THE EPS/NSBA SCHOOL BOARD POLICY CLASSIFICATION SYSTEM

SECTIONS

A  FOUNDATIONS AND BASIC COMMITMENTS
B  SCHOOL BOARD GOVERNANCE AND OPERATIONS
C  GENERAL SCHOOL ADMINISTRATION
D  FISCAL MANAGEMENT
E  SUPPORT SERVICES
F  FACILITIES DEVELOPMENT
G  PERSONNEL
H  NEGOTIATIONS
I  INSTRUCTION
J  STUDENTS
K  SCHOOL-COMMUNITY RELATIONS
L  EDUCATION AGENCY RELATIONS
### SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

Consult The School Administrator's Guide to the EPS/NSBA System, 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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<thead>
<tr>
<th>Policy</th>
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</thead>
</table>
| AA | School District Legal Status | SN | A statement that promulgates the official name of the district and describes its jurisdiction and status as a legal entity. Not to be confused with BB, School Board Legal Status.

| AB | The People and Their School District | SN | A statement concerning the democratic principles which shall underlie the Board’s governance of the public school system.

| ABA | Community Involvement in Decisionmaking (Also KC) | | |
| ABB | Staff Involvement in Decisionmaking (Also GBB) | | |
| ABC | Student Involvement in Decisionmaking (Also JFB) | | |

| AC | Nondiscrimination | SN | A statement of the Board’s position concerning the equal and fair treatment of all persons-students, staff members, vendors, and others-regardless of race, creed, or sex in all aspects of the district’s affairs.

| ACA | Nondiscrimination on the Basis of Sex | | |

| AD/AE | Educational Philosophy | SN | A statement concerning the lodestar principles and aspirations which shall guide the instructional program.

| AE | School District Goals and Objectives | SN | The statement translating the Educational Philosophy into a plan of action and accomplishment by articulating the stated goals of the instructional and other major programs and also the related objectives targeted for achievement by a specific time.

| AF | Commitment to Accomplishment | SN | The statement that makes a commitment to continued progress and improvement through a program of meaningful evaluation and assessment.

| AFA | Evaluation of School Board Operational Procedures (Also BK) | | |
| AFB | Evaluation of the Superintendent (Also CBG) | | |
| AFC | Evaluation of Professional Staff (Also GCN) | | X |
| AFD | Evaluation of Support Staff (Also GDN) | | X |
| AFE | Evaluation of Instructional Programs (Also IM) | | |
| AFF | Evaluation of Support Services (Also EJ) | | |
| AFG | Use of Independent Evaluators | | |
| AFH | Evaluation of Evaluators | | |

| AG | Accomplishment Reporting to the Public | SN | A statement that commits the Board to open and candid progress reporting concerning the achievement of goals and objectives.

Section A - 1 of 2 pages.
<table>
<thead>
<tr>
<th>Policy</th>
<th>Rule</th>
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<tbody>
<tr>
<td>AGA</td>
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<tr>
<td>SN</td>
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</tbody>
</table>

Recognitions for Accomplishment

A statement concerning the Board's intent to honor distinguished or exceptional achievements of citizens, students, staff members, or Board members.

Note: A check in the column marked "State" indicates that a statement in the Wyoming Education Policies Reference Manual addresses the topic and offers appropriate legal references.
**SECTION B: SCHOOL BOARD GOVERNANCE & OPERATIONS**

