceedings of all regular and special meetings of the Board of Education.
2. Post all notices as required by law or when duly ordered by the Board.
3. Sign with the President all official records of the Board.
4. Sign with the President all warrants ordered drawn by the Board.
5. Make such reports and issue such documents as may be ordered by the Board or required by law.
6. If the Secretary be absent, the Board shall appoint a Secretary Pro Tem.

Kincaid Elementary District #182

Date: 1-2-64

TREASURER

The Treasurer, appointed by the Board and not a member of the Board, shall be the official custodian of all funds of the School District and shall be responsible for the proper safeguarding and accounting for all such funds.

It shall be the duty of the Treasurer to:

1. Deposit all moneys in accordance with the laws governing the deposit of public funds.
2. Issue all warrants in payment of expenses lawfully incurred on behalf of the School District but, except as otherwise provided by law, shall issue such warrants only after proper allowance or approval by the Board.

Kincaid Elementary District #182

Date:

BOARD MEMBERS

Members of the Board should endeavor to attend all meetings, discuss items presented on the agenda, suggest other items for consideration and vote upon motions and resolutions presented.

Official decisions of the Board can be arrived at only at duly constituted Board meetings. Individual Board members or groups of Board members do not have independent authority to speak for the Board and should make no out-of-town meeting commitments unless directed to do so on behalf of the Board.

It is important the Board members be nonpartisan in dealing with school matters and not subordinate the education of children and youth to any partisan principle, group interest, or personal ambition.

In addition to the foregoing, Board members should meet the following qualifications:

1. They should have personal integrity, intelligence, and appreciation of the values of good education.
2. They should be successful citizens willing and capable of assuming responsibility.
3. They should have the ability to work with others, should have the courage of their convictions, should always vote their beliefs, and should be champions of the public schools.
4. They should be prepared and willing to devote a sufficiently large amount of time to the study of the problems of education in their own district, as well as the state and nation at large, so as to be able to interpret them to the electorate of this district.
5. They must be willing and able to make sacrifices of their time, knowledge, and personal pleasure for the benefit of the district.

Kincaid Elementary District #182

Date:

DUTIES OF BOARD MEMBERS

The duties and obligations of an individual Board member may be enumerated as follows:

1. To familiarize himself with the State school laws, regulations of the State Department of Education, Kincaid Elementary School District policies, rules, and regulations.
2. To have a general knowledge of educational aims and objectives of the system.
3. To work harmoniously with other Board members without trying either to dominate the Board or neglect his share of the work.
4. To vote and act in the Board meetings impartially for the good of the district.
5. To accept the will of the majority vote in all cases and give wholehearted support to the resulting policy.
6. To represent the Board and the Kincaid Elementary School to the public in such a way as to promote both interest and support.
7. To refer complaints to the proper school authorities and to abstain from individual counsel and action.

Kincaid Elementary District #182

Date:

BOARD COMMITTEES

The Board of Education shall have no standing committees. Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the President and shall terminate upon completing their assignments or they may be terminated by a vote of the Board at any time.

Kincaid Elementary District #182

Date:

SCHOOL ATTORNEY

The Board shall retain an attorney for legal counsel and service in the affairs of the district. He shall serve at the pleasure of the Board and shall be compensated at an annual retainer fee determined by the Board.

He will be required to attend such Board meetings or other meetings where his services may be needed. His services shall also be available to the Superintendent and the Secretary of the Board on matters related to school business.

Kincaid Elementary District #182

Date:

MEETINGS OF THE BOARD

A. All meetings of the Board of Education shall be held in the Superintendents Office unless otherwise specified. The Board of Education shall hold one meeting monthly. The regular business meeting shall be held on the 3rd Wednesday of each month at 7:00 P.M.

B. Special meetings may be held from time to time, as circumstances may demand. These meetings may be called by the President at any time by advising the Board members a reasonable time in advance as to the time, place, and purpose of the meeting. A special meeting may be called by the Secretary of the Board in writing. The purpose of the meeting shall be stated in the request. No business shall be transacted at a special meeting other than that for which it was called except by unanimous consent of the Board Members present.

Kincaid Elementary District #182

Date 1-2-64

PROCEDURE AND RULES OF ORDER

- A. The meeting of the Board of Education shall be conducted in accordance with Robert's "Rules of Order" and general parliamentary usage.
- B. Four (4) members shall constitute a quorum for the transaction of business.
- C. All votes on motions and all resolutions authorizing expenditures shall be by "ayes" and "nays", by roll call vote, and the vote shall be recorded.
- D. At each meeting of the Board, the President shall take the chair at the time appointed for the meeting and call the meeting to order. (An agenda of business to be considered for the meeting shall be given to each member of the Board.)
1. Roll Call
 2. Reading and Approval of Minutes
 3. Presentation of Bills
 4. Old Business
 5. New Business
 6. Reports of the Superintendent
 7. Adjournment
- E. Amendments, alterations, corrections, or repeal of the rules may be made. Operations may be suspended for the meeting, at any regular or special meeting of the Board, by vote of majority of all members of the Board.
- F. The duties and powers of the Board of Education are set forth in the laws of the State of Illinois.

In accordance with its announced policy of encouraging public participation in the formation of policy, the Board of Education will encourage public attendance at all meetings.

Kincaid Elementary District #182

Date: 1-2-64

PUBLIC PARTICIPATION IN BOARD MEETINGS

All meetings of the Board shall be open to the public. All actions of the Board shall be taken openly and the deliberations leading to Board action shall likewise be conducted openly. The public is invited to attend Board meetings and will be given limited time to voice opinions or problems.

The Board recognizes its responsibility to conduct the business of the district in an orderly and efficient manner and will therefore require reasonable controls to regulate public presentations to the Board. A person wishing to be heard by the Board shall first be recognized by the President. He shall then identify himself and proceed with his comments as briefly as the subject permits. The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for such a presentation. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Kincaid Elementary District #182

Date:

EXECUTIVE SESSIONS

The Board may meet in executive session for the following purposes as specified by Illinois law:

1. To discuss the acquisition of real property or litigation brought by or against the district;
2. To consider information regarding appointment, employment, or dismissal of an employee;
3. To consider student disciplinary cases;
4. To consider appointment of a member to fill a vacancy on the Board;
5. To take any other action where state and/or federal statutes or regulations require a closed session.

Whenever an executive session is held, the Board shall reconvene in open session to take final action.

Kincaid Elementary District #182

Date:

POLICY DEVELOPMENT

The Board of Education shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school system. They shall be recorded in writing.

The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school system.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Kincaid Elementary District #182

Date:

SUSPENSION AND AMENDMENT OF RULES

1. Temporary Suspension:
Any rule or regulation of the Board may be temporarily suspended by unanimous consent of all the members present.
2. Amendment:
Any rule of the Board may be amended by a majority vote at regular meeting, provided a copy of such proposed amendment is read at the meeting next prior to the meeting at which such amendment is sought to be voted on, and provided that a copy of such proposed amendment is on file in the office of the Superintendent at least thirty days prior to the meeting at which such amendment is to be voted on.

Kincaid Elementary District #182

Date: 1-2-64

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

- I As a member of my local Board of Education, representing all the citizens of my school district, I recognize
1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
 2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
 3. That the future welfare of this community, of this State, and of the Nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
 4. That my fellow board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
 5. That legally the authority of the Board is derived from the State which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
 6. That I must never neglect my personal obligation to the community and my legal obligation to the State, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the Nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

II In view of the foregoing consideration, it shall be my constant endeavor

1. To devote time, thought, and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.
2. To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.
4. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, and local citizenry, and all media of communication on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as a school board member to benefit either myself or any other individual or agency apart from the total interest of the school district.
6. To recognize that it is as important for the Board to understand and evaluate the educational program of the school as it is to plan for the business of school operation.
7. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and conduct of school business shall be left to the employed superintendent of schools and his professional and nonprofessional staff.

8. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.
9. To support my State and National School Boards Associations.
10. Finally, to strive step by step toward ideal conditions for most effective school board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Kincaid Elementary District #182

Date:

C—GENERAL SCHOOL ADMINISTRATION

		Policy	Rule	Exhibit
CA	Goals and Objectives _____			
CB	Ethics _____ <i>SN An information category since ethics are determined by a profession and not imposed upon it.</i>			
CC	Organization Charts _____			
CCA	District			
CCB	District Departments			
CCC	School Buildings			
CD	Line and Staff Relations _____			
CE	School Superintendent (Cf. ABD) _____	XX		
CEA	Qualifications			
CEB	Duties			
CEC	Recruitment			
CED	Appointment			
CEE	Compensation and Benefits (Cf. EGA)			
CEF	Expenses (Cf. DJD)			
CEG	Professional Development Opportunities	XX		
CEH	Consulting			
CEI	Evaluation			
CEJ	Separation			
CEK	Resignation			
CEL	Retirement			
CF	Board-School Superintendent Relations (Also BBD) _____			
CG	Administrative Personnel (Cf. GA, GB) _____ <i>SN For school management and supervisory personnel below district superintendent level.</i>			
CGA	Compensation Guides and Contracts (Cf. EGA) <i>SN Scope of category determined by actual agreements in force. See Handbook.</i>			
CGB	Positions			
CGBA	Qualifications and Duties <i>SN Job descriptions listed and coded (CGBAA, CGBAB, etc.) job-by-job.</i>			
CGC	Recruitment			
CGD	Hiring			
CGE	Assignment			
CGF	Orientation			
CGG	Probation			
CGH	Supervision			
CGI	Evaluation			
CGJ	Promotion			

(Continued)

DUTIES OF SUPERINTENDENT

The Superintendent is the executive officer of the Board and as such, shall be responsible for the operation of the school system in all its divisions. He shall:

1. Act as a general executive and advisory officer of the Board.
2. Have general supervision of all employees of the Board.
3. Have charge of all school buildings, their equipment and supplies, both educational and building.
4. Exercise a general supervision over the schools of the district, examine into their condition and progress, see that rules and regulations of the Board are faithfully observed and assist principals and teachers by counsel and direction in increasing the efficiency of the school.
5. Inform himself as to the progress of education at large and the organization, discipline and instruction of schools in other places.
6. Recommend to the Board all personnel including Administrative officers, supervisors, principals, directors, teachers, cafeteria manager, transportation manager, secretaries, janitors, cooks, and bus drivers.
7. Submit to the Board for approval a school calendar for the ensuing school year.
8. Prepare an annual Budget, showing appropriations necessary to meet the estimated needs of the ensuing year, and submit same to the Board for approval.
9. Within the limit of the budget, duly approved by the Board, have power to approve and direct all purchases of current school supplies.

10. Recommend to the Board for approval, courses of study and important changes in courses of study, and all text books to be used in the schools.
11. Have power to fill vacancies caused by temporary absence of teachers, and make such other temporary arrangements from time to time as are necessary to the continuous operation of the schools.
12. Have charge of the assignment of teachers to their positions and such transfers from one position to another as will promote the interest of the school.
13. Keep the records usually kept by superintendents; prepare all necessary school records, and blanks; furnish them where needed; and prescribe rules for the keeping and return of the same by the teachers.
14. Have power to suspend pupils temporarily for willful and persistent violation of school regulations, or, for such misconduct as shall render them unfit for association with other pupils. All such suspensions shall be reported to the Board at its next meeting following the date of suspension. He shall, however, have authority to reinstate such pupils upon their making suitable amends for the offense and giving satisfactory assurance of future good conduct.
15. In the interest of efficient administration, have the power to decide all matters of detail purely ministerial and administrative in character that may arise, concerning which no specific provision is made in the rules and regulations. Decisions so made shall be reported to the Board either in writing or at a subsequent meeting.
16. The Superintendent shall perform all other duties necessary to his office, and all other duties fixed by the Board from time to time.

Kincaid Elementary District #182

Date: 1-2-64

SUPERINTENDENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Superintendent shall keep himself informed of modern educational thought and practices by study, by visiting of other school systems, by attendance at educational conferences, and by such other means as may appear to be appropriate.

Kincaid Elementary District #182

Date:

D—FISCAL MANAGEMENT

		Policy	Rule	Exhibit
DA	Goals and Objectives _____	XX		
DB	Planning Programing Budgeting System _____			
DC	Annual Operating Budget _____			
DCA	Goals and Objectives			
DCB	Fiscal Year	XX		
DCC	Preparation Procedures			
DCCA	Deadlines and Schedules			
DCCB	Staff Involvement (Also GAB)			
DCCC	Public Involvement (Cf. KCB)			
DCCD	Local Government Involvement (Cf. LDA)			
DCCE	Student Involvement (Also JCC)			
DCD	Preliminary Adoption Procedures			
DCDA	Publication of Recommendations			
DCDB	Hearings and Reviews (Cf. BCAE, KCC)	XX		
DCE	Final Adoption Procedures	XX		
DCEA	Referenda			
DCF	Appeals Procedures			
	<i>SN Applicable to districts that are not fiscally independent.</i>			
DCG	Encumbrances			
DCH	Periodic Budget Reconciliation			
DCI	Line Item Transfer Authority			
DD	State & Federal Aid Eligibility Determination (Cf. EFDA) _____			
DE	Debt Limitation _____			
DF	Revenues (Cf. FF) _____			
DFA	Local Tax Revenues			
DFB	State Aid			
DFC	Federal Aid			
DFD	Bond Sales (Also FFA)			
DFE	Short Term Notes (Also FFB)			
DFEA	Tax Anticipation Notes (Cf. FFAC)			
DFF	Grants			
DFG	Fees, Payments, and Rentals (Cf. EBH, ECE, KG)			
DFGA	Admissions and Gate Receipts			
DFH	Tuition Income			
DFI	Royalty Income			
DFJ	Fines			
DFK	Gifts and Bequests			
DFL	Investment Earnings (Cf. DN)			
DFLA	General Fund Investment			
DFLB	Building Fund Investment (Cf. FFAE)			
DFM	Equipment and Supplies Sales			
DFN	Property Sales			

(Continued)

		Policy	Rule	Exhibit
DG	Depository of Funds _____	XX		
DH	Bonded Employees (Cf. EGE) _____			
DI	Accounting and Reporting _____			
DIA	Accounting System			
DIB	Financial Reports and Statements			
DIC	Inventories			
DID	Audits	XX		
DJ	Expenditure of Funds _____			
DJA	Checking Accounts			
DJAA	Authorized Signatures			
DJAB	Check-Writing Services			
DJB	Petty Cash Accounts			
DJC	Payroll Procedures			
DJCA	Pay Day Schedules			
DJCB	Salary Deductions (Also GAL)			
DJD	Expense Reimbursements (Cf. BBBE, CEF, CGPD, GBRF, GCRE, GDRF)			
DJE	Purchasing <i>SN Includes purchasing of goods and services and capital equipment except real estate.</i>			
DJEA	Purchasing Authority	XX		
DJEAA	Board Approval			
DJEAB	Administrative Leeway			
DJEB	Quality Control			
DJEBA	Specifications			
DJEBB	Purchasing Guides and Vendor Lists			
DJEBC	Trial Tests and Field Checks			
DJEBD	Inspections			
DJEBE	Guarantees			
DJEC	Cost Control			
DJECA	Standardization			
DJECB	Quantity Purchasing			
DJECC	Cooperative Purchasing			
DJED	Bids and Quotations			
DJEE	Local Purchasing			
DJEF	Requisitions			
DJEG	Purchase Orders and Contracts			
DJEH	Change Orders			
DJEI	Vendor Relations	XX		
DJEIA	Sales Calls and Demonstrations			
DJEJ	Payment Procedures			
DJEJA	Bill Payment Authorization			
DJF	Lease and Rental Payments (Cf. EBH, ECE, KG)			
DJG	Notes and Bond Payments	XX		

(Continued)

		Policy	Rule	Exhibit
DK	Student Activities Funds Management (Also JHB) _____			
DL	Cash in School Buildings _____ <i>SN Refers to the safeguarding of cash on hand.</i>			
DM	Reserve Funds (Cf. FFC) _____			
DN	Surplus Funds (Cf. DFL) _____			
DO	School Properties Disposal Procedure			

FISCAL MANAGEMENT GOALS AND OBJECTIVES

The Board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board intends:

1. To encourage advance planning through the best possible budget procedures
2. To explore all practical and legal sources of dollar income
3. To guide the expenditure of funds so as to achieve the greatest educational returns
4. To require maximum efficiency in accounting and reporting procedures
5. To maintain a level of per pupil expenditure needed to provide high quality education

As trustee of community, state, and federal funds allocated for use in local education, the Board has the responsibility to protect the funds and use them wisely.

Kincaid Elementary District #182

Date:

FISCAL YEAR

The fiscal year shall begin on the first day of July, and the budget of revenue and expenditures shall be made during the month of July.

