

**CABE's Policy Review of Bristol's Existing Policy Material
Series 3000 Business/Non-Instructional Operations**

<i>Policy Topic Title</i>	<i>CABE Policy Number</i>	<i>District Policy Number</i>	<i>Appropriate as Written</i>	<i>Based on a CABE Model</i>	<i>Requires Codification</i>	<i>Add &/or Update Legal Regs</i>	<i>Needs Modification</i>	<i>Dual Codify to Cover all Staff – Certified and Non-certified</i>	<i>Appropriate Adm. Regs.</i>	<i>Add &/or update Adm. Regs.</i>	<i>Comments</i>	<i>Date Last Adopted</i>
Concept and Roles in Business & Non-Instructional Operations	3000	3000	X									7/6/94
Budget Planning	3110	3110										7/6/94
Local Government Involved in Budget Preparations		3121	X									6/6/18
Transfer of Funds between Categories; Amendments	3160	3160	X									10/6/21
Budget Administration	3170	3170	X	X								6/6/18
Federal Funds	3230	3230	X									7/6/94
Medical Reimbursement for Special Education Students	3231				X	X				X	Update legal references for Medicaid. Review Medicaid Procedures.	10/6/99
Tuition Fees	3240	3240				X					Recommend tuition fee language.	12/7/22
Materials/Services; Fees, Fines, Charges	3250	3250	X	X							Recommend more specific procedures.	7/6/94
Sales & Disposal of Books, Equipment & Supplies	3260	3260					X					6/5/19
Gifts, Grants and Bequests	3280	3280	X						X		Add statement on conflict of interest.	7/6/94
Purchasing Guides	3310	3310				X						6/7/94
Cooperative Purchasing	3312	3312	X									7/6/94
Relations with Vendors	3313	3313	X	X								7/6/94
Purchasing Procedures	3320	3320	X	X								7/6/94
Requesting Goods and Services (Requisitions)	3321	3321	X	X								7/6/94
Contracts	3324.1	3324.1							X		Included with #3321	7/6/94
School Activity Fund	3453	3453	X	X					X			10/3/23
Operation and Maintenance of Plant/Grounds	3510	3510	X	X								7/11/18
Energy Conservation	3513.1	3511	X	X					X			4/7/10
Community Use of School Facilities	3515	3515	X			X						7/11/18
Accident Prevention & Reporting	3516.3	3516.3	X	X								5/5/99
Sex Offender Notification	3516.4	3516.4				X	X			X	Review policy based upon legal changes.	4/3/13
Sex Offenders on School Property	3516.5	3516.5	X	X								9/12/18
Student Data Protection and Privacy/Cloud-Based Issues	3520.13	3520.13	X	X					X			
Pesticide Application	3524.1	3524.1	X	X					X			1/4/17=

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Transportation	3541	3541				X					Policy and regulation area the same. Separate.	6/7/17
Transportation Safety Complaints	3541.5	3541.5	X									1/4/17
Purpose and Facilities	3542.1	3542.1	X	X								3/7/12
Food Service Personnel – Code of Conduct	3542.22	3542.22	X	X					X			3/6/19
Free or Reduced Price Lunches	3542.31	3542.31				X	X			X	Review policy and regulation for statute changes.	7/6/94
Food Sales Other Than National School Lunch Program	3542.33	3542.33				X	X			X	Out of date, review for legal changes.	7/6/94
Finance	3542.42	3542.42	X	X								7/6/94
Mail and Delivery	3543.13	3543.13	X								May want to consider specific regulation as procedures for use by mail facilities.	7/6/94

Mandated Policies Lacking:

1. #3542.41 – Food Service Personnel Professional Standards
2. #3542.43 - Charging Policy Food Service

Recommended “Good Practice” Policies Lacking:

1. #3010 – Goals and Objectives
2. #3112 – Budget Calendar
3. #3232 – Individuals with Disabilities Act Fiscal Compliance
4. #3281 – School Fundraisers
5. #3323 – Soliciting Prices
6. #3324 – Ordering Goods and Services
7. #3326.3 – Board of Education Credit Card
8. #3410 – System of Accounts
9. #3431 – Treasurer’s Report
10. #3434 – Periodic Audit
11. #3451 – Petty Cash Funds
12. #3453 – Revolving Funds
13. #3453.1 – Unexpended Class Funds
14. #3514 – Equipment
15. #3516.1 – Buildings and Grounds Inspection and Reporting

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Recommended "Good Practice" Policies Lacking: (continued)

16. #3517.2 – Vandalism
17. #3520.12 – Confidentiality of Student Records
18. #3523.3 – School Facilities – Playground Equipment
19. #3532.1 – Liability Insurance
20. #3532.3 – Responsibility for Loss/Damage of Personal Property on School Property
21. #3541.23 – Bus Contractor
22. #3541.312 – Daycare Center Transportation
23. #3541.313 – Video Cameras on School Transportation
24. #3541.35 – Bus Drivers Safety/Emergency Procedures
25. #3541.7 – Student Behavior