Consult *The School Administrator's Guide to the EPS/NSBA System, 1975 revised edition*, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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<tr>
<td>BA</td>
<td></td>
<td>Board Operational Goals</td>
<td>X</td>
</tr>
<tr>
<td>BAA</td>
<td></td>
<td>Priority Objectives of Board Operations</td>
<td></td>
</tr>
<tr>
<td>BB</td>
<td></td>
<td>School Board Legal Status</td>
<td>X</td>
</tr>
<tr>
<td>BBA</td>
<td></td>
<td>School Board Powers and Duties</td>
<td>X</td>
</tr>
<tr>
<td>BBAA</td>
<td></td>
<td>Board Member Authority</td>
<td>X</td>
</tr>
<tr>
<td>BBB</td>
<td></td>
<td>School Board Elections</td>
<td>X</td>
</tr>
<tr>
<td>BBBA</td>
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<td>Board Member Qualifications</td>
<td>X</td>
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<td>BBBB</td>
<td></td>
<td>Board Member Oath of Office</td>
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<tr>
<td>BBC</td>
<td></td>
<td>Board Member Resignation</td>
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<tr>
<td>BBDD</td>
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<td>Board Member Removal From Office</td>
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</tr>
<tr>
<td>BBE</td>
<td></td>
<td>Unexpired Term Fulfillment</td>
<td></td>
</tr>
<tr>
<td>BBF</td>
<td></td>
<td>School Board Member Ethics</td>
<td>X</td>
</tr>
<tr>
<td>BBFA</td>
<td></td>
<td>Board Member Conflicts of Interest</td>
<td>X</td>
</tr>
<tr>
<td>BC</td>
<td></td>
<td>Organization of the Board</td>
<td></td>
</tr>
<tr>
<td>SN</td>
<td></td>
<td><em>This term does not call for a policy. Its purpose is to establish a category.</em></td>
<td>X</td>
</tr>
<tr>
<td>BCA</td>
<td></td>
<td>Board Organizational Meeting</td>
<td></td>
</tr>
<tr>
<td>SN</td>
<td></td>
<td><em>The meeting-usually held annually-at which the Board elects its officers and transacts other organizational business, such as, for example, the reaffirming of policies.</em></td>
<td></td>
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<tr>
<td>BCB</td>
<td></td>
<td>Board Officers</td>
<td></td>
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<tr>
<td>SN</td>
<td></td>
<td>A statement or statements listing and describing the duties of the officers of the Board. Create subcategories for separate officers as desired.</td>
<td></td>
</tr>
<tr>
<td>BCC</td>
<td></td>
<td>Appointed Board Officials</td>
<td></td>
</tr>
<tr>
<td>SN</td>
<td></td>
<td>A statement or statements listing and describing the duties of officials who are not Board members—e.g., a treasurer who is required by statute or an ex officio secretary.</td>
<td></td>
</tr>
<tr>
<td>BCD</td>
<td></td>
<td>Board-Superintendent Relationship</td>
<td>X</td>
</tr>
<tr>
<td>BCE</td>
<td></td>
<td>Board Committees</td>
<td></td>
</tr>
<tr>
<td>SN</td>
<td></td>
<td>The policy concerning the Board's position on the use of standing or temporary committees made up of its members. Create subcategories as desired for policies relating to the function of separate committees.</td>
<td></td>
</tr>
<tr>
<td>BCF</td>
<td></td>
<td>Advisory Committees to the Board</td>
<td></td>
</tr>
<tr>
<td>SN</td>
<td></td>
<td>The policy concerning the Board's general intentions vis-a-vis advisory committees. Create subcategories as desired for policies relating to separate advisory committees.</td>
<td></td>
</tr>
<tr>
<td>BCG</td>
<td></td>
<td>School Attorney</td>
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</tr>
<tr>
<td>BCH</td>
<td></td>
<td>Consultants to the Board</td>
<td>X</td>
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<tr>
<td>SN</td>
<td></td>
<td>Outside consultants who work on assignments made directly by the Board. See also CK, Program Consultants.</td>
<td></td>
</tr>
<tr>
<td>BCI</td>
<td></td>
<td>Board Staff Assistants</td>
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</tr>
<tr>
<td>SN</td>
<td></td>
<td>Staff members who work on direct assignments to the Board as opposed to those who work for the Board through the superintendent's office.</td>
<td></td>
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</table>

