

SECTION 4 – OPERATIONAL SERVICES

FISCAL AND BUSINESS MANAGEMENT

4:10-AP Administrative Procedure – Budget – Tax Levy

TRANSFER FUNDS

4:20-AP Administrative Procedure – Transfer of Funds

PAYMENT PROCEDURE

4:50-AP Administrative Procedure – Payment Procedures – Salary Deductions

PURCHASES

4:60-AP1 Administrative Procedure – Purchases

4:60-AP2 Administrative Procedure – Fiscal Management – Expenditures

RESOURCE CONSERVATION

4:70-AP Administrative Procedure – Resource Conservation – Definitions

4:75-AP Administrative Procedure – Equipment – Disposal or Sale of Surplus or Obsolete Equipment

STUDENT ACTIVITY FUNDS

4:80-AP2 Administrative Procedure – Operational Services Student Activity Fund Management

FISCAL MANAGEMENT

4:100-AP2 Administrative Procedure – Fiscal Management – Morton CUSD 709 403(b) Retirement Plan

TRANSPORTATION

- 4:110-AP Administrative Procedure – Transportation
 Regular Bus Rider
 Special Education Bus Rider
 Head Start
 Baby Sitting
 Guest Riders
- 4:110-AP1 Administrative Procedure – School Bus Post-Accident Checklist
- 4:110-AP2 Administrative Procedure – Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments
- 4:110-AP3 Exhibit – School Vehicle Usage Agreement Form

FREE AND REDUCED PRICE FOOD SERVICES

- 4:130-AP Administrative Procedure – Free and Reduced Price Food Service Application
- 4:130-E1 Administrative Procedure – Household Eligibility Applications
- 4:130-AP1 Administrative Procedure – Free and Reduced Price Food Service – Non Discrimination Assurance

WAIVER OF STUDENT FEES

- 4:140-AP Administrative Procedure – Fines, Fees and Charges – Waiver of Student Fees
- 4:140-E1 Exhibit – Application for Fee Waiver
- 4:140-E2 Exhibit – Response to Fee Waiver Application

BUILDING AND GROUNDS MANAGEMENT

- 4:150-AP Administrative Procedure
 Security
 Vandalism
 Custodial Services
 Maintenance,
 Supervision of Construction
 Architectural Planning

TOXIC SUBSTANCE DISCLOSURE

- 4:160-AP Administrative Procedure – Hazardous and Infectious Materials

SAFETY

4:170-AP	Administrative Procedure – Student Welfare – Accidents and Injuries
4:170-AP1	Administrative Procedure – Comprehensive Safety and Crisis Program Crisis Team Personal Injury Prevention Site Based Safety Plan School Safety Drill Program Bomb Threat Plan Fire Emergency Procedures Natural Disaster (Tornadoes, Thunderstorms, Severe Winds, Earthquake) Intruder or Hostage Situation Emergency Aid Managing a Crisis After the Earliest Stages Are Over Managing Communications About a Crisis
4:170-E1	Administrative Procedure – Regional Office of Education Safety Drills Report
4:170-AP2	Administrative Procedure – Child Sex Offender and Murderer Community Notification Law
4:170-AP5	Administrative Procedure – Building and Grounds Management – Parking Student Welfare – Autos
4:170-AP6	Administrative Procedure – Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility
4:170-AP7	Administrative Procedure – Operational Services – Use of District Phones
4:180-AP1	Administrative Procedure – Operational Services – School Action Steps for Pandemic Influenza
4:180-AP2	Administrative Procedure – Operational Services – Pandemic Influenza Surveillance and Reporting