

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Procedures for Dispersing Funds	08/15/92	3000
	AMENDED DATE: 02/01/2007	DELETION DATE:
<p>All schools and early childhood centers of the Diocese will follow financial procedures as outlined by the Office of Catholic Schools and by the Department of Administration and Finance.</p> <p>The administrator should know how the financial matters of the school/center are handled and who has the responsibility and authority for their various aspects.</p> <p><u>The main persons authorized to sign checks on the school/center checking accounts should be the administrator and the pastor. In emergency situations, (long-term absence of the administrator and the pastor) contact the Office of Catholic Schools. Rubber signatures stamps should never be used for checks.</u></p> <p><u>All accounts and funds of the school/center should be handled through the school/center checking account under the direction of the administrator.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Long Range Planning	08/15/92	3001
	AMENDED DATE:	DELETION DATE:
<p>As schools/centers experience rapid and frequent economic fluctuations, only long range financial planning can help avoid crisis situations and last-minute decision making.</p> <p>Every Catholic school/center will gather and tabulate that information which is necessary in order to gain a relatively clear perspective of the future of the institution. Information accumulated will consist of the following at a minimum: enrollment, tuition, parish subsidy, financial statements, major improvements and maintenance, development and staff needs.</p> <p>With background data tabulated and basic assumptions spelled out, schools/centers should try to project budgetary and enrollment figures for at least two years in advance.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Role of the Administrator and Advisory Council in Budgeting	08/15/92	3100
	AMENDED DATE: 01/27/2007	DELETION DATE:
<p>One of the principal functions of the Advisory Council should be the approval of the budget.</p> <ul style="list-style-type: none"> The administrator, working closely with the <u>finance committee of the Advisory Council</u>, is responsible for preparing the budget. <p>Since a budget is a plan based on available data and estimates, it must be revised as the data and estimates change. A normal time to review and revise the budget is immediately after the school/center has opened in the fall when actual staff and enrollment are known. <u>Revised budgets should be submitted to the Superintendent of schools by September 1st of each year.</u> The budget should be strictly adhered to once approved.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Planning Tuition/Fee Announcement	08/15/92	3101
	AMENDED DATE: 02/01/2007	DELETION DATE:
<p><u>Following the recommended timeline noted in Policy #3102, the administrator should be able to announce tuition and fees for the following year by the beginning of March.</u></p>		

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POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Timeline for Budget Preparation	08/15/92	3102
	AMENDED DATE:	DELETION DATE:
	01/27/2007	

The fiscal year in the Diocese of Jackson extends from July 01 to June 30.

The annual budget is prepared according to the following timeline:

- The administrator meets with appropriate faculty and staff to assess needs in the fall
- The administrator presents a preliminary budget to the finance committee by December 15
- By February 1, the Finance committee prepares a budget based on projected income and enrollment and submits it to the Advisory Council
- After approval by the Advisory Council the budget is then recommended to the pastor/canonical administrator for final approval
- In parish schools, the budget must also be approved by the parish Finance Council
- In inter-parochial schools, the budget must be approved by the pastors and sponsoring parishes according to designated procedures.
- The approved projected budget is to be submitted to the Superintendent of Schools by May 1
- By September 1 of the new academic year, a revised budget, based on actual enrollment figures, is to be sent to the Superintendent

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Parish Approval of Budget	08/15/92	3103
	AMENDED DATE:	DELETION DATE:
	01/27/07	

Parish(es) may not approve a deficit budget for the school/center. Either the budget needs to be returned to the Advisory Council for revision or any deficiency needs to be balanced by a subsidy from the parish(es) thereby producing a balanced budget.