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<table>
<thead>
<tr>
<th>Policy</th>
<th>Rule</th>
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<td>School Board Meetings</td>
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<td>Regular Board Meetings</td>
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<td>BDB</td>
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<td>Special Board Meetings</td>
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<td>BDC</td>
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<td>Executive Sessions</td>
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<td>BDD</td>
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<td>Board Meeting Procedures</td>
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<td></td>
<td>Notification of Board Meetings</td>
<td>X</td>
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<td>BDDB</td>
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<td>Agenda Format</td>
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<tr>
<td>BDDC</td>
<td></td>
<td>Agenda Preparation and Dissemination</td>
<td>X</td>
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<tr>
<td>BDDD</td>
<td></td>
<td>Quorum</td>
<td>X</td>
</tr>
<tr>
<td>BDE</td>
<td></td>
<td>Rules of Order</td>
<td>X</td>
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<td>BDDEA</td>
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<td>Parliamentarian</td>
<td>X</td>
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<td>BDDEB</td>
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<td>Suspension of Rules of Order</td>
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</tr>
<tr>
<td>BDDF</td>
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<td>Voting Method</td>
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<td>Minutes</td>
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<td></td>
<td>Public Participation at Board Meetings (Also KD)</td>
<td>X</td>
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<tr>
<td>BDDI</td>
<td></td>
<td>News Media Services at Board Meetings (Also KBCC)</td>
<td>X</td>
</tr>
<tr>
<td>BDDJ</td>
<td></td>
<td>Broadcasting and Taping of Board Meetings (Also KBCD)</td>
<td>X</td>
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<tr>
<td>BDDK</td>
<td></td>
<td>Reporting Board Meeting Business</td>
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<tr>
<td>BDE</td>
<td></td>
<td>SN Procedures for disseminating information about &quot;last night's&quot; meeting to the Board's internal &amp; external publics.</td>
<td>X</td>
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<tr>
<td>BE</td>
<td></td>
<td>School Board Work Sessions and Retreats</td>
<td>X</td>
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<tr>
<td>BF</td>
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<td>Board Policy Development</td>
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<td>Policy Development System</td>
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<td>BFB</td>
<td></td>
<td>Preliminary Development of Policies</td>
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</tr>
<tr>
<td>BFC</td>
<td></td>
<td>Policy Adoption</td>
<td></td>
</tr>
<tr>
<td>BFCA</td>
<td></td>
<td>Policy Review of Administrative Rules (Also CHB)</td>
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<td>BFD</td>
<td></td>
<td>Policy Dissemination</td>
<td></td>
</tr>
<tr>
<td>BFE</td>
<td></td>
<td>Administration in Policy Absence (Also CHD)</td>
<td>X</td>
</tr>
<tr>
<td>BFF</td>
<td></td>
<td>Suspension of Policies</td>
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<td>BFG</td>
<td></td>
<td>Policy Review and Evaluation</td>
<td>X</td>
</tr>
<tr>
<td>BFGA</td>
<td></td>
<td>Policy Manual Accuracy Check</td>
<td>X</td>
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<tr>
<td>BG</td>
<td></td>
<td>Board-Staff Communications (Also GBD)</td>
<td>X</td>
</tr>
</tbody>
</table>

Section B - 2 of 3 pages.
### SECTION B: SCHOOL BOARD GOVERNANCE & OPER. CONT.

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<tbody>
<tr>
<td>BH</td>
<td>Board Member Services</td>
<td>X</td>
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<tr>
<td>BHA</td>
<td>New Board Member Orientation</td>
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<tr>
<td>BHB</td>
<td>Board Member Development Opportunities</td>
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<tr>
<td>BHBA</td>
<td>School Board Conferences, Conventions, &amp; Workshops</td>
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<tr>
<td>BHC</td>
<td>Board Office Facilities and Services</td>
<td>X</td>
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<tr>
<td>BHD</td>
<td>Board Member Compensation and Expenses</td>
<td>X</td>
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<tr>
<td>BHE</td>
<td>Board Member Insurance</td>
<td>X</td>
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<tr>
<td>BI</td>
<td>School Board Legislative Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>SN Procedures by which the Board will establish a formal position vis-a-vis pending state and federal legislation and/or a declaration of the Board's current legislative goals.</em></td>
<td></td>
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<tr>
<td>BJ</td>
<td>School Board Memberships</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>SN The policy concerning the institutional memberships of both the Board and the school district.</em></td>
<td></td>
</tr>
<tr>
<td>BJA</td>
<td>Liaison With School Boards Associations</td>
<td></td>
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<tr>
<td>BK</td>
<td>Evaluation of School Board Operational Procedures (Also AFA)</td>
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</tbody>
</table>

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### SECTION C: GENERAL SCHOOL ADMINISTRATION