Kincaid Elementary District #182

Date: 1-2-64

BUDGET HEARINGS AND REVIEWS

The Board shall hold at least one public hearing on the proposed budget prior to final action. A notice stating the location, date, and hour of the public hearing shall be placed in a newspaper, published in such district, at least 30 days prior to the time of the hearing.

Kincaid Elementary District #182

Date:

FINAL ADOPTION PROCEDURES

If, as a result of the public hearing, it should be determined that certain changes in the budget are necessary these changes shall be made before the budget is adopted.

The adoption of the budget shall be by roll call vote and the resolution adopting the budget shall be incorporated into the official minutes of the meeting of the Board.

Kincaid Elementary District #182

Date:

DEPOSITORY OF FUNDS

The Midland Community Bank, Kincaid, Illinois, shall be the depository for all school funds.

Kincaid Elementary District #182

Date: 6-19-74

AUDITS

The books and accounts of the district shall be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The certified public accountant shall be selected by the Board.

The audit, when completed, shall be presented to the Board for examination.

On or before May 1 of each year, the Superintendent shall place before the Board the matter of the retaining of a certified public accountant.

The Superintendent shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

Kincaid Elementary District #182

Date:

PURCHASING

Purchase shall be made from all firms on an economical basis, favoring local firms if their prices do not exceed 3% higher cost and the quality of their materials are in line with outside firms.

When purchases are of sufficient size or quantity to make it feasible, such purchases will be made following examination of bids after invitation to bid has been given.

All purchases to be paid by the Board of Education, except for an emergency purchase, shall be purchased by use of requisition signed by the Superintendent.

Emergency purchases shall be immediately reported to the Board of Education.

Kincaid Elementary District #182

Date:

VENDOR RELATIONS

In all procurement activities, agents of the Board shall:

1. Consider first the interest of the school system and the betterment of its educational program;
2. Endeavor to obtain the greatest value for every tax dollar expended;
3. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their product meets specifications and the educational needs of the school system;
4. Discourage the offer of, and decline, gifts which in any way might influence the purchase of school supplies and equipment;
5. Refrain from soliciting funds or material from vendors, however worthy the purpose;
6. Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.

Kincaid Elementary District #182

Date:

NOTES AND BOND PAYMENTS

The treasurer is authorized to pay bonds and interest as they come due.

Kincaid Elementary District #182

Date: 1-2-64

E—BUSINESS MANAGEMENT
 SN Excludes fiscal management.

		Policy	Rule	Exhibit
EA	Goals and Objectives _____			
EB	Buildings and Grounds Management _____			
EBA	Insurance Program (Cf. EG) <i>SN This descriptor retained to "hold" alphabetic sequence after EG—Insurance Management was added to classification system in 1972. See Handbook, 1972 revised edition, page 22 for more information.</i>			
EBB	Safety	XX		
EBBA	Fire Prevention (Cf. LDAK)			
EBBB	Warning Systems			
EBBC	Emergency Drills (Also JGFA; CF. LDAL)			
EBBCA	Bomb Threats (Also JGFAA)	XX		
EBBD	Emergency Closings (Also AFC)			
EBBE	Traffic and Parking Controls (Cf. JGFD, JGFF)			
EBBF	Safety Inspections			
EBC	Security			
EBCA	Vandalism Protection			
EBD	Heating and Lighting			
EBE	Cleaning Program			
EBF	Sanitation			
EBG	Repairs			
EBGA	Routine			
EBGB	Emergency			
EBH	Leasing and Renting (Cf. DFG, DJF, KG)			
EBI	Long-Range Maintenance Program			
EBIA	Buildings			
EBIB	Grounds			
EBJ	Buildings and Grounds Records			
EBK	Mail Service (Cf. ECD)			
EC	Equipment and Supplies Management _____			
ECA	Insurance Program (Cf. EG) <i>SN This descriptor retained to "hold" alphabetic sequence after EG—Insurance Management was added to classification system in 1972. See Handbook, 1972 revised edition, page 22 for more information.</i>			
ECB	Receiving			
ECC	Warehousing			
ECD	Distribution (Cf. EBK)			
ECE	Leasing and Renting (Cf. DFG, DJF, KG)			
ECF	Equipment Maintenance			
ECG	Equipment and Supplies Records			
ECH	Authorized Uses			
ED	Student Transportation Management (Cf. JGG) _____			
EDA	Carrier Types			
EDAA	School-Owned Buses			

(Continued)

OFFICIAL DISASTER PLAN
FOR
KINCAID ELEMENTARY SCHOOL DIST. #182

Superintendent

Date *March 7, 1983*

Note: A copy of this plan will be distributed to each teacher and must be placed in the Teachers Handbook.

PURPOSE

Primarily, there is the urgent need for teaching general safety to every student. This extends from everyday safety in our lives through protection against radioactive fallout in the event of nuclear attack upon our country.

Secondly, the educational philosophy of our school system must recognize not only the moral, but also the legal responsibility to provide an educational environment as safe as possible in which to conduct the educational process. This requires the development of comprehensive and current disaster plans for natural and man-made disasters, including especially a tornado plan as required by Section 10-20.23 of "The School Code" and nuclear disaster plan.

Finally, since the school system is an agency of the community, it must reflect the needs of the community it serves. This means that the school must not only give active support, but also provide leadership where possible to those community projects and processes designed to provide for the general safety of the community. This requires support of and active participation in disaster preparedness programs sponsored by the Illinois Civil Defense Agency.

Therefore: Be it Resolved, By the Board of Education of Kincaid Elementary School District #182, Kincaid, Ill., That the following disaster survival plans be given the official endorsement of the Board and that the Superintendent be instructed to implement said plans with all expediency.

Date March 21, 1973

School Board President

School Board Secretary

I. TORNADO

A. Watch (conditions exist that may spawn a tornado)

1. Message received over 10-10 radio in office
2. Teachers and appropriate personnel notified by note
3. Storm in vicinity
 - a. Principal continues watch
 - b. Additional personnel assigned to assist principal in watching.

B. Warning (tornado sighted in area)

1. When tornado appears to be missing school
 - a. Principal keeps track of storm
 - b. Personnel notified but remain in rooms
2. When tornado is expected to hit school
 - a. Attempt to calm students but give "take cover" alarm
 - b. Teachers take students to assigned area as per exhibit C.
 - c. Students assume protected position and remain until safe to move.
 - d. Some windows on east and north should be left open
 - e. Turn off utilities (custodian or assigned alternate)

C. Watch, warning or threatening weather at dismissal time

1. Students will be kept at school until weather permits them to leave.
2. Students may be released to parent who calls in person for their children.

D. Tornado - no warning

1. Students "take cover" - get under anything that will give protection such as desks, chairs, etc.
2. All personnel stay clear of windows or glassed in areas
3. After tornado passes, evacuate building in the safest way possible. CAUTION - keep clear of broken electrical lines, especially high voltage lines outside of building.
4. If feasible, custodian or alternate should turn off electricity and gas.

II. Fire

A. Alarm rings

1. Evacuate building

- a. Teachers take students out assigned exits or alternates if primary exit is blocked as per exhibit B.
- b. Teachers take a roll check to account for all students in their care and report to principal.
- c. Notify fire department
- d. In case of actual fire keep clear of building and all emergency vehicles and personnel.

2. Turn off electricity and gas (custodian or alternate)

B. All clear given

1. For a drill, return to class
2. For an actual fire, dismiss school according to early dismissal plan. See exhibit A.

III. Winter Storm

A. Icing, heavy snow or blizzard prior to school opening

1. Superintendent will make decision whether school will or will not be in session according to conditions
2. Announcement made on local radio stations when school is closed or abbreviated school bus schedule is to be followed

B. Icing, heavy snow or blizzard during school hours

1. Dismiss school when advisable according to early dismissal plan. See Exhibit A.

IV. Earthquake - Generally No Warning

A. While inside building

1. Students "take cover" as in tornado -- no warning condition. Get under anything that gives protection or crouch next to an inside wall.
2. Stay clear of windows or glassed-in areas
3. Do not leave building during quake

B. While outside building

1. Remain outside, do not enter building.
2. Stay clear of overhead electric wires, poles, trees or anything that might fall.

C. After earthquake

1. If electricity and gas have not been turned off, have custodian or alternate inspect for broken wires or ruptured lines and turn off utilities as necessary to prevent danger from these.
2. Evacuate building in safest way possible
3. Do not allow students to enter building from outside until building has been inspected for hazards.

V. BOMB THREAT

A. Bomb discovered

1. Evacuate according to fire evacuation plan. Leave doors and windows open.
2. Teachers make a roll check and report to principal.
3. Notify police and fire department.
4. Turn off electricity and gas if possible.

B. Bomb threat telephoned to school

1. Person receiving call will try to keep the person on the line to obtain distinct voice intonation qualities.
2. Try to obtain information on location and type of bomb and expected time of detonation.
3. Evacuate according to fire evacuation plan.
4. Notify police and fire department.
5. Someone familiar with school areas assist in searching for bomb.

C. After bomb search

1. Early dismissal may be in order if time of day and seriousness of threat warrant such.
2. If there is no danger, school may be resumed.

VI. NUCLEAR ATTACK AND FALLOUT

- A. Follow "take cover" procedure as in tornado warning.

EXHIBIT A
EARLY DISMISSAL

If it should become necessary to dismiss the student body early the following procedure will be followed:

Students will be notified and advised to go to their alternate home if it is necessary. Each parent will be asked to advise their child as to where they should go in case of early dismissal. Bus students will be assembled and students loaded as at the end of the regular school day.

Radio station WTIM in Taylorville will be notified of the early dismissal and the reason for the dismissal.

EXHIBIT E

Fire Drills

You are to follow the instructions given below for leaving the building during a fire drill:

1. All rooms having fire escape doors will exit through the fire escape door.
2. The following rooms will proceed as follows due to the lack of fire escape doors:
 - a. The two upstairs rooms of the new wing will turn down the steps outside their room and exit by using the east door.
 - b. The third grade will turn left and exit through south east door.
 - c. Library-turn right and exit through south east door
 - d. The fifth grade will cross the hall and exit through the southwest door.
 - e. The combination 4/5 room will turn right and exit through the southwest door.
 - f. Students in the gym will exit through the nearest outside door.
 - g. Students in the cafeteria will turn right up the stairs and exit through the southeast door.

If for any reason the system is being checked, you will be notified. Otherwise, regardless of when or how often the fire-alarm rings, everyone is to leave the building.

Remain quiet when leaving the building. Move away from the building to the edge of the school grounds.

EXHIBIT C
DISASTER PLAN

This plan is to be used in the event of a severe storm or other external elements which endangers the building structure. This does not include fire

INSTRUCTIONS AND INFORMATION

1. A disaster alarm will be voiced via the public address system, by Mr. Davis or Mrs. Karnes.
2. All students and teachers are to move immediately to shelter areas when a disaster or storm warning is announced.
3. All persons are to assume a seated position on the floor, with the head down and hands locked over head during a disaster period.
4. Keep away from outside walls (unless below ground level), doors, and windows.
5. Students at the ends of hallways should lock arms to prevent being sucked out of exit doors.
6. Remain at least 40 feet from exit doors and external building openings.
7. Leave a passage way through the center of the hallway.

SHELTER LOCATIONS IN BUILDING

1. Lower floor of new wing.
2. Hallway of old building.
3. Locker rooms in gym.
4. Cafeteria.

STUDENTS SHELTER ASSIGNMENTS

1. Students in new wing move to the ground floor level.
2. Students in the middle of old building move to cafeteria.
3. All remaining students move into hallway of old building.
4. Students in the gym go to either of the locker rooms.

INSTRUCTIONS TO TEACHERS

1. Supervise students.
2. Open, slightly, two windows in each room.
3. No student is to leave the building.

Kincaid Elementary District #182

Date: March 21, 1973

Page 8 of 8

EMERGENCY CLOSINGS

The Board authorizes the Superintendent to close the schools in event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property.

Kincaid Elementary District #182

Date:

RENEWAL STATEMENT FOR FREE MEALS, REDUCED
PRICE MEALS, AND FREE MILK FOR FY 76

EEA

The Kincaid Elem. School Dist. #182 10-011-4-0030 participates
(School Food Authority-Program Sponsor) Agreement No.

in the (circle those which are applicable) National School Lunch, School
Breakfast, Special Milk, and/or receives commodities donated by the United
States Department of Agriculture.

The school food authority hereby assures the Illinois Office of Education,
School Food Services Section, that the schools under its jurisdiction will
uniformly implement the same policy contained in pages 1 through 4 of the
FY 75 Policy Statement for Free and Reduced Price Meals and Free Milk. The
school food authority further assures the Illinois Office of Education,
School Food Services Section, that:

1. A letter has been sent to all parents containing all of the information
as outlined in Attachment A and that a copy of the actual letter sent to
parents is attached.
2. An application containing the same information as the sample for free
meals, reduced price meals, and free milk was sent to parents and that
a copy of the actual application is attached.
3. The income guidelines for free meals, reduced price meals, and free
milk as prescribed by the Illinois Office of Education has also been
sent to the parents and is attached.
4. A public release containing the same information as outlined in
Attachment D has been sent to the media and that a copy of the
actual public release sent to the media is attached.
5. All free meals, reduced price meals, and free milk claimed for FY 76
will be for children whose family size/income is at or below the at-
tached income scale and that an approved application is on file for
each child ~~receiving Free Meals and Free Milk or Reduced Price Meals.~~

Approved by: _____
(Signature of Local School Official)

Date: Sept. 2, 1975

(Signature of Educational Service Region Superintendent)

Date: _____

(Signature of Director, School Food Services)

011400301
KINCAID ELEMENTARY
BOX K
KINCAID

NO SCH 002

. Page 1 of 7

ILL

The letter to parents must:

Contain complete eligibility criteria, including the following four hardship conditions:

1. Unusually high medical expenses.
2. Shelter costs in excess of 30 percent of gross income.
3. Special education expenses due to the mental or physical condition of a child.
4. Disaster or casualty losses.

Contain the provision that foster children placed in a home by a welfare agency and not yet formally adopted are eligible for free meals.

Indicate that an application is attached.

Provide instructions for submitting an application.

Tell how and where to appeal an unfavorable decision.

Give the price for the reduced lunch and for breakfast.

Contain the statement: "In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin."

NOTE: A sample parent letter has been prepared by the Illinois Office of Education for your use, should you so desire. If you do not use the sample letter, please insure that all the above-mentioned items are included in your parent letter.

Dear Parent or Guardian:

The Kincaid Elementary School serves nutritious meals every school day. Students may buy lunch for 40/.45 cents, breakfast for _____ cents, and extra milk for .01 cents. Children from families whose gross income is at or below the levels shown on the attached scale are eligible for free milk and free meals or for reduced price meals at .20 cents for lunch and _____ cents for breakfast. If your income is greater than those shown but you have unusually high medical bills, shelter costs in excess of 30 percent of your income, special education expenses due to the mental or physical condition of a child, or disaster or casualty losses, your children may still be eligible.

To apply at any time during the year for free meals and free milk, or reduced price meals for your children, complete the attached application and return it to the school. Within 10 days of receiving your application, the school will let you know whether or not your children are eligible. If you do not agree with the school's decision, you have a right to a fair hearing. This can be done by calling or writing Thomas Kell, Bulpitt, Ill. 237-2756
(Name, Address, Phone)

In certain cases foster children are also eligible for these benefits. If you have foster children living with you and wish to apply for such meals and milk for them, please notify us or indicate it on the application.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

Under the provisions of the policy Robert Davis, Superintendent will
(Title of Determining Official)
review applications and determine eligibility. If a parent is dissatisfied with the ruling of the official, he may make a request either orally or in writing to Thomas Kell, Board Member, Bulpitt 7-2756 for a hearing to
(Name, Address, Phone of the Hearing Official)
appeal the decision. The policy contains an outline of the hearing procedure.

Each school and the office of the Superintendent has a copy of
(Central Office)
the complete policy which may be reviewed by any interested party.

INCOME POVERTY GUIDELINES, FISCAL YEAR 1976

<u>Family Size</u>	<u>Level for Free Meals, Free Milk</u>	<u>Level for Reduced Price Meals</u>
One	\$ 3,230	\$ 4,520
Two	4,240	5,930
Three	5,250	7,350
Four	6,260	8,770
Five	7,190	10,060
Six	8,110	11,360
Seven	8,950	12,530
Eight	9,790	13,700
Nine	10,550	14,770
Ten	11,310	15,840
Eleven	12,060	16,890
Twelve	12,810	17,940
Each Additional Family Member	750	1,050

Parents: To apply for free meals and free milk or reduced price meals for your children, fill out this form and return it to the school office. ^{EEA}

Names and grades of children for whom application is made:

Names and addresses of parent or guardian:

Total number in family _____

Total family income before deductions.