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POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Accounting Procedures	08/15/92	3104
	AMENDED DATE:	DELETION DATE:
01/27/2007		
<p><u>Catholic schools/centers are required to submit monthly financial reports to the Office of Catholic Schools. These reports detail among other things: income, expenses and a year-to-date comparison with budget projections.</u></p> <p><u>An independent financial consultant hired by the Office of Catholic Schools, as well as, personnel in the Diocesan Administration & Finance Office, monitor the financial status of Catholic schools/centers at the diocesan level.</u></p> <p><u>At the local level, each school/center has a finance committee that reviews all school/center finances on a monthly basis and submits a report to the Advisory Council.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Local Business Procedures	08/15/92	3105
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p><u>All educational institutions shall use the uniform accounting codes developed by the Diocesan Administration and Finance Office. Additional requirements include:</u></p> <ol style="list-style-type: none"> 1. <u>All funds of the school/center, including those of parent organizations, should be administered through one central checking account under the direction of the administrator</u> 2. <u>Accurate records are to be kept of all receipts and expenses</u> 3. <u>All monies are to be directed to a designated location in the school/center for deposit. No more than \$100.00 should be left in the school office overnight. No money is to be left in classrooms</u> 4. <u>Monies received in the form of grants, tuition assistance and donations need to be posted under a designated income code. Contact the finance consultant for the Office of Catholic Schools if there is a question.</u> 5. <u>Gifts donated for a specific purpose, for the use of a particular person, or for an activity should be used in accordance with the intention of the donor.</u> <p>Office personnel need to provide for banking procedures outside of regular banking hours.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Funding School Educational Operations	08/15/92	3200
	AMENDED DATE:	DELETION DATE:
<p>Tuition is charged to parents for participation in a Catholic education program. This tuition cost should reflect, as much as possible, the actual cost of the education of the child.</p> <p>Each parish must give consideration to parish families unable to pay the established tuition. Consideration is also to be given to parish families with several children attending Catholic elementary and secondary schools.</p> <p>Each parish and school/center should develop its own written policies regarding:</p> <ul style="list-style-type: none"> • Parish families who desire Catholic school education for their children and are unable to pay the tuition. • Catholic families who do not belong to the parish and desire Catholic school education for their children. <p>Each school should offer parents a variety of tuition payment plans. Tuition should represent the parents' fair share of the school's budget. The support of the entire parish community is also needed for the ministry of Catholic education.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Tuition from Parishes Without a Parochial School	08/15/92	3201
	AMENDED DATE: 01/27/07	DELETION DATE:
<p>Parishes with schools should accept students from parishes without schools, however, the host school <u>should be</u> compensated in the form of a subsidy.</p> <p>According to the Internal Revenue Service <u>and the Mississippi State Tax Commission</u>, tuition is <u>not deductible on either the Federal or State Income Tax return.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Parish Subsidy Guidelines	08/15/92	3202
	AMENDED DATE:	DELETION DATE:
<p>No less than 15% of parish ordinary income is to be used to subsidize the parish school.</p>		

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POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Collection of Tuition	08/15/92	3203
	AMENDED DATE:	DELETION DATE:
01/27/2007		
<p>1. In order to facilitate the collection of tuition, <u>it is strongly recommended that schools contract a third party tuition collection company to ensure regular tuition payment.</u> In the student or parent handbook it should state very clearly that tuition is essential <u>income in the school/center budget.</u> <u>Optional payment schedules for tuition should be offered.</u></p> <p>2. Parents/guardians should be informed that if they have a financial crisis they are <u>inform the school administrator to see if adjustments can be made to their payment schedule.</u></p> <p>3. Pastoral care should be a priority in every instance of non-payment of tuition.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Student Fees	08/15/92	3204
	AMENDED DATE:	DELETION DATE:
<p>Student fees are meant to provide necessary income for those services which are not covered by tuition or not utilized equally by all the students. Books, special materials and equipment and special courses may justify additional fees. These fees should be kept to a minimum so that parents are not presented with burdensome hidden costs in addition to the stated tuition.</p>		

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POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Other Income Sources	08/15/92	3205
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p><u>Income, other than tuition,</u> constitutes an important part of the budget.</p> <p><u>Besides tuition, student fees, and parish subsidy, other income sources are critical as the cost of Catholic education continues to increase. Another source of income may come from grants, interest on savings, net profits from food services and sales, and past due tuition collection.</u></p> <p>It is important that accurate accounting records be maintained <u>of these monies and all school/center money.</u> Other income needs to be accurately documented according to <u>Diocesan accounting codes.</u></p> <p><u>Each school needs “to grow” other income sources through local development efforts.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Tuition Assistance Program	08/15/92	3206
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p>Every parish with a Catholic school <u>and every middle/high school</u> should have a Tuition Assistance Program enabling <u>Catholic</u> children, regardless of their family’s economic circumstances, to have access to a Catholic education.</p> <p><u>The income for the Tuition Assistance Program may come from a variety of sources.</u></p>		