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<tbody>
<tr>
<td>CA</td>
<td>Administration Goals</td>
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<tr>
<td>CAA</td>
<td>District Administration Priority Objectives</td>
<td></td>
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<tr>
<td>CB</td>
<td>School Superintendent</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CBA</td>
<td>Qualifications and Duties of Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBB</td>
<td>Recruitment and Appointment of Superintendent</td>
<td></td>
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<tr>
<td>CBC</td>
<td>Superintendent's Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SN</strong></td>
<td>The policy concerning the issuance of a contract and/or the terms of the contract itself. This descriptor may preclude the need for other descriptors in this series.</td>
<td></td>
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</tr>
<tr>
<td>CBD</td>
<td>Superintendent's Compensation and Benefits</td>
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<td>CBE</td>
<td>Superintendent's Development Opportunities</td>
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<td>CBF</td>
<td>Superintendent's Consulting Activities</td>
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<td>CBG</td>
<td>Evaluation of the Superintendent (Also AFB)</td>
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<td>Superintendent's Termination of Employment</td>
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<td>CBHA</td>
<td>Superintendent's Retirement</td>
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<td>CC</td>
<td>Administrative Organization Plan</td>
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<td>CCA</td>
<td>Organization Charts</td>
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<tr>
<td>CCB</td>
<td>Line and Staff Relations</td>
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<td>X</td>
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<tr>
<td>CD</td>
<td>Management Team</td>
<td></td>
<td></td>
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<tr>
<td><strong>SN</strong></td>
<td>The cadre of division and department heads, principals, and others which -under the leadership of the superintendent-shares the responsibilities for school district administration.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE</td>
<td>Administrative Councils, Cabinets, and Committees</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CF</td>
<td>School Building Administration</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>SN</strong></td>
<td>The internal management of individual schools.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CG</td>
<td>Special Programs Administration</td>
<td></td>
<td></td>
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<tr>
<td><strong>SN</strong></td>
<td>The internal management of autonomous or semi-autonomous programs.</td>
<td></td>
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</tr>
<tr>
<td>CGA</td>
<td>Summer Program Administration</td>
<td></td>
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<tr>
<td>CGB</td>
<td>Adult Education Program Administration</td>
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<tr>
<td>CGC</td>
<td>State and Federal Programs Administration</td>
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<tr>
<td>CH</td>
<td>Policy Implementation</td>
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<tr>
<td>CHA</td>
<td>Development of Administrative Rules</td>
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<tr>
<td>CHB</td>
<td>Board Review of Administrative Rules (Also BFCA)</td>
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<td>CHC</td>
<td>Administrative Rules Dissemination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCA</td>
<td>Approval of Handbooks and Directives</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SN</strong></td>
<td>The policy concerning the authority to duplicate and distribute circulars, leaflets, guidebooks, and the like which are intended to interpret or explain Board policies and/or general administrative rules.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHD</td>
<td>Administration in Policy Absence (Also BFE)</td>
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</tbody>
</table>

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**SECTION C: GENERAL SCHOOL ADMINISTRATION CONTINUED**

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<th>Exhibit</th>
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<tbody>
<tr>
<td>CI</td>
<td>Temporary Administrative Arrangements <em>SN The policy authorizing the substitute, acting, and/or part-time administrators.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJ</td>
<td>Administrative Intern Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CK</td>
<td>Program Consultants <em>SN Outside consultants engaged to assist any division or department other than the Board itself. See also BCH, Consultants to the Board.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CL</td>
<td>Administrative Reports</td>
<td></td>
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<tr>
<td>CM</td>
<td>School District Annual Report</td>
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</table>

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**SECTION D: FISCAL MANAGEMENT**
Consult The School Administrator's Guide to the EPS/NSBA System, 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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<tbody>
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<td>DA</td>
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<td>Fiscal Management Goals</td>
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<td>DAA</td>
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<td>Fiscal Management Priority Objectives</td>
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<tr>
<td>DB</td>
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<td>Annual Operating Budget</td>
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<td>DBA</td>
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<td>Budgeting System</td>
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<td>DBB</td>
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<td>Fiscal Year</td>
</tr>
<tr>
<td>DBC</td>
<td></td>
<td>Budget Deadlines and Schedules</td>
</tr>
<tr>
<td>DBD</td>
<td></td>
<td>Budget Planning</td>
</tr>
<tr>
<td>SN</td>
<td></td>
<td>The policy describing the general plan for the development of the budget and also the extent of involvement by students, staff, and/or public in the development and review of budget recommendations.</td>
</tr>
<tr>
<td>DBE</td>
<td></td>
<td>Determination of Budget Priorities</td>
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<tr>
<td>DBF</td>
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<td>Dissemination of Budget Recommendations</td>
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<td>DBG</td>
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<td>Budget Hearings and Reviews</td>
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<td>DBK</td>
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<td>Line Item Transfer Authority</td>
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<td>DC</td>
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<td>Tax and Debt Limitations</td>
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<tr>
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<td></td>
<td>A statement of information as to these limitations as mandated by law. Create subcategories as necessary for special policies or state requirements pertaining to authority to purchase short term and tax anticipation notes as well as requirements for tax and bond elections.</td>
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<td>DD</td>
<td></td>
<td>State and Federal Aid Eligibility Determination</td>
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<td>The policy which declares the Board's desire to be kept fully informed about the district's eligibility for participation in existing or imminent state and federally funded programs.</td>
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<td>DE</td>
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<td>Revenues From Tax Sources</td>
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<td>Revenues From Local Tax Sources</td>
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<td>A statement concerning the procedures for raising local funds for school support purposes. Create subcategories as necessary for legal requirements concerning school tax collection procedures.</td>
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<td></td>
<td>Revenues from State Tax Sources</td>
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<td>DEC</td>
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<td>DF</td>
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<td>Revenues From Nontax Sources</td>
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Section D-1st of 2 pages
### SECTION D: FISCAL MANAGEMENT CONTINUED