List in order: Yearly Monthly Weekly

(Fill in one)

ADC _____

Pensions _____

Social Security _____

Wages _____

Other _____

Total _____

All of the above is Family Income and must be declared. ADC does not automatically qualify your children for free or reduced price lunches.

If your gross family income exceeds the amount indicated in the attached family income scale and you wish to apply under any of the special hardship conditions cited in the attached letter, please complete this application form and also describe the nature and dollar amount of your hardship here: _____

In certain cases foster children are eligible for free or reduced priced lunches regardless of your family income. If you have such children living with you and wish to apply for such lunches for them, please check here: _____ State the amount provided annually to you for the care of the foster child \$ _____.

I hereby certify that all of the above information is true and correct to the best of my knowledge.

Signature of Adult Family Member

FOR SCHOOL USE ONLY

Approved free _____ Approved Reduced _____ Denied _____

Reason for denial _____

Date _____

Your application for free and reduced price meals and free milk has been:

_____ Approved for free meals and free milk. _____ Approved for reduced price meals at _____ cents for lunch and _____ cents for breakfast.

_____ Denied for the following reason(s): _____

Approving Official: _____

Kincaid Elem. School Dist. 182 today announced its policy for Free Meals, (Local School Food Authority) ^{EEA}
Free Milk, & Reduced Price Meals for children unable to pay the full price of (Free meals,
 (Free Milk, and Reduced Price Meals)
 meals and milk served under the National School Lunch, School Breakfast, and Special Milk Programs.

Local school officials have adopted the following family size and income criteria for determining eligibility:

<u>Family Size</u>	<u>Family Income</u> <u>Free Meals and Free Milk</u>	<u>Family Income</u> <u>Reduced Price Meals</u>
	<u>FY 76</u>	<u>FY 76</u>
1	\$ 3,230	\$ 4,520
2	4,240	5,930
3	5,250	7,350
4	6,260	8,770
5	7,190	10,060
6	8,110	11,360
7	8,950	12,530
8	9,790	13,700
9	10,550	14,770
10	11,310	15,840
11	12,060	16,890
12	12,810	17,940
Each Additional Family Member	750	1,050

Children from families whose income is at or below the levels shown are eligible for Free Meals, Free Milk & Reduced Price Meals in addition, (Free Meals, Free Milk, and Reduced Price Meals) families not meeting these criteria but with other unusual expenses due to unusually high medical expenses, shelter costs in excess of 30 percent of income, special education expenses due to the mental or physical condition of a child, and disaster or casualty losses are urged to apply.

Application forms are being sent to all homes in a letter to parents. Additional copies are available at the principal's office in each school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

Local authorities must consider both the income of the family during the past 12 months and the family's current rate of income to determine which is the better indicator of need for free or reduced price meals to reflect family wage earners' present level of employment.

In certain cases foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals and milk for them, it should contact the school.

All children are treated the same regardless of ability to pay. In the operation of child nutrition programs, no child will be discriminated against because of his race, sex, color, or national origin.

If we may be of any further assistance or if your income changes during the year, please contact us.

COLLECTION PROCEDUREKincaid ElementarySchool(s)

use(s) the following collection procedure:

(If more than one system of collection is used, explain them all and indicate which schools use which system.)

(Describe in detail, including the method used to distribute tokens, tickets, etc., the method used to collect children's payments--where, when, how; and the method used to account for full-price, free, and reduced price meals and free and full-price milk each day. If tokens, or tickets are used, attach a free, a reduced price, and a full-priced ticket or token.)

School policy allows students to pay for lunches in advance on a weekly basis or to pay for lunches daily. Lunch money will be collected in the office by the school secretary. Students are allowed to come to the office each morning before class, or will be released by their teacher if it is necessary, to pay for lunches. High school students may pay in advance in the Grade School office or by cash as they pass through the lunch line.

Two lunch lists will be prepared in the school office. Each Monday a weekly lunch list of all students paying in advance will be made. Students receiving free or reduced price lunches will be added to this list as having paid for lunches in advance. A second list of students paying daily will be made each morning.

The school secretary will station herself daily at the end of the lunch counter. As students pass through the line she will either (1) check their name on the weekly list, (2) check their name on the daily list, (3) or collect the lunch money at that time.

		Policy	Rule	Exhibit
FGEA	Casualty			
FGEB	Liability			
FGEC	Surety Bonds			
FGF	Quality Control			
FGFA	Inspections			
FGFB	Field Checks			
FGG	Change Orders			
FGH	Payment Procedures			
FGHA	Installment			
FGHB	Final			
FGI	Building Project Records and Reports			
FH	Completed Project _____			
FHA	Board Inspection and Acceptance			
FHB	Staff Training for Occupancy			
FHC	Public Dedication			
FHCA	Names on Building Plaques			
FI	Temporary Facilities to Meet Expansion Needs _____			
	<i>SN Includes fixed space or relocatable units that are leased, rented, or purchased.</i>			
FIA	Emergency Schoolhousing			

G-PERSONNEL

		Policy	Rule	Exhibit
GA	General Section (Cf. CG) <i>SN Policies applicable to all school employees.</i>			
GAA	Goals and Objectives			
GAA	Equal Opportunity Employment Sex Discrimination	XX		
GAB	Budget Planning Involvement (Also DCCB)			
GAC	Staff Involvement in Decisionmaking (Cf. BDBB, CMAA)			
GAD	Professional Development Opportunities (Cf. CK, GBRH)			
GAE	Complaints and Grievances			
GAEA	Staff Protection (Cf. EGA) <i>SN Includes measures taken to protect staff from physical and/or psychological abuse from any quarter.</i>			
GAF	Staff-Student Relations (Also JP)			
GAG	Staff Conflict of Interest (Cf. GBU)			
GAH	Staff-Community Relations (Also KD)			
GAHA	Participation in Community Activities (Also KDA)			
GAHB	Political Activities			
GAHC	Public Appearances (Also KDB)			
GAI	Solicitations (Also KDC)			
GAIA	Solicitations by Staff Members (Also KDCA)			
GAIB	Solicitations of Staff Members (Also KDCB)			
GAJ	Gifts			
GAJA	Gifts by Staff Members			
GAJB	Gifts to Staff Members (Also JLA, KHD)			
GAK	Personnel Records			
GAL	Salary Deductions (Also DJCB)			
GAM	Staff Rights and Responsibilities			

(Continued)

		Policy	Rule	Exhibit
GB	Professional Personnel Section (Cf. CG, GA) <i>SN Excludes district school superintendent and other school management and supervisory personnel classified under CG policies.</i>			
GBA	Compensation Guides and Contracts (Cf. EGA) <i>SN Scope of category determined by actual agreements in force. See Handbook.</i>	XX		
GBAA	Merit System			
GBB	Positions			
GBBA	Qualifications and Duties <i>SN Job descriptions listed and coded (GBBAA, GBBAB, etc.) job-by-job.</i>	XX		
GBC	Recruitment			
GBD	Hiring			
GBE	Assignment	XX		
GBF	Orientation			
GBG	Probation			
GBH	Supervision			
GBI	Evaluation			
GBJ	Promotion			
GBK	Suspension			
GBKA	Lay-Off			
GBL	Tenure	XX		
GBM	Transfer			
GBN	Separation			
GBO	Resignation			
GBP	Reemployment			
GBQ	Retirement	XX		
GBR	Working Conditions			
GBRA	Health Examinations			
GBRB	Time Schedules	XX		
	(Continued)			

		Policy	Rule	Exhibit
GC	Nonprofessional Personnel Section <i>SN Excludes school management and supervisory personnel classified under CG policies.</i>			
GCA	Compensation Guides and Contracts (Cf. EGA) <i>SN Scope of category determined by actual agreements in force. See Handbook.</i>	XX		
GCAA	Merit System			
GCB	Positions			
GGBA	Qualifications and Duties <i>SN Job Descriptions listed and coded (GCBAA, GCBAB, etc.) job-by-job.</i>	XX		
GCC	Recruitment			
GCD	Hiring			
GCE	Assignment			
GCF	Orientation			
GCG	Probation			
GCH	Supervision			
GCI	Evaluation			
GCJ	Promotion			
GCK	Suspension			
GCKA	Lay-Off			
GCL	Tenure			
GCM	Transfer			
GCN	Separation			
GCO	Resignation			
GCP	Reemployment			
GCQ	Retirement			
GCR	Working Conditions			
GCRA	Health Examinations			
GCRB	Time Schedules			
GCRC	Work Load			
GCRD	Overtime Pay			
GCRE	Expenses (Cf. DJD)			
GCRF	Nonschool Employment			
GCRG	Leaves and Absences			
GCRGA	Emergency and Legal			
GCRGB	Illness			
GCRGC	Maternity			
GCRGD	Military			
GCRGE	Religious			
GCRGF	Bereavement			
GCRH	Vacations			
GCRI	Paid Holidays			
GCS	Employee Organizations (Cf. HBH)			
	(Continued)			

		Policy	Rule	Exhibit
GD	Paraprofessional Personnel Section			
GDA	Compensation Guides and Contracts (Cf. EGA) <i>SN Scope of category determined by actual agreements in force. See Handbook.</i>			
GDA	Merit System			
GDB	Positions			
GDB	Qualifications and Duties <i>SN Job descriptions listed and coded (GDBAA, GDBAB, etc.) job-by-job.</i>			
GDC	Recruitment			
GDD	Hiring			
GDE	Assignment			
GDF	Orientation			
GDG	Probation			
GDH	Supervision			
GDI	Evaluation			
GDJ	Promotion			
GDK	Suspension			
GDKA	Lay-Off			
GDL	Tenure			
GDM	Transfer			
GDN	Separation			
GDO	Resignation			
GDP	Reemployment			
GDQ	Retirement			
GDR	Working Conditions			
GDR	Health Examinations			
GDRB	Time Schedules			
GDRC	Work Load			
GDRD	Staff Meetings			
GDR	Extra Duty			
GDRF	Expenses (Cf. DJD)			
GDRG	Nonschool Employment			
GDRH	Leaves and Absences			
GDRHA	Emergency and Legal			
GDRHB	Illness			
GDRHC	Maternity			
GDRHD	Military			
GDRHE	Religious			
GDRHF	Bereavement			
GDR	Vacations			
GDS	Employee Organizations (Cf. HAH, HBH)			

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared nonresponsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area (s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicant's will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.

4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligation under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
7. That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6 and 7 in every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor.

In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be nonresponsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph 7 of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the FEPC's Rules and Regulations for Public Contracts:

"Section 2.10. The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a contractor or any person (in which the parties do not stand in the relationship of an employer and an employee):

- a. for the furnishing of supplies or services or for the use of real or personal property, including leave arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or
- b. under which any portion of the contractor's obligation under any one or more contracts is performed, undertaken or assumed."

Kincaid Elementary District #182

Date:

SEX DISCRIMINATION

In compliance with the Federal Regulation of Title 9, the House bill 2153 adopted by the 79th General Assembly of Illinois, no student or employee shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity of the Kincaid Elementary Schools.

Beginning with the 1976-77 school year, all classes shall be coeducationally scheduled and students separated by sex only;

1. during the class hour when physical education instruction places students in highly competitive team situations such as within "body contact" sports and/or team sport units
2. during health education class periods when the material and discussion deal exclusively with human sexuality

With the exception of body contact sports (ie, wrestling, ice hockey, basketball, boxing, rugby, and football), participation shall be on the basis of the students skill and abilities only. Girls will be allowed to vie for a position on any "boys team" in any non-contact sport if a separate "girls team" does not exist.

The superintendent is designated to coordinate and implement said policy. He shall investigate any complaints of alleged non-compliance.

Kincaid Elementary District #182

Date: 10-16-75

CONTRACTS

All contracts with instructional personnel employed by the district, except substitutes, shall be in writing and signed by the officers of the Board.

Kincaid Elementary District #182

Date: 8-20-63

MILEAGE REIMBURSEMENT

A rate of 10¢ per mile will be allowed teachers and supervisors for driving personal car when approved by the Superintendent.

All trips, other than athletics and inter-scholastics shall be approved in advance by the Superintendent.

Kincaid Elementary District #182

Date: 11-21-73

TUITION REIMBURSEMENT

Teachers be paid for college credits earned during school year at a rate of \$15.00 per quarter hour not to exceed \$100.00 in any school year. To be eligible for this the following conditions must be met:

1. The course must be approved by the Superintendent.
2. A transcript must be on file in Supterintendents office by September 1st.
3. A grade of C or better must be earned in the course.

Kincaid Elementary District #182

Date: 7-16-63 (Rev. 10-17-73)

SALARY POLICY

The Board of Education shall determine the salary schedule according to the financial condition of the district.

Kincaid Elementary District #182

Date: 8-2-63

Kincaid Elementary School District #182

Salary Schedule

1975 - 1976

Yrs Exp.		Non Degree		B.S.		M.S.
0		7,800		9,000		9,800
1	150	7,950	200	9,200	300	10,100
2	150	8,100	200	9,400	300	10,400
3	150	8,250	200	9,600	300	10,700
4	200	8,450	200	9,800	350	11,050
5	200	8,650	200	10,000	250	11,300
6	200	8,850	200	10,200	200	11,500
7	200	9,050	200	10,400	150	11,650
8	200	9,250	200	10,600	150	11,800
9	200	9,450	150	10,750	175	11,975
10	200	9,650	150	10,900	175	12,150
11	200	9,850	150	11,050	150	12,300
12			150	11,200	200	12,500
13			150	11,350	150	12,650
14			200	11,550	150	12,800

Coaching: 10% of teaching salary

Girls track coach: \$200.00

Cheerleader sponsor: \$125.00

DATE: April 16, 1975

REQUIREMENTS FOR EMPLOYMENT

All persons employed as teachers in this district shall be fully certified. Teachers must register or renew their certificate with the County Superintendent each year. Copies of college transcripts must be on file in the Superintendents office.

Kincaid Elementary District #182

Date: 8-20-63

ADMINISTRATIVE PROCEDURES

Teacher Attendance

If a teacher is to be absent the superintendent is to be notified between 7:00 a.m. and 7:30 a.m. so that a substitute can be secured.

Teachers are expected to be in their rooms by 8:10 a.m. each morning. We expect our students to be on time, hence, it is only right that staff members are prompt.

Teachers will remain in their rooms until 3:30 p.m. unless school is dismissed early or permission to leave early is obtained from the superintendent.

Discipline

The best discipline is administered by the room teacher. Therefore the room teacher is directly responsible for the discipline in the rooms. The teacher may call on the superintendent at any time for help or consultation regarding any discipline problems.

General school discipline is the obligation of all staff members. Consequently, it becomes the duty of all staff members to assist in maintaining good discipline in the halls, lavatories, and on the school grounds.

Teachers must be with their pupils at all times. Occasionally an emergency arises or the teacher needs to leave the room for a few minutes. The teacher should return to the room as soon as possible. This also holds true for gym classes or recess. Students must be supervised at all times.

Public Relations

It shall become the duty of all staff members to act as public relation agents of the school. It is our duty to help keep the public informed, both by direct and indirect means. Public relations is a big job and must be good if the school is to succeed. Two of the best public relations rules to remember is to never talk unfavorable about a colleague of your school and always stand behind all school regulations at all times.

Leaving the School

No teacher will leave the school without notifying the office of their leaving (except for lunch).

Care of Room

Each teacher is expected to see that her room is left in a neat order, the windows closed, shades lowered, and desks in order.

Each teacher is charged with having a neat appearing room at all times. It is also necessary to have an attractive bulletin board and display of work at all times.

Each teacher is to report to the office any room maintenance needed.

Proper Titles

All teachers are expected to address each other by Mr., Mrs., or Miss, in the presence of pupils.

Absence and Tardy Procedures for Pupils

Pupils absent from school must have a written excuse from home. In the event that a pupil forgets his excuse he may bring it the next day. But he must bring an excuse.

Each teacher will decide if the absence is excusable or not. The teacher should confer with the parent if the pupil is absent frequently. If parent cooperation is not received the case should be referred to the office.

Frequent tardies should be handled in the same manner.

Book Rental

Textbooks are rented by the pupils. The collection of rental is done by the office. However teachers will keep a record of all books issued and their condition.

Teachers will report to the office the names of pupils not taking proper care of books or losing books.

Pupils Desks

Teachers should see that pupils do not mark nor carve on desks. Pupils damaging desks or other school furniture will be sent to the office.

Lunch Period

Each teacher is entitled to a thirty minute duty free lunch period.

Recess

Grades 1-5 will have a recess each afternoon. Teachers will share this duty as per schedule.