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POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Safety/Sanitation	08/15/92	3300
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p>The administrator and pastor are responsible for insuring that the school facilities are safe and clean for students and staff.</p> <p>The administrator <u>or his/her designee</u> should make a daily round of the buildings and grounds to note any items which would constitute <u>a safety or sanitation hazard</u> and see to their remedy. The staff <u>and students</u> should also be instructed to report all dangerous conditions so that the administrator may take steps to correct them.</p> <p><u>A yearly audit of the institution's physical plant should be conducted by the facilities committee of the Advisory Council.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Fire/Accident Safety	08/15/92	3301
	AMENDED DATE:	DELETION DATE:
<p>Fire extinguishers are to be maintained and monitored. Fire drills are to be scheduled and documented as required by the State. Furthermore, any fire or accident hazard should be immediately reported and remedied by the administrator.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Safety and Sanitation Supplies	08/15/92	3302
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p>To insure the safety and sanitation of <u>the educational facility</u>, <u>supplies</u> should be purchased in sufficient quantity. <u>Restroom</u> and <u>cleaning</u> supplies should be readily available to all personnel.</p> <p>Hazardous chemical supplies <u>and cleaning equipment, however,</u> should be <u>clearly marked and stored</u> in a secure area which is not accessible to students.</p>		

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POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Building Security	08/15/92	3304
	AMENDED DATE: 01/27/2007	DELETION DATE:
<p><u>Building security</u> involves the responsibility of insuring that unknown/uninvited persons are not in school/center facilities during or after hours <u>of operation</u>. This is <u>vital</u> for the protection of <u>our students and staff</u>.</p> <p><u>Specific lockdown procedures should be discussed with staff and students (as appropriate) and practiced on a regular basis. Identification badges should be worn by school visitors at all times.</u></p> <p>An established procedure for dealing with unknown visitors during school/center hours should be established and followed by all personnel. Procedures should also be established for the security of all doors, keys, and equipment.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Security Breaches and/or Damage to Property	08/15/92	3305
	AMENDED DATE: 01/27/2007	DELETION DATE:
<p>Incidents of illegal entry, theft of property, vandalism, or damage to property from other causes should be reported to the administrator as soon as discovered. A written report of the incident should be filed with the administrator within 24 hours of the discovery <u>by a staff member</u>.</p> <p><u>As soon as possible, all such incidents shall also be reported to the proper authorities (police and diocesan Department of Administration & Finance) and to the Superintendent of Schools.</u></p>		