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<td>Income From School Shop Sales and Services</td>
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<td>Depository of Funds</td>
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<td>Purchasing Procedures</td>
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<td><em>SN</em> The policy or policies concerning the purchasing of goods and services excepting food. See EFA, Food Purchasing. Create subcategories if necessary concerning purchasing standardization, specifications, requisitions, purchase orders, change orders, verification; of receipt of goods and services, and the like.</td>
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<tr>
<td>DJG</td>
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Section D-2nd of 3 pages
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## SECTION E: SUPPORT SERVICES
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Section E-1st of 2 pages
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Section E-2nd of 2 pages
SECTION F: FACILITIES DEVELOPMENT
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### SECTION G: PERSONNEL

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<td>Staff Gifts and Solicitations</td>
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*SN This term does not call for a policy. Its purpose is to establish a category for the GB group of descriptors which follow and which pertain, for the most part, to all employees.*

<table>
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<th>STATE</th>
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Section G - 1st of 6 pages
SECTION G: PERSONNEL
Consult The School Administrator's Guide to the EPS/NSBA System, 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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<td>Court Witness and Jury Duty Leave</td>
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<td>SN This term does not call for a policy. Its purpose is to establish a category for policies which apply to teachers and other professional employees including Administrators below the level of the Superintendent.</td>
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SECTION G: PERSONNEL CONTINUED

Consult The School Administrator’s Guide to the EPS/NSBA System, 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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<td>The policy concerning the district’s inservice educational program for professional employees.</td>
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<td>Mentoring and Teacher Assistance Program</td>
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<td>Evaluation of Professional Staff (Also AFC)</td>
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**SECTION G: PERSONNEL CONTINUED**

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<td>GCQAA</td>
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<td>Professional Staff Consulting Activities</td>
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<td></td>
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<td><em>SN The policy pertaining to consulting activities carried on outside the school district.</em></td>
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<td>Professional Research and Publishing</td>
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<td><em>SN The policy concerning the Board's interest in the research and publishing activities of professional staff members, particularly when such activities involve school time, school facilities, or data derived from the staff member's work in the school district.</em></td>
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<td><em>SN The policy concerning which memberships for professional staff members the Board will encourage or support.</em></td>
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</table>

The term "certified staff" or "certificated personnel" is used in policies and regulations even though the EPS terminology "professional staff" has been retained in the codification system and code finder index.
**SECTION G: PERSONNEL CONTINUED**

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<td>SN This term does not call for a policy. Its purpose is to establish a category for policies which apply to such employees as clerks, custodians, bus drivers, and others who are not covered by provisions of the GC group of policies.</td>
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Section G- 5th of 6 pages
SECTION G: PERSONNEL CONTINUED

Consult The School Administrator's Guide to the EPS/NSBA System, 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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</table>

SN This term does not call for a policy. Its purpose is to establish a category.

The term "classified Staff" or "classified personnel" is used in policies and regulations even though the EPS terminology "support staff" has been retained in the codification system and code finder Index.

Section G- 6th of 6 pages
**SECTION H: NEGOTIATIONS**

Consult *The School Administrator's Guide to the EPS/NSBA System*, 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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<td>Negotiations Meetings Procedures</td>
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<td>HO</td>
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<td>Staff Job Actions</td>
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<td>HP</td>
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<td>Negotiated Amendments and Renegotiations Procedures</td>
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### SECTION I: INSTRUCTION

Consult The School Administrator's Guide to the EPS/NSBA System, 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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<td>IC</td>
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<td>School Calendar</td>
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<td>IFC</td>
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<td>IFD</td>
<td>Curriculum Adoption</td>
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<td>IFE</td>
<td>Curriculum Guides and Course Outlines</td>
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<td>IG</td>
<td>Curriculum Design</td>
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<td>IGAB</td>
<td>Human Relations Education</td>
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<td>IGAI</td>
<td>Sex Education</td>
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<tr>
<td>IGAJ</td>
<td>Driver Education</td>
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SN Pertains to the hours when schools are open for instructional purposes.