Other grades may have a recess if poor classroom conditions prevail. However the class room teacher must supervise the recess period.

Supply Requisitions

Teachers should requisition supplies at least two days before supplies are needed. Supplies that are not normally carried in stock should be requisitioned at least two weeks in advance.

Film Requisitions

Films are available through the Christian County Film Library. Requests for films by title and number should be brought to the office each Friday morning. Films may be reserved in advance to insure their being available on the date desired.

Plan Books

Plan books must be kept by all teachers. This will help you keep a record of your work and will help a substitute carry on your class

The teacher will leave her plan book on her desk each evening with the next day assignments.

Teacher's Meetings

There will be three types of meetings

1. General
2. Departmental or subject area
3. Grade level

Teachers are expected to attend and participate in these meetings in a professional manner.

Teachers are expected to voice their opinions on various matters that are brought up in a meeting. Majority rules. In some cases the superintendent will make the final decision.

Cumulative Records

A cumulative record folder will be completed for each student upon entry into Kindergarten, or at the time of first entry into this school. The cumulative record folder will be kept on file by the classroom teacher for information and additions by the teacher during the school year. Folders will be turned into the office at the end of each school year.

If a student withdraws during the school year, this record must be brought up to date (insert attendance, grades, etc.) and returned to the office as a permanent record. A withdrawal form, available in the office, will be completed by the teacher, and sent with the child to his new school.

MISCELLANEOUS

Room Parties

Room parties shall only be held in observance of Halloween and Valentine's day.

There will be no picnics scheduled on last day of school. Pupils will pick up report cards on this day.

Room Mothers

All rooms shall have two room mothers and shall be titled as co-room mothers and not as one room mother and one assistant.

Kincaid Elementary District #182

Date:

TEACHING LOAD AND ASSIGNMENT OF DUTIES

It shall be the responsibility of the Superintendent to assign duties in an equitable manner among the members of the staff. In addition to the regular teaching load it is expected that a teacher will assume a reasonable share of out-of-class student activities and the routine tasks of maintaining a good and varied program in the school.

Kincaid Elementary District #182

Date: 8-20-63

TENURE, DISMISSALS

Probationary period and tenure rights of teachers shall conform to the provisions of the School Code. In any case where it becomes necessary to dismiss a teacher the provisions of the School Code as interpreted by the courts shall be observed.

Kincid Elementary District #182

Date: 8-20-63

RETIREMENT (ALL PERSONNEL)

Statutory requirements as to retirements shall be observed, but the Board reserves the right to employ after the retirement age on an annual basis.

Kincaid Elementary District #182

Date: 8-20-63

TEACHING DAY

Teachers are expected to be present on the school premises during the hours of 8:10 a.m. and 3:30 p.m., and at such other times as are necessitated by special assignments.

Kincaid Elementary District #182

Date: 8-20-63

SICK LEAVE POLICY

The policy of the Kincaid Elementary Schools relative to sick leave for full-time employees shall conform with the School Code Section 24-6. Employees absent for more than three days may be required to present a physicians release.

All part-time employees will be allowed ten (10) sick leave days per year. Employees absent for more than three days may be required to present a physicians release.

Kincaid Elementary District #182

Date: 8-20-63

MATERNITY LEAVES AND ABSENCES

Married teachers on tenure shall be granted maternity leaves without pay or increment, such leave to commence no later than four weeks before childbirth is expected and to end no sooner than four weeks nor later than one year thereafter.

Kincaid Elementary District #182

Date:

SUBSTITUTE TEACHERS PAY

The daily rate for substitute teachers shall be \$27.50 per day.

Kincaid Elementary District #182

Date: 5-15-74

1975-76 NON CERTIFIED SALARY SCHEDULES

Teachers Aides	\$3.00 per hour	\$6,000 Annual
Secretary		
Bookkeeper	\$2.90 per hour	\$2,250 Annual
Bus Driver		\$4,250 Annual
Head Cook		
Cooks	\$2.60 per hour	\$7,650 Annual
Janitor		
Matrons	\$2.30 per hour	
Playground Supervisors	\$2.20 per hour	
Treasurer		\$1,000 Annual
Summer & Part Time Help	\$2.50 per hour	

Kincaid Elementary District #182

Date: 4-16-74

NON CERTIFIED PERSONNEL

Secretaries:

Secretaries are responsible to and shall perform duties as prescribed by the Administrative Staff.

Custodians:

Custodians are directly responsible to the building principal and shall perform duties as prescribed by the Building Principal.

Bus Drivers:

Bus drivers are directly responsible to the Superintendent and shall perform such duties as prescribed by him, by school regulations, and by law.

Cooks:

Cooks are directly responsible to the Building Principal and shall perform such duties as prescribed by them and by law.

Kincaid Elementary District #182

Date: 1-2-64

		Policy	Rule	Exhibit
HB	Nonprofessional Personnel Negotiations			
HBA	Legal Status			
HBB	Goals and Objectives			
HBC	Scope of Nonprofessional Negotiations (Cf. HBIC)			
HBD	Board Rights and Duties			
HBE	Board Negotiating Agent			
HBF	Superintendent's Role			
HBG	Nonprofessional Staff Rights and Responsibilities			
HBH	Nonprofessional Staff Negotiating Organization (Cf. GCS, GDS)			
HBHA	Method of Determination			
HBHB	Privileges			
HBI	Bargaining Meeting Procedures			
HBIA	Time and Place			
HBIAA	Time Limits			
HBIB	Notification			
HBIC	Agenda Determination (Cf. HBC)			
HBID	Distribution of Information			
HBIDA	Research Assistance (Cf. EFDB)			
HBIE	Quorum			
HBIF	Rules of Order			
HBIG	Minutes and Records			
HBIH	Progress Reporting			
HBIHA	To Staff and Board			
HBIHB	To Press and Public			
HBII	Payment of Costs			
HBJ	Preliminary Agreement Disposition			
HBK	Ratification and Implementation Procedures			
HBL	Announcement of Agreement			
HBM	Impasse Procedures			
HBN	Nonprofessional Personnel Job Actions <i>SN Includes Board strategy in the event of actions such as slowdowns, walkouts, boycotts, or strikes.</i>			
HBO	Amendment and Renegotiations Procedures			

I—INSTRUCTIONAL PROGRAM

IA
IAA

Philosophy _____
Academic Freedom

Policy

Rule

Exhibit

XX

IB

Goals and Objectives _____

XX

IC

Curriculum Development _____

ICA

Resources

ICB

Planning

ICC

Research (Cf. ME)

ICD

Pilot Projects

ICE

Pilot Project Evaluation (Cf. IJ)

ICF

Curriculum Adoption

XX

ICFA

Curriculum Guides and Course Outlines

ID

Curriculum Design _____

IDA

Basic Program

SN Includes the full range of programs designed to meet the individual needs of the great majority of students and beginning, in some districts, with preprimary areas of instruction and extending, in some districts, beyond grade 12. Basic skills instruction, citizenship education, conservation education, occupational education, home economics, and the standard academic areas of instruction are regarded here as component elements of the Basic Program.

IDB

Health Education

IDBA

Sex Education

IDBB

Drug Education (Cf. JCDAC)

IDC

Extended Programs

IDCA

Summer (Cf. AEBA)

IDCB

Evening (Cf. IDG)

IDCC

School Camp

IDCD

Travel Study (Cf. JQK)

IDCE

Advanced College Placement (Also MFC)

IDCF

Work-Study (Also LEGA; Cf. JJC)

IDCG

Honors (Cf. IEH)

IDD

Special Programs (Cf. JQ)

IDDA

Disadvantaged

IDDB

Remedial

IDDC

Homebound Instruction

IDDD

Gifted Student

IDDE

Driver Training

IDDF

Special Education

IDDFA

Physically Handicapped (Cf. JQA)

IDDFB

Mentally Handicapped (Cf. JQB)

IDDFC

Perceptually Handicapped (Cf. JQC)

IDDFD

Emotionally Disturbed (Cf. JQD)

IDE

Cocurricular Activities (Cf. JH)

XX

(Continued)

		Policy	Rule	Exhibit
IDF	Interscholastic Activities (Also MDB)			
IDFA	Interscholastic Athletics (Also MDBA)			
IDG	Adult Education Program (Cf. IDCB, JQJ)			
IDGA	Manpower Training Program			
IE	Instructional Arrangements (Cf. AC)			
IEA	Grouping for Instruction			
IEB	Organization for Instruction <i>SN Covers arrangements such as open classrooms, non-gradedness, departmentalization, etc.</i>			
IEC	Class Size			
IED	Scheduling for Instruction			
IEE	Student Schedules			
IEF	Team Teaching			
IEG	Differentiated Staffing			
IEH	Independent Study (Cf. IDCG)			
IEI	Individualized Instruction			
IEIA	Individual Help (Cf. IHEAA)			
IEJ	Performance Contracting (Cf. IJA)			
IF	Instructional Resources			
IFA	Instructional Materials			
IFAA	Textbook Selection and Adoption			
IFAB	Supplementary Materials Selection & Adoption			
IFAC	Equipment and Supplies Selection & Adoption			
IFB	Instructional Services			
IFBA	Teacher Aides			
IFBB	Resource Teachers			
IFBC	Instructional Materials Centers			
IFBD	School Libraries			
IFBDA	Professional Libraries			
IFBE	Instructional Television			
IFBEA	Closed-Circuit Television			
IFBEB	Educational Television			
IFBF	Instructional Radio			
IFBG	Computer Assisted Instruction			
IFC	Community Instructional Resources (Also KF; Cf. MB)			
IFCA	Community Resource Guides			
IFCB	Field Trips and Excursions	XX		
IFCC	Community Resource Persons			
IFCD	School Volunteers			
IG	Guidance Program (Also JE; Cf. II)			
IH	Academic Achievement (Also JF)			
IHA	Grading Systems			
IHAA	Final Examinations			
IHAB	Report Cards	XX		
	(Continued)			

		Policy	Rule	Exhibit
IHAC	Student Conferences			
IHAD	Parent Conferences			
IHB	Homework			
IHC	Class Rankings			
IHD	Honor Rolls			
IHE	Promotion and Retention	XX		
IHEA	Make-Up Opportunities			
IHEAA	Tutoring (Cf. IEIA)			
IHEB	Acceleration			
IHF	Graduation Requirements			
II	Testing Programs (Cf. IG, JGDA)			
IIA	Test Selection and Adoption			
IIB	Test Administration			
IIC	Use and Dissemination of Test Results			
IJ	Evaluation of Instructional Program (Cf. ICE, MK)			
IJA	Educational Audit (Cf. IEJ)			
IK	Miscellaneous			
IKA	Teaching Methods			
IKB	Controversial Issues			
IKBA	Controversial Speakers			
IKC	Teaching About Religion			
IKD	School Ceremonies and Observances			
IKDA	Flag Displays			
IKE	Assemblies			
IKF	School Stores			
IKG	Book and Science Fairs			
IKH	Substitute Teaching (Cf. GBRJ)			
IKI	Lesson Plans (Cf. GBRJ)			

INSTRUCTIONAL PHILOSOPHY

In a world endlessly shaped and reshaped by the evolution and revolution of peoples and ideologies, the one goal which remains eternally steadfast is the acquisition and application of knowledge. We affirm our responsibility to do everything in our power to enable each student to reach this educational goal.

We acknowledge the fact that each student has needs and purposes which are his alone, that these needs and purposes relate to his living experiences, and that this contemporary relationship can be demonstrated, explained, and strengthened through our help.

It lies neither within our ability nor our desire to substitute for or supplant the guidance and love of the student's family. We do gladly accept the opportunity, within the bounds of this school system, to help every student experience the power, richness, and beauty of this world. We desire to help every student develop an understanding of, and respect for, the integrity, opinions, and ambitions of others as they come into contact with his own.

Kincaid Elementary District #182

Date:

INSTRUCTIONAL GOALS AND OBJECTIVES

The ten educational goals which follow address themselves to the true meaning of quality in education. They are relevant to the lives of learners of any age whether they are in formal institutions of learning, in programs of continuing education, or in any environment where learning is taking place. Each learner who has the potential and inner strength should strive toward the ideal implicit and explicit in each goal.

The ten goals are intertwined; no one goal stands in isolation from the rest. They will help to define performance objectives for learners, identify tasks to be performed by local and state educational agencies in giving life to those objectives, and help to determine means for evaluating learner's progress toward the goals. These goals, then, express the quest for quality, reaching the ideal and reality in education.

1. PHYSICAL AND EMOTIONAL WELL-BEING

Education should contribute to the learner's physical and emotional well-being, especially to a sense of personal worth and to a capacity for influencing one's own destiny.

2. BASIC COMMUNICATION SKILLS

Education should develop in each learner the basic skills needed for communication, perception, evaluation, and conceptualization of ideas. Among the most important are reading, writing, speaking, listening, visual, and computational skills.

3. EFFECTIVE USES OF KNOWLEDGE

Education should provide for each learner access to man's cultural heritage, stimulate intellectual curiosity, and promote intellectual development.

4. CAPACITY AND DESIRE FOR LIFELONG LEARNING

Education should foster and stimulate in each learner the natural desire for lifelong learning and should develop the skills necessary to fulfill that desire.

5. CITIZENSHIP IN A DEMOCRATIC SOCIETY

Education should provide each learner with a knowledge and understanding of how our society functions in theory and in practice; education must also foster individual commitment to exercise the rights and responsibilities of citizenship and to protect the rights of others.

6. RESPECT FOR THE COMMUNITY OF MAN

Education should provide each learner with knowledge and experience which contribute to an understanding of human similarities and differences and which advance mutual respect for humanity and for the dignity of the individual.

7. OCCUPATIONAL COMPETENCE

Education should provide each learner with the skills, experience, and attitudes, and the guidance for initial job placement; it is even more important for the learner to develop a capacity to adapt to changing conditions.

8. UNDERSTANDING OF THE ENVIRONMENT

Education should provide each learner with knowledge and understanding of the social, physical, and biological worlds and the balance between man and his environment and should develop attitudes and behavior leading to intelligent use of the environment.

9. CREATIVE INTERESTS AND TALENTS

Education should provide each learner with varied opportunities to nurture interests, to discover and to develop natural talents, and to express values and feelings through various media.

10. INDIVIDUAL VALUES AND ATTITUDES

Education should expand and advance the humane dimensions of all learners, especially by helping them to identify and cultivate their own spiritual, moral, and ethical values and attitudes.

Kincaid Elementary District #182

Date:

CURRICULUM ADOPTION

A dynamic instructional program requires periodic alteration in the ongoing courses of study.

No course of study shall be eliminated or new courses added without approval of the Board nor shall any basic alteration or reduction of a course of study be made without such approval.

This policy tends to stabilize the content of courses of study, reduce the possibility of numerous or extreme changes with requirements of new textbooks, materials, or instructional procedures and lessen the opportunity for an educational climate to creep into the school system unknown to and without approval of the Board.

Kincaid Elementary District #182

Date:

HOME-BOUND INSTRUCTION

Home-bound instruction will be provided upon written verification of student need by the family physician. One hour of instruction will be provided for each school day. Teacher will be reimbursed at the rate of 1/5 of the daily substitute teachers rate for each hour of instruction.

Kincaid Elementary District #182

Date: 1-15-75

FIELD TRIPS AND EXCURSIONS

Field trips or excursions have for long been a part of the educational program. The Board approves the continuation of such trips under regulations established by the Superintendent and reported to the Board.

Kincaid Elementary District #182

Date:

REPORT CARDS

The Board requires that all parents be informed at six weeks intervals on the progress of their children. The Superintendent shall establish means through which this shall be accomplished.

Kincaid Elementary District #182

Date:

PROMOTION AND RETENTION

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives.

In retaining or promoting a pupil, the school will consider not only the child's academic achievement and needs, but the child's age, his social and emotional maturity and needs, and the wishes of the child's parents.

The Principal, after consulting with teachers, shall make the final determination on grade placement of each pupil.

