

**BUSINESS & NON-INSTRUCTIONAL  
OPERATIONS**

**SERIES 3000**

<b>Concept and Roles in Business &amp; Non-Instructional Operations</b>	<b>3000</b>
<b>Budget Adoption</b>	<b>3150</b>
<b>Budget Administration</b>	<b>3160</b>
<b>Fiscal Year</b>	<b>3170</b>
<b>Tuition Fees</b>	<b>3240</b>
<b>Materials/Services Fees, Fines, Charges</b>	<b>3250</b>
<input type="checkbox"/> Copies of Records	
<b>Sales &amp; Disposal of Obsolete Books, Equipment, And Supplies</b>	<b>3260</b>
<b>Grants and Other Revenues</b>	<b>3290</b>
<b>Relations with Vendors</b>	<b>3313</b>
<input type="checkbox"/> General	
<input type="checkbox"/> Gifts	
<input type="checkbox"/> Local Purchasing	
<input type="checkbox"/> Requesting Goods and Services (Bids and Quotations)	
<input type="checkbox"/> Introduction	
<input type="checkbox"/> Quotes	
<input type="checkbox"/> Bids	
<input type="checkbox"/> Bidding Exceptions	
<input type="checkbox"/> Emergency Expenditures	
<b>Purchasing Procedures</b>	<b>3320</b>
<b>Ordering Goods and Services (Purchase Orders and Contracts)</b>	<b>3324</b>
<b>Payroll Procedures and Authorized Signatures</b>	<b>3326</b>
<b>Periodic Audit</b>	<b>3434</b>
<b>Inventories</b>	<b>3440</b>
<b>Depository</b>	<b>3450</b>
<input type="checkbox"/> School Activity Funds	
<b>Money in School Buildings</b>	<b>3454</b>
<b>Operation and Maintenance of Plant</b>	<b>3510</b>
<b>Safety</b>	<b>3516</b>
<b>Accident Prevention &amp; Reporting</b>	<b>3516.3</b>
<b>Security</b>	<b>3517</b>
<b>Emergencies and Disaster Preparedness</b>	<b>3518</b>
<input type="checkbox"/> General	
<input type="checkbox"/> First Aid	
<b>Fire Emergencies</b>	<b>3519</b>
<b>Hazardous Materials in Schools</b>	<b>3524</b>
<input type="checkbox"/> Introduction	
<input type="checkbox"/> Asbestos	
➤ Environmental Compliance Officer	
➤ Inspections	
➤ Management Plan	
➤ Response Actions	
➤ Follow-up	
<input type="checkbox"/> OSHA Hazard Communication Program	
➤ Hazard Determination	
➤ Material Safety Data Sheets	
➤ Labeling	
➤ Employee Information and Training Program	
➤ District Contractors	
➤ Dispensing of Oil, Solvents, and Other Hazardous Materials at Rocky Hill High School	

➤ Instructional Support	
<b>Pesticide Application Policy</b>	<b>3525</b>
<b>Property Insurance</b>	<b>3532</b>
<b>Employee/Officer Bonds</b>	<b>3534</b>
<b>Student Transportation</b>	<b>3541</b>
<input type="checkbox"/> Definitions	
<input type="checkbox"/> Transportation Time	
<input type="checkbox"/> Appeals – Walking Distance	
<input type="checkbox"/> Appeals – Hazardous Conditions	
<input type="checkbox"/> Review of Bus Schedules	
<input type="checkbox"/> Conduct on Buses – Rules, Regulations, and Procedures	
<input type="checkbox"/> Arrival and Departure Regulations	
<input type="checkbox"/> Transportation Safety Complaints	
<input type="checkbox"/> Bus Drivers	
<b>Food Services – Purposes and Facilities</b>	<b>3542</b>
<b>Participation in the National School Lunch Program</b>	<b>3542.1</b>
<b>Finance</b>	<b>3542.2</b>
<input type="checkbox"/> Cost of Food	
<input type="checkbox"/> Approval of Menu Prices	
<input type="checkbox"/> Meals for Needy Students	
<input type="checkbox"/> Food Storage Provisions	
<input type="checkbox"/> Monthly Financial Report	
<b>Free or Reduced Price Lunches</b>	<b>3542.31</b>
<b>Sale of Junk Foods</b>	<b>3542.32</b>
<b>Food Sales by Students/Others</b>	<b>3542.4</b>