SN The policy which sets forth the district's basic pattern as to grade level organization—that is, whether it is a K-8, 9-12 district or a K-6, 7-9, 10-12 district or otherwise and whether it operates special trades schools, adult schools and the like.

SN This descriptor refers to the 3 R's and all other subjects on the school district's essential curriculum, including many if not all of the subcategories of IGA. These subcategories are listed separately because certain aspects of the basic instructional program require separate statements of policy.
SECTION I: Instruction
Consult The School Administrator's Guide to the EPS/NSBA System, 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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<td>Programs for Handicapped Students</td>
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<td>IGBB</td>
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<td>Programs for Gifted Students</td>
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<td>IGBE</td>
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Section 1-2nd of 4 pages
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Section I- 3rd of 4 pages
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**SECTION J: STUDENTS**

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**SECTION J: STUDENTS**

Consult The School Administrator's Guide to the EPS/NSBA System, 1975 revised edition, for a full explanation of the codes and descriptors which follow. Use the checklist to record the contents of your own district policy manual. Your checkmarks will indicate which descriptors are covered in your manual.

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### SECTION J: STUDENTS

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<td>Protocol for Administration of Non-Prescription Medication</td>
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<td>Notice of Consent for the Administration of Medicine</td>
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<td>Psychological Testing of Students</td>
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<td>JHEA</td>
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<td>Home Visits</td>
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<tr>
<td>JHF</td>
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<td>Student Safety</td>
</tr>
<tr>
<td>SN</td>
<td></td>
<td></td>
<td>This and following descriptors refer to policies in addition to those covered in the EBC sequence, which see.</td>
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<td>Report of Child Abuse</td>
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<td>JI</td>
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<td>Student Awards and Scholarships</td>
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<td>Student Volunteers for School and Public Service</td>
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<td>Employment of Students</td>
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<tr>
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<td></td>
<td>Pertains to the employment of students by the school district and any other student employment matters other than work-study employment. See IGADA, Work Experience Opportunities</td>
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<tr>
<td>JL</td>
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<td></td>
<td>Student Gifts and Solicitations</td>
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<tr>
<td>SN</td>
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<td></td>
<td>The policy pertaining to the giving of gifts by students and student organization, and solicitation, such as charity appeals, by students and student organizations. See also GBI, Staff Gifts and Solicitations and IGDF, Student Fund-Raising Activities.</td>
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<tr>
<td>JM</td>
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<td>Staff-Student Relations (Also GBH)</td>
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<td>Student Fees, Fines, and Charges</td>
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<td>Student Records</td>
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<td>JQ</td>
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<td>Public School Choice</td>
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**SECTION K: COMMUNITY RELATIONS**

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<td>School-Community Relations Goals</td>
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<td>KAA</td>
<td>School-Community Relations Priority Objectives</td>
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<td>KB</td>
<td>Public Information Program</td>
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<td>KBA</td>
<td>Public's Right to Know</td>
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<td>KBB</td>
<td>School Attendance Areas</td>
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<td>KBC</td>
<td>News Media Relations</td>
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<td>News Media Services at Board Meetings (Also BDD)</td>
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<td>KBCD</td>
<td>Broadcasting and Taping of Board Meetings (Also BDDI)</td>
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<td>KBCES</td>
<td>Sports and Special Events News Coverage</td>
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<td>KBD</td>
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<td>Bond Campaigns (Also FD)</td>
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<td>KBF</td>
<td>Use of Students in Public Information Program</td>
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<td>KC</td>
<td>Community Involvement in Decisionmaking (Also ABA)</td>
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<td>KD</td>
<td>Public Participation at Board Meetings (Also BDDH)</td>
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*SN Pertains to gifts offered by individuals or groups to either the district-at-large or to individual schools or school organizations. See also GBI, Staff Gifts and Solicitations and JL, Student Gifts and Solicitations.*

*SN Pertains to charity appeals and fund-raising campaigns for special purposes. See also IGD, Student Fund-Raising Activities; GBI, Staff Gifts and Solicitations; and JL, Student Gifts and Solicitations.*
SECTION J: STUDENTS

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## SECTION L: EDUCATION AGENCY RELATIONS

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<td>Relations With Cultural Institutions <em>SN Pertains to museums, public libraries, and the like.</em></td>
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<td>LJ</td>
<td></td>
<td>Professional Visitors and Observers</td>
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