Kincaid Elementary District #182

Date:

J-STUDENTS

		Policy	Rule	Exhibit
JA	Goals and Objectives _____			
JAA	Equal Educational Opportunities			
JB	Attendance _____			
JBA	Compulsory Attendance Ages			
JBB	Entrance Age	XX		
JBC	School Admissions			
JBCA	Resident Students	XX		
JBCAA	New Resident Students			
JBCB	Nonresident Students			
JBCBA	Tuition (Cf. JS)			
JBCC	Assignment (Cf. AD)			
JBCCA	To Schools			
JBCCB	To Classes			
JBCD	Transfer and Withdrawals			
JBD	Absences and Excuses			
JBE	Truancy			
JBF	Released Time (Cf. MCB)			
JBG	Readmissions			
JC	Rights and Responsibilities _____			
JCA	Civil Rights of Minors			
JCAA	Due Process			
JCAB	Interrogations and Searches (Cf. LDAJA)	XX		
	<i>SN For policy statement regarding interrogations and searches by school officials only.</i>			
JCB	Student Involvement in Decisionmaking (Cf. BDBD, CMAA)			
JCC	Budget Planning Involvement (Also DCCE)			
JCD	Conduct			
JCDA	Behavior Code			
JCDAA	Smoking			
JCDAB	Alcohol Use			
JCDAC	Drug Use (Cf. IDBB)			
JCDAD	Bus Conduct (Also EDCB)	XX		
JCDB	Dress Code	XX		
JCE	Complaints and Grievances			
JCEA	Ombudsman			
JCEB	Hearing Procedure			
JCEC	Demonstrations and Strikes			
JD	Discipline _____			
JDA	Corporal Punishment	XX		
JDB	Detention			
JDC	Probation			
JDD	Suspension			
JDE	Expulsion			
JE	Guidance Program (Also IG) _____			
	(Continued)			

		Policy	Rule	Exhibit
JF	Academic Achievement (Also IH)			
JG	Student Welfare			
JGA	Student Insurance Program (Also EGB)			
JGB	Student Aid Programs			
JGC	Student Health Services (Cf. JGFG)			
JGCA	Physical Examinations	XX		
JGCB	Inoculations			
JGCC	Communicable Diseases			
JGCD	Medicines			
JGD	Student Psychological Services			
JGDA	Psychological Testing (Cf. II)			
JGE	Student Social Services			
JGEA	Home Visits			
JGF	Student Safety			
JGFA	Emergency Drills (Also EBBC; Cf. LDAK, LDAL)			
JGFAA	Bomb Threats (Also EBBCA)			
JGFB	Supervision of Students			
JGFC	Dismissal Precautions			
JGFD	Student Safety Patrols (Cf. EBBE)			
JGFE	Bicycle Use			
JGFF	Automobile Use (Cf. EBBE)			
JGFG	Accidents (Cf. JGC)			
JGFGA	First Aid			
JGG	Student Transportation (Cf. ED)			
JGGA	Walkers and Riders (Also Eddb)			
JGH	Food Service (Cf. EE)	XX		
JGHA	Free Food Service (Also EEA)			
JH	Student Activities (Cf. IDE)			
JHA	Activities Fees			
JHB	Activities Funds Management (Also DK)			
JHC	Student Organizations			
JHCA	Student Clubs			
JHCAA	Secret Societies			
JHCB	Student Government			
JHCC	Student Publications			
JHCCA	Underground Newspapers			
JHD	Student Social Events			
JHE	Student Performances (Cf. KEAA)			
JI	Student Volunteers			
JIA	School Service			
JIB	Public Service			
JJ	Employment of Students			
JJA	School Employment			
JJB	Outside Employment			
JJC	Work-Study Employment (Cf. IDCF, LEGA)			

(Continued)

		Policy	Rule	Exhibit
JK	Solicitations (Also KEB) _____			
JKA	Solicitations of Students (Also KEBA)			
JKB	Solicitations by Students (Also KEBB)			
JL	Gifts _____			
JLA	Gifts to Staff Members (Also GAJB)			
JLB	Gifts to School			
JLC	Gifts to Students (Also KHC)			
JM	Contests for Students (Also KHB) _____			
JN	Awards and Scholarships (Also KHA) _____			
JO	Student-Community Relations (Also KE) _____			
JP	Student-Staff Relations (Also GAF) _____			
JQ	Anomalous Students (Cf. IDD) _____			
	<i>SN Includes those students for whom special policy dispensations may or may not have to be made.</i>			
JQA	Physically Handicapped (Cf. ID DFA)			
JQB	Mentally Handicapped (Cf. ID DFB)			
JQC	Perceptually Handicapped (Cf. ID DFC)			
JQD	Emotionally Disturbed (Cf. ID DFD)			
JQE	Pregnant			
JQF	Married			
JQG	Unwed Mothers			
JQH	Drop-Outs			
JQI	Post-Secondary			
JQJ	Adult (Cf. IDG)			
JQK	Exchange (Cf. IDCD)			
JQKA	Foreign			
JQL	Veterans			
JR	Student Records _____	X		
JS	Student Fees, Fines, and Charges (Cf. JBCBA) _____	X		

ENTRANCE AGE

Pupils entering kindergarten or first grade must present an official birth certificate and a completed physical and dental examination record card.

Kindergarteners must be five on or before December 1 of the school year. Pupils entering first grade must be six on or before December 1 of the school year.

Kincaid Elementary District #182

Date: 8-20-63

STUDENTS

Only children of residents of Kincaid Elementary District #182 shall be entitled to attend the public schools without paying tuition.

The following shall be considered as resident children:

1. Those whose parents live within the district limits.
2. A child legally adopted by a resident.
3. A child living in the district who has lost both parents by death.
4. A child whose parents are divorced and the parent having custody of the child is a resident.
5. A child whose parent or parents is or are not financially able to contribute to his or her support, but who has in the district a temporary or permanent home.
6. A child whose custody has been awarded by a court of competent jurisdiction to a resident adult.

Payment of tax on property in the district, by parents residing outside the district, does not confer on the child the right of free tuition.

Each child who shall be received into school for the first time shall be required to furnish a bona fide statement of age, date and place of birth, parent's or guardian's names and addresses, and such other facts for the record as may be required. Thereafter, the pupils is expected to enter school promptly at the beginning of each term unless prevented by illness or other unavoidable cause, and is required to be regular and punctual in his attendance.

Non-resident pupils may be admitted to the schools upon payment of the per-capita tuition charge, as determined by the Illinois Office of Education, with the approval of the board. Tuition shall be payable in advance on a semester basis. No tuition pupils shall be admitted to any school room when the facilities are sufficient to accommodate only the children who are entitled to attend without paying tuition.

Attendance of pupils shall be required as provided in accordance with the School Code, Article 26, Section 26-1.

Any pupil who is flagrantly disobedient or insubordinate may be suspended by the principal as per the School Code of Illinois. In each case of suspension the principal shall see that immediate notice of the same reaches the parent or guardian and the Superintendent.

Parents shall be given reports concerning the welfare and progress of the pupil in school.

Permanent records shall be preserved of the work of each pupil regularly enrolled in the school. Such records are to form a part of the regular school records.

Kincaid Elementary District #182

Date:

STUDENT INTERROGATION

In the event there is a request made by law enforcement officers to question a student in the school building during the time the school day is in session about an alleged incident that occurred during the time that school was not in session, a reasonable attempt will be made by the building principal to notify parents or guardian before the student shall be questioned.

Kincaid Elementary District #182

Date:

BUS CONDUCT

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such times as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus--and only at that time--does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building principal. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Kincaid Elementary District #182

Date:

DRESS CODE

The responsibility for the appearance of the students of Kincaid Elementary School rests with the parents and the students themselves.

They have the right to determine each student's dress providing that such attire is not disruptive of the educational program or does not violate a health, safety, or decency aspect of school operation.

Kincaid Elementary District #182

Date:

CORPORAL PUNISHMENT

The School Code, State of Illinois, allows school officials to use corporal punishment.

Corporal punishment should only be used as a last resort or in cases of continued misconduct. It is the schools policy that if necessary, this will normally be done in the school office by the principal.

If corporal punishment is administered, it should be done in the presence of an adult witness who is a member of the school staff.

Kincaid Elementary District #182

Date:

PHYSICAL EXAMINATIONS

A physical and dental examination is required by all pupils entering Kindergarten or the first grade (if the child did not attend Kindergarten), and by all pupils entering the fifth grade. Pupils transferring into the district from another school district must present a previous medical exam or receive a new exam. All students who wish to participate in competitive athletics are required to have a physical examination before being accepted for the program.

Students must submit physical and dental exams required by October 1st of each school year or show proof that an appointment has been made to complete the exam. Students failing to complete this requirement will not be allowed to attend school after October 1 until the requirement is met.

Kincaid Elementary District #182

Date: 10-61
Rev. 8-20-74

FOOD SERVICES

A free, paid and reduced price lunch program shall be available to all students in accordance with State and Federal guidelines adopted.

School lunch prices shall be;

- 40¢ - grade school students
- 45¢ - high school students
- 55¢ - adults
- 20¢ - reduced price

Kincaid Elementary District #182

Date: 8-2-74

STUDENT RECORDS

An accurate cumulative record shall be maintained for every child enrolled in the public schools.

No one but authorized school personnel, parents, and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the parent or legal guardian.

Written parental objection to the accuracy or authenticity of data recorded in the cumulative record shall become part of the record upon request of the parents.

School officials will forward transcripts from the cumulative record upon request of the parents, legal guardians, ex-students (if eighteen years or more old), and bona fide educational institutions.

Kincaid Elementary District #182

Date:

BOOK RENTAL FEES

Textbooks shall be furnished by the school for all students, grades K-8. A book rental fee of \$9.00 per student shall be charged for all grades.

Kincaid Elementary District #182

Date: 6-26-71

ADMISSION FEES

Admission for basketball games will be 50¢ for students and 75¢ for adults.

Kincaid Elementary District #182

Date: 9-18-75

K—GENERAL PUBLIC RELATIONS

		Policy	Rule	Exhibit
KA	Goals and Objectives _____			
KB	Public Information Program _____			
KBA	Public's Right to Know			
KBB	School-Sponsored Information Media			
KBC	News Media Relations			
KBCA	News Releases			
KBCB	News Conferences and Interviews			
KBCC	Board Meeting News Coverage (Also BCBJ)			
KBCCA	Press Services (Also BCBJA)			
KBCCB	Broadcasting and Taping (Also BCBJB)			
KBCD	Sports and Special Events Coverage			
KBCDA	Press Services			
KBCDB	Broadcasting and Taping			
KBD	Speaker Services			
KBE	Information Campaigns (Also FC) <i>SN Includes both long- and short-range program to keep public apprised of facility expansion and other needs.</i>			
KBF	Use of Students			
KC	Board-Community Relations			
KCA	Public Participation in Board Meetings (Also BCBI)	XX		
KCB	Community Involvement in Decisionmaking (Cf. BDBC, CMAA, DCCC)			
KCC	Public Hearings (Also BCAA; Cf. DCDB)			
KD	Staff-Community Relations (Also GAH) _____			
KDA	Staff Participation in Community Activities (Also GAHA)			
KDB	Staff Public Appearances (Also GAHC)			
KDC	Solicitations (Also GAI)			
KDCA	Solicitations by Staff (Also GAIA)			
KDCB	Solicitations of Staff (Also GAIB)			
KE	Student-Community Relations (Also JO) _____			
KEA	Community Activities and Performances			
KEAA	By Students (Cf. JHE)			
KEAB	For Students			
KEB	Solicitations (Also JK)			
KEBA	Solicitations of Students (Also JKA)			
KEBB	Solicitations by Students (Also JKB)			
KEC	Interviews with Students			
KF	Community Instructional Resources (Also IFC; Cf. MB) _____			
KG	Use of School Facilities (Cf. DFG, DJF, EBH, ECE) _____ <i>SN Covers permitted public use of buildings and grounds, equipment, and staff services.</i>	XX		

(Continued)

		Policy	Rule	Exhibit
KH	Public Gifts _____			
KHA	Awards and Scholarships (Also JN)			
KHB	Contests for Students (Also JM)			
KHC	Gifts to Students (Also JLC)			
KHD	Gifts to Staff Members (Also GAJB)			
KHE	Gifts to Schools			
KI	Free Materials Distribution in Schools _____			
KIA	Political Campaign Materials			
KIB	Special Interest Materials			
KJ	Advertising in the 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 (Cf. EFDC) _____			
KM	Visitors to the Schools (Cf. ML) _____	XX		
KN	Complaints _____			
KNA	About School Policies			
KNB	About Curriculum			
KNBA	Instructional Materials			
KNC	About School Facilities and Services			
KND	About School Personnel			

PUBLIC PARTICIPATION IN BOARD MEETINGS

All meetings of the Board shall be open to the public. All actions of the Board shall be taken openly and the deliberations leading to Board action shall likewise be conducted openly. The public is invited to attend Board meetings and will be given limited time to voice opinions or problems.

The Board recognizes its responsibility to conduct the business of the district in an orderly and efficient manner and will therefore require reasonable controls to regulate public presentations to the Board. A person wishing to be heard by the Board shall first be recognized by the President. He shall then identify himself and proceed with his comments as briefly as the subject permits. The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for such a presentation. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Kincaid Elementary District #182

Date:

PUBLIC USE OF SCHOOL FACILITIES

The Board of Education recognizes that it is desirable that the school be used as an educational center by the community and that in general there are relatively few places where large gatherings may be held. Accordingly, the Board of Education wishes to make available to the public as much as possible the facilities of the Public Schools. However, since the School Board is responsible for the conditions of the equipment and buildings, it has felt it necessary to establish some general policies regulating the use of these facilities.

1. The Superintendent is responsible to the Board of Education for the condition of the facilities under his direction and therefore, no authority for use of such facilities can be granted except by the Superintendent.
2. Each outside request for use of the school shall be acted upon individually by the Board of Education.
3. A minimum fee of \$10.00 for custodial services will be charged for use of the building.
4. Use of the school facilities for private parties is prohibited.
5. The use of school facilities by outside organizations shall be restricted to such times as will not conflict with school use of the facilities.
6. The school authorities reserve the right to refuse permission to use school facilities to any group which is deemed irresponsible or is sponsoring an activity which is contrary to the policies of the Board of Education.
7. No school facilities may be used without having a person designated by the school authorities, such as a teacher, or a janitor present.

8. The presence or use of alcoholic beverages will be prohibited at all times on school premises.
9. Smoking is prohibited on grounds and in buildings, unless done in areas and at times specified by the Superintendent.
10. There will be no charge for regular use of school facilities by any school organization.
11. Nothing in these policies shall be construed as to abridge the right of the teacher upon consultation with the Superintendent to make a liberal interpretation of these policies when the interest of the school could best be served by such interpretation.

Kincaid Elementary District #182

Date:

VISITORS TO THE SCHOOLS

Many visitors may normally be expected in the school during the school day. Since the principal is responsible for all persons in the school, visitors are asked to proceed first to the school office. These visitors may include parents of pupils, interested citizens, invited speakers, central staff personnel, maintenance and repair people, salesmen, representatives of the news media, students not now enrolled in school, and others.

Kincaid Elementary District #182

Date:

L—INTERORGANIZATIONAL RELATIONS

SN Excludes education agencies.

		Policy	Rule	Exhibit
LA	Goals and Objectives _____			
LB	School-Community Cooperation _____			
LC	School-Community Programs _____			
LD	School-General Government Relations _____			
LDA	Local Government (Cf. DCCD) <i>SN Includes central governing and administrative bodies such as City Council and Mayor's office.</i>			
LDA A	Fiscal Authorities			
LDA B	Taxation Authorities			
LDA C	Elections Board (Cf. ABCD)			
LDA D	Public Anti-Poverty Authorities			
LDA E	Public Housing Authorities			
LDA F	Public Health Authorities			
LDA G	Public Welfare Authorities			
LDA H	Parks Department			
LDA I	Recreation Department			
LDA J	Police Department			
LDA JA	Interrogations and Investigations (Cf. JCAB)			
LDA K	Fire Department (Cf. EBBA, JGFA)			
LDA L	Civil Defense Agency (Cf. EBBC, JGFA)			
LDA M	Industrial Development Authorities			
LDA N	Planning Authorities			
LDA O	Zoning Authorities			
LDB	(RESERVED CATEGORY) <i>SN For use to record relationship with governmental bodies between the local and state levels—county, regional, and/or metropolitan.</i>			
LDC	State Government			
LDC A	Legislative Representatives			
LDC B	State Employment Department			
LDD	Federal Government			
LDD A	Congressional Representatives			
LE	School-Community Organizations Relations _____			
LE A	Private Social Service Agencies			
LE B	Parents Organizations			
LE C	Booster Organizations			
LE D	Churches			
LE E	Human Relations Organizations			
LE F	Neighborhood Associations			
LE G	Business and Labor Organizations			
LE G A	Work-Study Programs (Also IDCF; Cf. JJC)			
LE G B	Student Banking Programs			

M-RELATIONS WITH OTHER EDUCATION AGENCIES

		Policy	Rule	Exhibit
MA	Goals and Objectives _____			
MB	Local Cultural Institutions Relations (Cf. IFC, KF) _____			
MBA	Libraries			
MBB	Museums			
MC	Private Schools Relations _____			
MCA	Shared Services			
MCB	Released Time for Religious Instruction (Cf. JBF)			
MD	Interdistrict Relations _____			
MDA	Shared Services			
MDB	Interscholastic Activities (Also IDF)			
MDBA	Interscholastic Athletics (Also IDFA)			
ME	Education Research and Service Centers (Cf. ICC) _____			
MEA	Title III Centers			
MEB	Regional Laboratories			
MF	Colleges and Universities _____			
MFA	Shared Services			
MFB	Student Teaching and Internships	XX		
MFC	Advanced College Placement (Also IDCE)			
MG	Associations _____			
MGA	Professional Associations (Cf. GBS)			
MGB	School Boards Associations (Also BGA)			
MH	County Education Agency Relations _____			
MI	State Education Agency Relations (Cf. EFDA) _____			
MJ	United States Office of Education Relations (Cf. EFDA) _____			
MK	Educational Accreditation Agency Relations (Cf. IJ) _____			
ML	Professional Visitors and Observers (Cf. KM) _____			

STUDENT TEACHING AND INTERNSHIPS

The Board, recognizing both its responsibility to improve the quality of teacher training and the contribution that student teachers can make, encourages its administration to cooperate with teacher-training institutions and authorizes the placement of student-teachers in the school.

Kincaid Elementary District #182

Date:

THE CODE FINDER

This index will help you find what goes where fast. All the terms used in the EPS/NSBA school board policy classification system are listed here in alphabetic order with their codes identified in the left-hand column. Major terms appear in several places as an aid to the search for proper term placement. (Example: "Activities Funds Management" and "Student Activities Funds Management.") Italicized terms are either synonyms to EPS/NSBA descriptors or terms requiring special cross-referencing. (Example: *Board of Education Chairman* in place of "School Board President.") The user should, of course, depart as necessary from EPS terminology to meet local requirements.

A

Absences (Use "Leaves and Absences,, and "Student Absences and Excuses")

IH	Academic Achievement
IAA	Academic Freedom
IHEB	Acceleration
JGFG	Accidents
	<i>Accountability</i> (See discussion in EPS/NSBA Handbook, 2nd Edition)
DI	Accounting and Reporting
DIA	Accounting System
MK	Accreditation Agency Relations
JHA	Activities Fees
JHB	Activities Funds Management
BCAD	Adjourned Board Meetings

Administration

CA	Administration Goals and Objectives
BDG, CMB	Administration in Policy Absence
CC	Administration Organization Charts
C	General School Administration
CJ	Administrative Consultants
CL	Administrative Councils, Cabinets, and Committees
CI	Administrative Intern Program

Administrative Personnel

CGE	Assignment
CGA	Compensation Guides and Contracts
CGPFB	Conferences and Visitations
CGPEA	Consulting
CK	Development Opportunities
CB	Ethics
CGI	Evaluation
CGPD	Expenses
CGPA	Health Examinations
CGD	Hiring
CGPE	Nonschool Employment
CGF	Orientation
CH	Part-Time
CGPG	Personal Leaves and Absences

GCE Nonprofessional Personnel
 GDE Paraprofessional Personnel
 GBE Professional Personnel
Assistant Principals (See "Job Descriptions")
Assistant Superintendents (See "Job Descriptions")
Associate Superintendents (See "Job Descriptions")

MG Associations
 IDFA, MDBA Athletics

Attendance
 AD Attendance Areas
 JBA Compulsory Attendance Ages
 JB Student Attendance
Attendance Officer (See "Job Descriptions")

Attorney
 FDAC Facility Expansion Long-Range Planning—Attorney Involvement
 FEAC Facility Expansion Project Planning—Attorney Involvement
 BDBA Policy Development—Attorney Involvement
 BBE School Attorney
Audiovisual Aids (Use "Instructional Materials Centers")
Audiovisual Personnel (See "Job Descriptions")

Audits
 IJA Educational
 DID Financial
 JGFF Automobile Use by Students
 JN, KHA Awards and Scholarships

B

Banking (Use "Depository of Funds")
 LEGB Banking Programs for Students

IDA Basic Instructional Program
Basic Skills Instruction (Use "Basic Instructional Program")

JCDA Behavior Code
Benefits (See "Compensation and Benefits")

JGFE Bicycle Use

Bids and Quotations
 FGC Facility Expansion
 DJED Purchasing
 DJEJA Bill Payment Authorization
Black Studies (Use "Basic Instructional Program")

KC Board-Community Relations
Board of Education (See "School Board")
Board Organizational Meeting (See "School Board Meetings")

EBBCA, JGFAA Bomb Threats
 FFAC Bond Anticipation Notes
 DH Bonded Employees
 BBBD Bonded School Board Members
Bond Election Campaigns (Use "Information Campaigns")

DJG Bond Payments
 FFAA Bond Referenda

	Bond Sales
FFAB	Bond Issues
FFAE	Bond Sales Investment
FFAD	Bond Sales Reserves
DFD	Bond Sales Revenues
FFA	Facility Expansion Bond Sales
IKG	Book and Science Fairs
	<i>Book Complaints</i> (Use "Public Complaints")
	<i>Bookkeepers</i> (See "Job Descriptions")
LEC	Booster Organizations Relations
	<i>Boycotts</i> (Use "Job Actions")
	<i>Breakfasts</i> (See "Food Service")
	Broadcasting and Taping
BCBJB, KBCCB	School Board Meetings
KBCDB	Sports and Special Events
	Budget
DC	Annual Operating Budget
DCF	Appeals Procedures
DCCA	Deadlines and Schedules
DCG	Encumbrances
FFD	Facility Expansion Annual Budget Use
DCE	Final Adoption Procedures
DCB	Fiscal Year
DCA	Goals and Objectives
DCDB	Hearings and Reviews
DCI	Line Item Transfer Authority
DCCD	Local Government Involvement
DCH	Periodic Budget Reconciliation
DCD	Preliminary Adoption Procedures
DCC	Preparation Procedures
DCDA	Publication of Recommendations
DCCC	Public Involvement
DCEA	Referenda
DCCB, GAB	Staff Involvement
DCCE, JCC	Student Involvement
DN	Surplus Funds
FB	Building Committees
FHCA	Building Plaques
	Buildings and Grounds
EBA	Insurance Program
EBH	Leasing and Renting
EBI	Long-Range Maintenance Program
EB	Management
EBJ	Records
EBB	Safety
EBC	Security
EDCB, JCDAD	Bus Conduct
	<i>Bus Drivers</i> (See "Job Descriptions")
	<i>Buses</i> (See "Student Transportation")
LEG	Business and Labor Organizations Relations
E	Business Management
	<i>By-Laws</i> (Use "Policy Development")

C

	<i>Cabinets</i> (Use "Councils, Cabinets, and Committees")
	<i>Cafeteria Workers</i> (See "Job Descriptions")
AEA	Calendar
IDCC	Camps
	<i>Capital Equipment Purchasing</i> (Use "Purchasing")
FEF	Capitalization Planning
DL	Cash in School Buildings
	<i>Censorship</i> (Use "Public Complaints")
ADA	Census
IKD	Ceremonies and Observances
	<i>Certificated Personnel</i> (Use "Professional Personnel")
	Change Orders
FGG	Facility Expansion
DJEH	Purchasing
DJA	Checking Accounts
DJAB	Check-Writing Services
LED	Church Relations
	<i>Citizens' Committees</i> (Use "Advisory Committees")
	<i>Citizenship Education</i> (Use "Basic Instructional Program")
	<i>City Government</i> (Use "Local Government")
LDAL	Civil Defense Agency Relations
	<i>Civil Defense Alarms</i> (Use "Warning Systems")
JCA	Civil Rights of Minors
	<i>Class Gifts</i> (Use "Student Gifts to Schools")
IHC	Class Rankings
	<i>Classroom Materials</i> (Use "Instructional Materials")
IEB	Classroom Organization
IEC	Class Size
EBE	Cleaning Program
	<i>Clerk of the Works</i> (See "Facility Expansion Supervision")
	<i>Closed Board Meetings</i> (Use "Executive Sessions")
IFBEA	Closed-Circuit Television
	<i>Coaches</i> (See "Job Descriptions")
IDE	Cocurricular Activities
	<i>Collective Bargaining</i> (Use "Negotiations")
	<i>Collegebound Guidance</i> (Use "Guidance")
	<i>College Preparatory Program</i> (Use "Basic Instructional Program")
MF	Colleges and Universities
MFA	Colleges and Universities Shared Services
	Committees
FB	Building Committees
CL	Councils, Cabinets, and Committees
BBC	School Board Committees
BBF	School Board Advisory Committees
JGCC	Communicable Diseases
	Community
LB	School-Community Cooperation
LE	School-Community Organizations Relations
LC	School-Community Programs
GAH, KD	Staff-Community Relations
	Community Activities
KEA	Community Activities and Performances

KEAA	Community Activities and Performances by Students
KEAB	Community Activities and Performances for Students
GAHA, KDA	Staff Participation in Community Activities
IFC, KF	Community Instructional Resources
	Community Involvement
DCCC	Budget Planning
KCB	Community Involvement in Decisionmaking
FDAE, FEAE	Facility Expansion—Community Involvement
BDBC	Policy Development
IFCC	Community Resource Persons
IFCA	Community Resource Guides
KG	Community Use of School Facilities
	Compensation and Benefits
CGA	Administrative Personnel Compensation Guides and Contracts
GCA	Nonprofessional Personnel Compensation Guides and Contracts
GDA	Paraprofessional Personnel Compensation Guides and Contracts
GBA	Professional Personnel Compensation Guides and Contracts
BBBE	School Board Members Compensation and Expenses
CEE	School Superintendent Compensation and Benefits
	Complaints
GAE	Personnel Complaints and Grievances
KN	Public Complaints
JCE	Student Complaints and Grievances
JBA	Compulsory Attendance Ages
IFBG	Computer Assisted Instruction
JCD	Conduct
	Conferences
IHAD	Parent Conferences
IHAC	Student Conferences
	Conferences and Visitations
CGPFB	Administrative Personnel Conferences and Visitations
GBRHB	Professional Personnel Conferences and Visitations
ML	Professional Visitors and Observers
	Conflict of Interest
BHA	School Board Members
GAG	Staff
LDDA	Congressional Representatives Relations
	<i>Conservation Education</i> (Use “Basic Instructional Program”)
FEDB	Construction Plans and Specifications
	Consultants
CJ	Administrative Consultants
CGPEA	Administrative Personnel Consulting
FDAA	Facility Expansion Long-Range Planning—Consultant Involvement
FEAA	Facility Expansion Project Planning—Consultant Involvement
GBRGA	Professional Personnel Consulting
BBG	School Board Consultants
CEH	School Superintendent Consulting
JM, KHB	Contests for Students
EDAC	Contracted Bus Service
IKB	Controversial Issues Teaching
IKBA	Controversial Speakers
	<i>Cooks</i> (See “Job Descriptions”)
DJECC	Cooperative Purchasing

JDA *Coordinators* (See "Job Descriptions")
 DJEC Corporal Punishment
 Cost Control
Cost Estimates
 FEE Facility Expansion Cost Estimates
 FEEB Facility Expansion Final Cost Estimates
 FEEA Facility Expansion Preliminary Cost Estimates
 DJED Purchasing Bids and Quotations
 CL Councils, Cabinets, and Committees
 MH County Education Agency Relations
County Government (See "RESERVED CATEGORY")
Crossing Guards (See "Job Descriptions")
 MB Cultural Institutions Relations
Culture-Free Tests (Use "Test Selection and Adoption")
Curriculum
 ICF Adoption
 ID Design
 IC Development
 ICA Development Resources
 ICFA Guides and Course Outlines
 ICE Pilot Project Evaluation
 ICD Pilot Projects
 ICB Planning
 ICC Research
Curriculum Libraries (Use "Curriculum Development Resources")
Custodians (See "Job Descriptions")

D

EFB Data Collection and Retrieval Methods
 EFD Data Dissemination
 EF Data Management
Deans (See "Job Descriptions")
 DE Debt Limitation
Decentralization (Use "School District Legal Status" or "School Board Authority")
 JCEC Demonstrations and Strikes by Students
Demonstration Schools (Use "Pilot Projects")
Dental Hygienists (See "Job Descriptions")
Departmentalization (Use "Organization for Instruction")
Department Chairmen (See "Job Descriptions")
 DG Depository of Funds
Desegregation (Use "Attendance Areas" or "Equal Educational Opportunities")
 JDB Detention
Development Opportunitiles
 CK Administrative Personnel
 BBBC School Board Members
 CEG School Superintendent
 GAD Staff
 IEG Differentiated Staffing
Directors (See "Job Descriptions")
 IDDA Disadvantaged Programs

JD	Discipline
JGFC	Dismissal Precautions
ECD	Distribution of Equipment and Supplies
AFA	Double Sessions
JCDB	Dress Code
IDDE	Driver Training
JQH	Drop-Outs
IDBB	Drug Education
JCDAC	Drug Use
JCAA	Due Process

E

MK	Educational Accreditation Agency Relations
M	Education Agencies Relations
IJA	Educational Audits
FEB	Educational Specifications
IFBEB	Educational Television
ME	Education Research and Service Centers
ABCD	Election of Board Members
LDAC	Elections Board Relations
AFC, EBBB	Emergency Closings
EBBC, JGFA	Emergency Drills
FIA	Emergency Schoolhousing
EBGB	Emergency Repairs
IDDFD, JQD	Emotionally Disturbed Students
	Employee Organizations
HAH, HBH	Negotiating Organization
GCS	Nonprofessional Personnel
GDS	Paraprofessional Personnel
GBS	Professional Personnel
LDCB	Employment Department Relations
JJ	Employment of Students
FDBD	Enrollment Projections
JBB	Entrance Age
	<i>Environmental Education</i> (Use "Basic Instructional Program")
JAA	Equal Educational Opportunities
GAAA	Equal Opportunity Employment
	Equipment and Supplies
ECH	Authorized Uses
ECF	Equipment Maintenance
FEDC	Equipment Plans and Specifications
ECD	Distribution
ECA	Insurance Program
ECE	Leasing and Renting
EC	Management
ECB	Receiving
ECG	Records
IFAC	Selection and Adoption of Instructional Services
ECC	Warehousing
	Ethics
CB	Administration
GBU	Professional Personnel

BH	School Board Members
	Evaluation
CGI	Administrative Personnel
ICE	Curriculum Pilot Project
IJA	Educational Audit
IJ	Instructional Program
GCI	Nonprofessional Personnel
GDI	Paraprofessional Personnel
GBI	Professional Personnel
CEI	School Superintendent
II	Testing Program
AFB	Evening Sessions
IHAA	Examinations
JQK	Exchange Students
GBRHC	Exchange Teaching
BCBK	Executive Sessions
DJ	Expenditures of Funds
	Expenses
CGPD	Administrative Personnel
BBBE	Board Members
GCRE	Nonprofessional Personnel
GDRF	Paraprofessional Personnel
GBRF	Professional Personnel
DJD	Reimbursement Procedures
CEF	School Superintendent
JDE	Expulsion
AEB	Extended School Year
	Extra Duty
GCRD	Nonprofessional Personnel Overtime
GDRE	Paraprofessional Personnel Extra Duty
GBRE	Professional Personnel Extra Duty

F

FDBA	Facilities Inventory
FDBB	Facilities Obsolescence Determination
	Facility Expansion
F	Expansion Program
FA	Goals and Objectives
FD	Long-Range Planning
FE	Project Planning
FGA	Supervision
	<i>Fact Finding</i> (Use "Impasse Procedures")
FGDAA	Fair Employment Clause
	<i>Family Life Education</i> (Use "Sex Education")
	Federal Aid
FDAH, FEAH	Facility Expansion
DD	Federal Aid Eligibility Determination
DFC, FFG	Federal Aid Revenues
LDD	Federal Government Relations
MJ	USOE Relations
DFG	Fees, Payments, and Rentals
EGE	Fidelity Insurance

IFCB	Field Trips and Excursions
IHAA	Final Examinations
	<i>Financial Aid</i> (See "Federal Aid" or "State Aid")
DIB	Financial Reports and Statements
DFJ	Fines
LDAK	Fire Department Relations
EBBA	Fire Prevention
JGFGA	First Aid
LDAA	Fiscal Authorities Relations
D	Fiscal Management
DCB	Fiscal Year
IKDA	Flag Displays
	Food Service
JGH	Food Service
EE	Food Service Management
EEA, JGHA	Free Food Service
EEC	Records
EEB	Sanitation Inspections
JQKA	Foreign Students
EEA, JGHA	Free Food Service
KI	Free Materials Distribution in Schools
	<i>Fringe Benefits</i> (See "Compensation and Benefits" and "Insurance Management")

G

DFGA	Gate Receipts
IDDD	Gifted Student Programs
	Gifts
GAJ, JL	Gifts
DFK	Gifts and Bequests
GAJA	Gifts by Staff Members
GAJB, KHD	Gifts to Staff Members
JLC, KHC	Gifts to Students
KH	Public Gifts
KHE	Public Gifts to Schools
JLB	Student Gifts to Schools
JLA	Student Gifts to Staff Members
	Goals and Objectives
CA	Administration
DCA	Budget
EA	Business Management
FA	Facility Expansion
DA	Fiscal Management
IB	Instructional Program
HBB	Nonprofessional Personnel Negotiations
LA	Organizational Relations
GAA	Personnel Policies
HAB	Professional Personnel Negotiations
KA	Public Relations
MA	Relations With Other Education Agencies
BA	School Board
JA	Students

IHA	<i>Grade Level Organization</i> (Use "School District Organization Plan")
	Grading Systems
IHF	<i>Graduation Ceremonies</i> (Use "Ceremonies and Observances")
DFD	Graduation Requirements
	Grants
	Grievance Procedures
GAE	Personnel Complaints and Grievances
JCE	Student Grievance Procedures
	<i>Grounds Management</i> (Use "Buildings and Grounds Management")
IEA	Grouping for Instruction
	<i>Group Insurance</i> (Use "Compensation Guides and Contracts" or "Insurance Management")
	Guarantees
FGDAB	Facility Expansion Affidavits and Guarantees
DJEBE	Purchasing Guarantees
IG, JE	Guidance
	<i>Guidance Counselors</i> (See "Job Descriptions")
I	
	H
LDAF	Health Authorities Relations
IDB	Health Education
	Health Examinations
CGPA	Administrative Personnel
GCRA	Nonprofessional Personnel
GDRA	Paraprofessional Personnel
GBRA	Professional Personnel
JGCA	Students
EGAC	Health Insurance
JGC	Health Services
	Hearings
DCDB	Budget
BCAE, KCC	School Board
JCEB	Student Hearing Procedures
EBD	Heating and Lighting
	Hiring
CGD	Administrative Personnel
GCD	Nonprofessional Personnel
GDD	Paraprofessional Personnel
GBD	Professional Personnel
	Holidays
GCRI	Nonprofessional Personnel Paid Holidays
AEAB	School Holidays
JGEA	Home Visits
IDDC	Homebound Instruction
IHB	Homework
IHD	Honor Rolls
IDCG	Honors Program
	<i>Hospitalization Insurance</i> (Use "Compensation Guides and Contracts" or "Insurance Management")
LDAE	Housing Authorities Relations
	<i>Human Relations Education</i> (Use "Basic Instructional Program")
LEE	Human Relations Organizations Relations

HAM, HBM	Impasse Procedures <i>Inclement Weather Procedures</i> (Use "Emergency Closings")
IEH	Independent Study
IEIA	Individual Help
IEI	Individualized Instruction
LDAM	Industrial Development Authorities Relations
FC, KBE	Information Campaigns
KB	Information Program
JGCB	Inoculations <i>Inservice Education</i> (See "Development Opportunities")
	Inspections
FGFA, FHA	Facility Expansion Project
DJEED	Purchasing
	Instructional Program
IE	Instructional Arrangements
IFA	Instructional Materials
IFBC	Instructional Materials Centers
FDBC	Instructional Needs Projections
IB	Instructional Program Goals and Objectives
IA	Instructional Program Philosophy
IFBF	Instructional Radio
IF	Instructional Resources
IFB	Instructional Services
IFBE	Instructional Television
	Insurance
EBA	Buildings and Grounds
ECA	Equipment and Supplies
FGE	Facility Expansion
EGE	Fidelity
EG	Insurance Program Management
EGD	Liability
EGC	Property
EGA	Staff Insurance Program
EGB, JGA	Student Insurance Program
EDB	Student Transportation
EGAA	Workmen's Compensation
	<i>Insurance Appraisals</i> (Use "Financial Reports and Statements")
MD	Interdistrict Relations
MDA	Interdistrict Shared Services
CI	Intern Program
	Interrogations, Investigations, and Searches
LDAJA	By Police
JCAB	By School Officials
IDF, MDB	Interscholastic Activities
IDFA, MDBA	Interscholastic Athletics
	<i>Interviews With Staff</i> (Use "News Conferences and Interviews")
KEC	Interviews With Students
	<i>Intramural Sports</i> (Use "Cocurricular Activities")
DIC, FDDBA	Inventories
	Investments
FFAE	Bond Sales Investment
DFL	Investment Earnings

J

HAN, HBN

Job Actions

Job Descriptions (Except for "CEB—Superintendent's Duties," all job descriptions are to be filed as sub-categories of any of the following descriptors: "CGBA—Administrative Personnel Qualifications and Duties," GBBA—Professional Personnel Q&D," "GCBA—Nonprofessional Personnel Q&D," or "GDBA—Paraprofessional Personnel Q&D")

Jury Duty (See "Leaves and Absences")

K

L

Lay-Offs

- GCKA Nonprofessional Personnel
- GDKA Paraprofessional Personnel
- GBKA Professional Personnel

Lay Readers (See "Job Descriptions")

Leasing and Renting

- EBH Buildings and Grounds
- ECE Equipment and Supplies
- DJF Lease and Rental Payments
- EDAB Leased Buses

Leaves and Absences

- CGPF, CGPG Administrative Personnel
- GCRG Nonprofessional Personnel
- GDRH Paraprofessional Personnel
- GBRH, GBRI Professional Personnel

Legal Counsel (Use "School Attorney")

- LDCA Legislative Representatives Relations
- IKI Lesson Plans
- EGD Liability Insurance

Librarians (See "Job Descriptions")

- MBA Libraries Relations

Library Materials Selection and Adoption (Use "Supplementary Materials Selection and Adoption")

- EGAB Life Insurance
- CD Line and Staff Relations

Local Government

- DCCD Budget Planning Involvement
- FDAF Facility Expansion Planning Involvement
- FEAF Facility Expansion Project Planning Involvement
- LDA Local Government Relations
- DJEE Local Purchasing
- DFA Local Tax Revenues

Locker Searches (Use "Interrogations and Searches")

Lunch Service (Use "Food Service")

Lunch Workers (See "Job Descriptions")

M

EBK	Mail Service
	Maintenance
EBI	Buildings and Grounds Long-Range Maintenance
ECF	Equipment Maintenance
EDE	Transportation Maintenance
	<i>Maintenance Workers</i> (See "Job Descriptions")
IHEA	Make-Up Opportunities
IDGA	Manpower Training Program
JQF	Married Students
	<i>Mayor's Office</i> (Use "Local Government Relations")
	<i>Maternity Leave</i> (See "Leaves and Absences")
	<i>Media Specialists</i> (See "Job Descriptions")
	<i>Mediation</i> (Use "Impasse Procedures")
	<i>Medical Insurance</i> (Use "Health Insurance")
JGCD	Medicines
	Meetings
GDRD	Paraprofessional Personnel Staff Meetings
GBRD	Professional Personnel Staff Meetings
BCAE, KCC	Public Hearings
BC	School Board Meetings
JQB	Mentally Handicapped Students
IDDFB	Mentally Handicapped Students Program
	Merit System
GCAA	Nonprofessional Personnel
GDA	Paraprofessional Personnel
GBAA	Professional Personnel
	<i>Metropolitan Government</i> (See "RESERVED CATEGORY")
	<i>Military Leaves</i> (See "Leaves and Absences")
BCBH	Minutes of Board Meetings
	<i>Modular Schedules</i> (Use "Scheduling for Instruction")
	<i>Municipal Government</i> (Use "Local Government Relations")
MBB	Museums Relations

N

FDC	Naming New Facilities
	<i>National School Boards Association</i> (Use "School Boards Associations")
	Negotiations
H	Negotiations
HBH	Nonprofessional Personnel Negotiating Organization
HB	Nonprofessional Personnel Negotiations
HAH	Professional Personnel Negotiating Organization
HA	Professional Personnel Negotiations
HAE, HBE	School Board Negotiating Agent
HAC, HBC	Scope of Negotiations
LEF	Neighborhood Associations Relations
	<i>Neighborhood Schools</i> (Use "Attendance Areas")
	<i>Nepotism</i> (Use "Conflict of Interest")
FDC	New Facilities Naming
KBCB	News Conferences and Interviews
	News Coverage
KBC	News Media Relations

KBCA	News Releases
BCBJ, KBCC	School Board Meeting News Coverage
KBCD	Sports and Special Events News Coverage
	<i>Noncertificated Personnel</i> (Use "Nonprofessional Personnel")
	<i>Nongraded</i> (Use "Organization for Instruction")
	Nonprofessional Personnel
GCE	Assignment
GCA	Compensation Guides and Contracts
GCS	Employee Organizations
GCI	Evaluation
GCRE	Expenses
GCRA	Health Examinations
GCD	Hiring
GCKA	Lay-Offs
GCRG	Leaves and Absences
GCAA	Merit System
HB	Negotiations
GCRF	Nonschool Employment
GCF	Orientation
GCRD	Overtime Pay
GCRI	Paid Holidays
GCB	Positions
GCG	Probation
GCJ	Promotion
GCBA	Qualifications and Duties
GCC	Recruitment
GCP	Reemployment
GCO	Resignation
GCQ	Retirement
GCN	Separation
GCH	Supervision
GCK	Suspension
GCL	Tenure
GCRB	Time Schedules
GCM	Transfer
GCRH	Vacations
GCR	Working Conditions
GCRC	Work Load
JBCB	Nonresident Students
	Nonschool Employment
CGPE	Administrative Personnel
GCRF	Nonprofessional Personnel
GDRG	Paraprofessional Personnel
GBRG	Professional Personnel
DJG	Note and Bond Payments
BCBB	Notification of School Board Meetings

O

JCEA	<i>Objectives</i> (Use "Goals and Objectives")
	Ombudsman
	<i>Order of Business</i> (Use "Agendas")

Organization Charts

CC	Administration
CCC	School Building
CCA	School District
CCB	School District Departmental
IEB	Organization for Instruction
	<i>Organization of Grade Levels</i> (Use "School District Organization Plan")
L	Organizational Relations
LA	Organizational Relations Goals and Objectives
	Orientation
CGF	Administrative Personnel
GCF	Nonprofessional Personnel
GDF	Paraprofessional Personnel
GBF	Professional Personnel
BBBB	School Board Members
GCRD	Overtime Pay

P

Paraprofessional Personnel

GDE	Assignment
GDA	Compensation Guides and Contracts
GAM	Conduct
GDS	Employee Organizations
GDI	Evaluation
GDRF	Expenses
GDRE	Extra Duty
GDRA	Health Examinations
GDD	Hiring
GDKA	Lay-Offs
GDRH	Leaves and Absences
GDA	Merit System
GDRG	Nonschool Employment
GDF	Orientation
GDB	Positions
GDG	Probation
GDJ	Promotion
GD	Qualifications and Duties
GDC	Recruitment
GDP	Reemployment
GDO	Resignation
GDQ	Retirement
GDN	Separation
GDRD	Staff Meetings
GDH	Supervision
GDK	Suspension
GDL	Tenure
GDRB	Time Schedules
GDM	Transfer
GDRI	Vacations
GDRC	Work Load
GDR	Working Conditions
IHAD	Parent Conferences

LEB	Parents Organizations Relations
EBBE	Parking Controls
LDAH	Parks Department Relations
BBABF	Parliamentarian
	<i>Parochial Schools</i> (Use "Private Schools Relations")
CH	Part-Time Administrators
DJCA	Pay Day Schedules
	Payment Procedures
FGH	Facility Expansion Project
DJF	Lease and Rental Payments
DJG	Note and Bond Payments
DJEJ	Purchasing
DJC	Payroll Procedures
	<i>Pensions</i> (Use "Retirement")
IDDFC, JQC	Perceptually Handicapped Students
	<i>Performance Bonds</i> (Use "Guarantees")
IEJ	Performance Contracting
	Personnel
CG	Administrative Personnel
GC	Nonprofessional Personnel
GD	Paraprofessional Personnel
GB	Professional Personnel
GAE	Personnel Complaints and Grievances
	<i>Personnel Director</i> (See "Job Descriptions")
GAK	Personnel Records
DJB	Petty Cash Accounts
	<i>Physical Education</i> (Use "Basic Instructional Program")
	<i>Physical Examinations</i> (Use "Health Examinations")
IDDFA, JQA	Physically Handicapped Students
ICD	Pilot Projects
LDAN	Planning Authorities Relations
DB	Planning Programing Budgeting System
FED	Plans and Specifications
LDAJA	Police Department Interrogations and Investigations
LDAJ	Police Department Relations
	Policy Development
BDG, CMB	Administration in Policy Absence
BDBA	Attorney Involvement
BDBC	Community Involvement
BDC	Policy Adoption
BDA	Policy Development System
BDD	Policy Dissemination
BDB	Policy Drafting
BDAA	Policy Draft Writer
CM	Policy Implementation
BDE	Policy Review
BDH	Policy Suspension
BDF	Review of Administrative Rules
BDBB	Staff Involvement
BDBD	Student Involvement
GAHB	Political Activities by Staff
KIA	Political Campaign Materials Distribution
	<i>Positions</i> (See "Job Descriptions")

JQI	Post-Secondary Students
LDAD	Poverty Authorities Relations
	<i>Practice Teaching</i> (Use "Student Teaching and Internships")
JQE	Pregnant Students
	Press Services
BCBJA, KBCCA	School Board Meeting
KBCDA	Sports and Special Events
	<i>Principals</i> (See "Job Descriptions")
MC	Private Schools Relations
MCA	Private Schools Shared Services
	Probation
CGG	Administrative Personnel
GCG	Nonprofessional Personnel
GDG	Paraprofessional Personnel
GBG	Professional Personnel
JDC	Students
MGA	Professional Associations (See also "Professional Organizations")
	<i>Professional Growth</i> (See "Development Opportunities")
IFBDA	Professional Libraries
GBS	Professional Organizations (See also "Professional Associations")
	Professional Personnel
GBE	Assignment
GBA	Compensation Guides and Contracts
GBRGA	Consulting
GBU	Ethics
GBI	Evaluation
GBRF	Expenses
GBRE	Extra Duty
GBRA	Health Examinations
GBD	Hiring
GBKA	Lay-Offs
GBAA	Merit System
HA	Negotiations
GBRG	Nonschool Employment
GBF	Orientation
GBRI	Personal Leaves and Absences
GBB	Positions
GBRH	Professional Leaves and Absences
GBS	Professional Organizations
GBJ	Promotion
GBBA	Qualifications and Duties
GBC	Recruitment
GBP	Reemployment
GBO	Resignation
GBQ	Retirement
GBRHA	Sabbaticals
GBN	Separation
GBRD	Staff Meetings
GAEA	Staff Protection
GBH	Supervision
GBK	Suspension
GBL	Tenure
GBRB	Time Schedules

GBM	Transfer
GBRGB	Tutoring for Pay
GBRK	Vacations
GBR	Working Conditions
GBRC	Work Load
GBT	Professional Publishing
ML	Professional Visitors and Observers
	<i>Program Development</i> (Use "Curriculum Development")
	<i>Program Development Officer</i> (See "Job Descriptions")
	Projections
FDBD	Enrollment
FDBE	Facilities Community Use Needs
FDBG	Facilities Cost
FDBC	Instructional Needs
FDBF	Site Availability
	Promotion of Staff
CGJ	Administrative Personnel
GCJ	Nonprofessional Personnel
GDJ	Paraprofessional Personnel
GBJ	Professional Personnel
IHE	Promotion and Retention of Students
DO	Properties Disposal Procedure
EGC	Property Insurance
DFN	Property Sales
JGD	Psychological Services
JGDA	Psychological Testing
GAHC, KDB	Public Appearances by Staff
KN	Public Complaints
FHC	Public Dedications
KH	Public Gifts
	<i>Public Hearings</i> (Use "Hearings")
	<i>Public Information Officer</i> (See "Job Descriptions")
KB	Public Information Program
BCBI, KCA	Public Participation at Board Meetings
K	Public Relations
KK	Public Sales on School Property
KBA	Public's Right to Know
KL	Public Use of School Records
GBT	Publishing
	Purchasing
DJEAB	Administrative Leeway
DJEA	Authority
DJED	Bids and Quotations
DJEJA	Bill Payment Authorization
DJEAA	Board Approval
DJECC	Cooperative Purchasing
DJEC	Cost Control
DJEBE	Guarantees
DJEBD	Inspections
DJEE	Local Purchasing
DJEJ	Payment Procedures
DJEBB	Purchasing Guides and Vendor Lists
DJEG	Purchase Orders and Contracts

DJEB	Quality Control
DJECB	Quantity Purchasing
DJEF	Requisitions
DJEIA	Sales Calls and Demonstrations
DJEBA	Specifications
DJEBC	Trial Tests and Field Checks
DJEI	Vendor Relations

Q

DJEB	Quality Control
DJECB	Quantity Purchasing
BCBFA	Quorum for School Board Meetings

R

	<i>Racial Balance</i> (Use "Attendance Areas")
IHC	Ranking of Students
JBG	Readmission of Students
ECB	Receiving Equipment and Supplies

Records

CN	Administrative
FGI	Building Project
EBJ	Buildings and Grounds
ECG	Equipment and Supplies
EEC	Food Service
GAK	Personnel
BE	School Board
JR	Student
EDF	Student Transportation
LDAI	Recreation Department Relations

Recruitment

CGC	Administrative Personnel
GCC	Nonprofessional Personnel
GDC	Paraprofessional Personnel
GBC	Professional Personnel
CEC	School Superintendent

Reemployment

GCP	Nonprofessional Personnel
GDP	Paraprofessional Personnel
GBP	Professional Personnel

Referenda

FFAA	Bond
DCEA	Budget
MEB	Regional Laboratories
	<i>Regulations</i> (Use "Administrative Rules")

DJD	Reimbursement for Expenses
JBF	Released Time
MCB	Released Time for Religious Instruction
IKC	Religion
	<i>Religious Absences</i> (Use "Leaves and Absences" and "Student Absences and Excuses")
IDDB	Remedial Programs

ABCF	Removal from Office
	<i>Renting</i> (Use "Fees, Payments, and Rentals" or "Leasing and Renting")
EBG	Repairs
IHAB	Report Cards
	Reports
CO	Administrative
FGI	Building Project
DIB	Financial
BF	School Board Annual Reports
DJEF	Requisitions
ICC	Research
	<i>Research Director</i> (See "Job Descriptions")
LDB	RESERVED CATEGORY (County, regional, and/or metropolitan relations)
DM, FFC	Reserve Funds
JBCA	Resident Students
	Resignations
CGN	Administrative Personnel
GCO	Nonprofessional Personnel
GDO	Paraprofessional Personnel
GBO	Professional Personnel
ABCE	School Board Members
CEK	School Superintendent
IFBB	Resource Teachers
	<i>Retarded Students</i> (Use "Mentally Handicapped Students")
IHE	Retention of Students
	Retirement
CGO	Administrative Personnel
GCQ	Nonprofessional Personnel
GDQ	Paraprofessional Personnel
GBQ	Professional Personnel
CEL	School Superintendent
DF	Revenues
	Rights and Responsibilities
GAM	Staff
JC	Students
EBGA	Routine Repairs
DFI	Royalty Income
	Rules
CMA	Administrative Rules
BCBF	Rules of Order
BCBFB	Suspension of the Rules

S

	Sabbaticals
CGPFA	Administrative Personnel
GBRHA	Professional Personnel
	Safety
EBB	Buildings and Grounds Safety
EBBF	Safety Inspections
JGF	Student Safety
JGFD	Student Safety Patrols
EDC	Student Transportation Safety

DJCB, GAL	Salary Deductions
	Sales
DFM	Equipment and Supplies Sales
KK	Public Sales on School Property
DFN	Property Sales
DJEIA	Sales Calls and Demonstrations
	<i>Salesmen</i> (Use "Vendor Relations")
	<i>Sanctions</i> (Use "Job Actions")
EBF, EEB	Sanitation
	Schedules
CGPB	Administrative Personnel
GCRB	Nonprofessional Personnel
GDRB	Paraprofessional Personnel
GBRB	Professional Personnel
IEE	Student
	Scheduling
IED	Scheduling for Instruction
EDD	Student Transportation Scheduling and Routing
JBC	School Admissions
BBE	School Attorney
	School Board
BBF	Advisory Committees
BF	Annual Reports
BBE	Attorney
ABA	Authority
BBC	Committees
BHA	Conflict of Interest
BBG	Consultants
ABCD	Election Method
BH	Ethics
FGAA	Facility Expansion Responsibilities
BA	Goals and Objectives
BB	Internal Organization
AB	Legal Status
	<i>Meetings</i> (See "School Board Meetings")
	<i>Members</i> (See "School Board Members")
BG	Memberships
HAE, HBE	Negotiating Agent
	<i>Officers</i> (See "School Board Officers")
B	Operations
BD	Policy Development
ABB	Powers and Duties
BE	Records
BBD, CF	School Superintendent Relations
	School Board Meetings
BCAD	Adjourned Meetings
BCBD	Agendas
BCAA	Annual Meetings
BCBJB	Broadcasting and Taping
BCBE	Distribution of Materials
BCBK	Executive Sessions
BCB	Meeting Procedures
BCBH	Minutes

BCBJ News Coverage
 BCBB Notification
 BCBC Preparation
 BCBJA Press Services
 BCAC Public Hearings
 BCBI Public Participation
 BCBFA Quorum
 BCAB Regular Meetings
 BCBL Review of Procedures
 BCBF Rules of Order
 BCAC Special Meetings
 BCBFB Suspension of Rules
 BCBA Time and Place
 BCBG Voting Method

School Board Members

BBBD Bonded Members
 BBBE Compensation and Expenses
 BHA Conflict of Interest
 BBBC Development Opportunities
 BBBA Duties
 ABCD Election Method
 BH Ethics
 ABC Legal Status
 ABCA Number
 BBBB Orientation
 ABB Powers
 ABCB Qualifications
 ABCF Removal from Office
 ABCE Resignation
 ABCC Terms of Office
 ABCDA Unexpired Term Fulfillment

School Board Officers

BBABD Clerk
 BBAB Officer Duties
 BBAA Officer Method of Election
 BBABF Parliamentarian
 BBABA President
 BBABC Secretary
 BBABE Treasurer
 BBABB Vice-President
 BGA, MGB School Boards Associations
 CCC School Buildings Organization Charts
School Bus Program (Use "Student Transportation")
 AEA School Calendar
 IDCC School Camp Program
 ADA School Census
 LB School-Community Cooperation
School-Community Coordinators (See "Job Descriptions")
 LE School-Community Organizations Relations
 LC School-Community Programs
 AF School Day
School Directories (Use "School-Sponsored Information Media")
 AC School District Organization Plan

LD	School-General Government Relations
AEAB	School Holidays
IFBD	School Libraries
	<i>School Lunch Service</i> (Use "Food Service")
	<i>School Newspapers</i> (Use "Student Publications")
	<i>School Nurses</i> (See "Job Descriptions")
	<i>School Physicians</i> (See "Job Descriptions")
	<i>School Psychiatrists and Psychologists</i> (See "Job Descriptions")
KBB	School-Sponsored Information Media
	<i>School Social Workers</i> (See "Job Descriptions")
IKF	School Stores
	School Superintendent
CED	Appointment
CEE	Compensation and Benefits
CEH	Consulting
CEB	Duties
CB	Ethics
CEI	Evaluation
CEF	Expenses
ABD	Legal Status
HAF, HBF	Negotiations Role
CEG	Professional Development Opportunities
CEA	Qualifications
CEC	Recruitment
CEK	Resignation
CEL	Retirement
BBD, CF	School Board Relations
CEJ	Separation
AEAA	School Vacations
IFCD	School Volunteers
AE	School Year
IKG	Science Fairs
HBC	Scope of Nonprofessional Negotiations
HAC	Scope of Professional Negotiations
JHCAA	Secret Societies
EBC	Security of Buildings and Grounds
	Selection and Adoption
IFAC	Instructional Equipment and Supplies
IFAB	Instructional Supplementary Materials
IIA	Tests
IFAA	Textbooks
	<i>Self-Contained Classrooms</i> (Use "Organization for Instruction")
	<i>Semester Schedules</i> (Use "Scheduling for Instruction")
	Separation
CGM	Administrative Personnel
GCN	Nonprofessional Personnel
GDN	Paraprofessional Personnel
GBN	Professional Personnel
CEJ	School Superintendent
IDBA	Sex Education
	Shared Services
MFA	Colleges and Universities
MDA	Interdistrict

MCA	Private Schools
DFE, FFB	Short Term Notes
	Sites
FGB	Site Acquisition Procedures
FDBF	Site Availability Projections
FEDA	Site Plans and Specifications
JCDAA	Smoking
	<i>Snow Days</i> (Use "Emergency Closings")
JHD	Social Events by Students
LEA	Social Service Agencies Relations
JGE	Social Services
	Sollicitations
GAIA, KDCA	By Staff
JKB, KEBB	By Students
GAIB, KDCB	Of Staff
JKA, KEBA	Of Students
KBD	Speaker Services
IDDF	Special Education
KIB	Special Interest Materials Distribution
	<i>Specialists</i> (See "Job Descriptions")
BCAC	Special School Board Meetings
IDD	Special Programs
	Specifications
FEDB	Construction Plans and Specifications
FEB	Educational Specifications
FEDC	Equipment Plans and Specifications
FED	Plans and Specifications
DJEBA	Purchasing Specifications
FEDA	Site Plans and Specifications
KBCDB	Sports and Special Events Broadcasting and Taping
KBCD	Sports and Special Events News Coverage
KBCDA	Sports and Special Events Press Services
GAH, KD	Staff-Community Relations
	Staff Involvement
GAB, DCCB	Budget Planning
GAC	Decisionmaking
FDAD	Facility Expansion Long-Range Planning
FEAD	Facility Expansion Project Planning
BDBB	Policy Development
GAHA, KDA	Staff Participation in Community Activities
GAHB	Staff Political Activities
GAEA	Staff Protection
GAHC, KDB	Staff Public Appearances
GAM	Staff Rights and Responsibilities
GAF	Staff-Student Relations
DJECA	Standardization of Goods, Services, and Equipment
	State Aid
FDAG, FEAG	Facility Expansion
DD	State Aid Eligibility Determination
DFB, FFF	State Aid Revenues
MI	State Education Agency Relations
LDC	State Government Relations
	<i>State School Boards Associations</i> (Use "School Boards Associations")

	<i>Statistical Research</i> (Use "Data Management")
	<i>Strikes</i> (Use "Job Actions" and "Demonstrations and Strikes by Students")
JBD	Student Absences and Excuses
DK	Student Activities Funds Management
JGB	Student Aid Programs
LEGB	Student Banking Programs
IHAC	Student Conferences
JHCB	Student Government
JGC	Student Health Services
EGB, JGA	Student Insurance Programs

Student Involvement

DCCE	Budget Planning
JCB	Decisionmaking
BDBD	Policy Development

Student Food Service

EEA	Free Food Service
EE	Management
EEC	Records
JA	Student Policy Goals and Objectives
JGD	Student Psychological Services
JHCC	Student Publications
JR	Student Records
JGFD	Student Safety Patrols
JGE	Student Social Services
JP	Student-Staff Relations
MFB	Student Teaching and Internships

Student Transportation Services

EDCB, JCDAD	Bus Conduct
EDA	Carriers
EDB	Insurance Program
EDE	Maintenance
ED	Management
EDF	Records
EDCA	Safety Inspections
EDD	Scheduling and Routing
EDDA	Special Use of School Buses
EDDB, JGGA	Walkers and Riders
JQL	Student Veterans
JI	Student Volunteers

Students

JBD	Absences and Excuses
JGFG	Accidents
JH	Activities
JCDAB	Alcohol Use
JBCCB	Assignment to Classes
JBCCA	Assignment to Schools
JB	Attendance
JGFF	Automobile Use
JCDA	Behavior Code
EDCB, JCDAD	Bus Conduct
JHCA	Clubs
JO, KE	Community Relations
JCD	Conduct

IHAC	Conferences
JD	Discipline
JCDB	Dress Code
JCDAC	Drug Use
JJ	Employment
JBB	Entrance Age
JAA	Equal Educational Opportunity
JS	Fees, Fines, and Charges
JLB	Gifts to Schools
JLA	Gifts to Staff Members
JCE	Grievances and Complaints by Students
JBCB	Nonresident
JHC	Organizations
JHE	Performances
JGCA	Physical Examinations
JDC	Probation
IHE	Promotion and Retention
JHCC	Publications
JIB	Public Service
JBG	Readmissions
JC	Rights and Responsibilities
JGF	Safety
IEE	Schedules
JIA	School Service
JCDAA	Smoking
JHD	Social Events
JDD	Suspension
JBCD	Transfers and Withdrawals
KBF	Use of Students in Information Program
JG	Welfare
	Substitutes
GBRJ	Arrangements for Substitutes
	<i>Substitute Teachers</i> (See "Job Descriptions")
	Substitute Teaching
	Summer Sessions
	Supervision
CGH	Administrative Personnel
FGA	Facility Expansion Project
GCH	Nonprofessional Personnel
GDH	Paraprofessional Personnel
GBH	Professional Personnel
JGFB	Supervision of Students
	<i>Supervisors</i> (See "Job Descriptions")
FFE	Supplementary Appropriations
IFAB	Supplementary Materials Selection and Adoption
	<i>Supplies</i> (Use "Equipment and Supplies")
FGEC	Surety Bonds
	Suspension
GCK	Nonprofessional Personnel
GDK	Paraprofessional Personnel
GBK	Professional Personnel
JDD	Students
BDH	Suspension of Policies

BCBFB Suspension of Board Meeting Rules

T

DFEA Tax Anticipation Notes
LDAB Taxation Authorities Relations
IFBA Teacher Aides
Teacher Contracts (Use "Professional Personnel Compensation Guides and Contracts")
Teachers (See "Job Descriptions")
Teachers Associations (See "Professional Organizations" and "Professional Associations")

IKI Teachers' Lesson Plans

Teaching
IKB Controversial Issues Teaching
GBRHC Exchange Teaching
MFB Student Teaching and Internships
IKC Teaching About Religion
IKA Teaching Methods
IEF Team Teaching

Television
IFBEA Closed-Circuit
IFBEB ETV
IFBE Instructional

FI Temporary Facilities to Meet Expansion Needs

Tenure
CGK Administrative Personnel
GCL Nonprofessional Personnel
GDL Paraprofessional Personnel
GBL Professional Personnel

Testing
IJA Educational Audit
IIB Test Administration
II Testing Program
IIA Test Selection and Adoption
IIC Use and Dissemination of Test Results
IFAA Textbook Selection and Adoption
MEA Title III Centers
Time Schedules (See "Schedules")
Tornado Warnings (Use "Warning Systems")
Track System (Use "Grouping for Instruction")

EBBE Traffic and Parking Controls
Traffic Guards (See "Job Descriptions")

Transfer
CGL Administrative Personnel
GCM Nonprofessional Personnel
GDM Paraprofessional Personnel
GBM Professional Personnel
JBCD Students
Transportation (Use "Student Transportation")
Travel Expenses (Use "Expenses")

IDCD Travel Study Program
DJEBC Trial Tests and Field Checks

JBE Truancy
 JBCBA Tuition
 DFH Tuition Income
 IHEAA Tutoring
 GBRGB Tutoring for Pay

U

JHCCA Underground Newspapers
Unemployment Insurance (See "Insurance Management")
 ABCDA Unexpired Board Member Term Fulfillment
 MJ United States Office of Education
Universities (Use "Colleges and Universities")
 JQG Unwed Mothers

V

Vacations

CGPH Administrative Personnel
 GCRH Nonprofessional Personnel
 GDRI Paraprofessional Personnel
 GBRK Professional Personnel
 AEAA School Vacations

EBCA Vandalism Protection
 DJEI Vendor Relations
Veterans (Use "Student Veterans")
Visitations (Use "Conferences and Visitations")
Visiting Teachers (See "Job Descriptions")

Visitors

ML Professional Visitors and Observers
 KM Visitors to the Schools
Vocational Program (See "Basic Instructional Program")

Volunteers

IFCD Adult Volunteers
 JI Student Volunteers
 BCBG Voting Method at Board Meetings

W

JGGA, EDDB Walkers and Riders
Walkouts and Slowdowns (Use "Job Actions")
 ECC Warehousing
 EBBB Warning Systems
 LDAG Welfare Authorities Relations
Women's Rights (Use "Equal Educational Opportunity" or "Equal Opportunity Employment")

Working Conditions

CGP Administrative Personnel
 GCR Nonprofessional Personnel
 GDR Paraprofessional Personnel
 GBR Professional Personnel

Work Load

CGPC Administrative Personnel

GCRC Nonprofessional Personnel
GDRC Paraprofessional Personnel
GBRC Professional Personnel
EGAA Workmen's Compensation Insurance
JJC Work-Study Employment
IDCF, LEGA Work-Study Programs

X

Y

Yearbooks (Use "Student Publications")
Year Round Schools (Use "Extended School Year ")

Z

LDAO Zoning Authorities Relations