DIOCESAN REGULATION: 3305 R	
DESCRIPTION:	
Business and Non-Instructional Operations: Buildings Keys	
<p>Keys</p> <p>All keys used in the school/center shall be the responsibility of the administrator and shall be issued through the office of the administrator. Requests for permanent issuance of keys will be made only when an employee regularly needs keys to carry out normal activities necessitated by his/her position <u>or role description</u>. Local situations will determine <u>the identity of these persons (i.e. maintenance person, before and aftercare director, etc.)</u>.</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations Federal Tax and "Nonprofit Educational Organizations"	08/15/92	3400
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p>Federal Excise Tax exemption on telephone, gasoline, and other taxable items applies only to those "nonprofit educational organizations" as recognized by the Internal Revenue Service and listed in the Official Catholic Directory. This can be verified by the Office of Catholic Schools.</p> <p>Entitlement to tax exemption requires that all elementary schools and secondary schools have a publicized policy of nondiscrimination <u>regarding</u> students and employees in order that all applicants, regardless of race, <u>color, sex, age and national origin</u> have equal access to all programs of the institution.(See Policy # 1610)</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instruction Operations: IRS Ruling on Tax Exemption	08/15/92	3400.1
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p>The Internal Revenue Service (IRS) has issued a ruling exempting from Federal Income Tax all educational, charitable and religious institutions which are operated, supervised, controlled by or in connection the Roman Catholic Church in the United States, territories or possessions as long as the names of the institutions appear in the Official Catholic Directory (<u>see section 501 (c) (3) of the Internal Revenue Code of 1954</u>).</p> <p>This ruling reaffirms the tax exempt status of Church organizations listed in the Directory. It also assures donors of deductions for contributions to such institutions. The listed institutions are also exempt from federal <u>and state</u> unemployment tax.</p> <p>The IRS has been assured that all elementary, high schools and colleges whose names appear in the Directory have a publicized policy of nondiscrimination. It is understood that each institution listed is a not-for-profit organization and that no part of the net earnings of the institution benefits any individual. As long as a tax-exempt status is maintained, the institutions are not required to file federal income tax returns.</p> <p>Donors to exempt organizations may deduct the amount of contributions for bequests, legacies, transfers, or gifts.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Mississippi Sales Taxes	08/15/92	3401
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p>Mississippi Catholic Schools are exempt from payment of Mississippi Sales Tax. Schools should advise companies with whom they do business that <u>section 27-65-111 (g) of the state Sales Tax Law</u> provides exemption for:</p> <p><i>“ sales to elementary and secondary grade schools, junior and senior colleges owned and operated by a corporation or association in which no part of the net earnings inures to the benefit of any private shareholder, group or individual, and which are exempt from federal income taxation, provided that this exemption does not apply to sales or property which is not to be used in the ordinary operation of the school, or which is to be resold to the student or the public.”</i></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Provision for Persons with Disabilities	08/15/92	3402
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p><u>Where and whenever possible</u>, social justice requires that schools/centers make suitable provisions for the access and employment of persons <u>with disabilities</u>.</p>		

DIOCESAN REGULATION: 3402 R	
DESCRIPTION:	
Business and Non-Instructional Operations: Americans with Disabilities Act	
<p>The Americans with Disabilities Act (ADA), gives civil rights protection to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.</p>	

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Asbestos	08/15/92	3403
	AMENDED DATE:	DELETION DATE:
	01/27/07	
<p>Schools/centers in the Diocese of Jackson will comply with all regulations and legislation regarding asbestos inspection/abatement/removal as required by federal and state government agencies. Failure to comply with these federal and state regulations may result in severe financial penalties.</p>		

DIOCESAN REGULATION: 3403 R
DESCRIPTION: Business and Non-Instructional Operations: Procedures for Asbestos Management
<ol style="list-style-type: none"> 1. All schools must <u>document and inspect</u> for friable materials <u>every six months</u>. 2. <u>The Office of Catholic Schools will subcontract an outside inspector every three years to conduct a thorough inspection of all schools/centers in the Diocese.</u> 3. If friable materials are located <u>during the regular six-month inspection, contact should be made with the Superintendent of Schools or his/her designee.</u> 4. If the friable material is determined to be asbestos, then the following must be done for notification compliance: <ol style="list-style-type: none"> a) Notices must be posted in the faculty room, in the room where the asbestos is found, in the janitor's room and in the main office. b) Guidance documents I and II must be on file. c) Parents must be notified <u>of the presence of asbestos.</u> d) EPA abatement guidelines must be followed for remediation work whether removed or encapsulated. 5. All written documentation from steps 1 through 3 must be kept in the administrator's office and the <u>Office of Catholic Schools</u>. Notices must be posted indefinitely in the school/center even after abatement. 6. <u>All administrators and maintenance personnel must be certified to inspect school/center facilities. This file will be examined when the state conducts its asbestos audit of buildings.</u> 7. <u>Each school needs to maintain an asbestos files which contains an asbestos management plan, copies of the training certificates of the administrator and maintenance personnel and documentation of all inspections.</u>

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: State and Federal Funding	08/15/92	3404
	AMENDED DATE:	DELETION DATE:
<p>The Office of Catholic Schools coordinates all state and federal programs available to Catholic schools/centers in the Diocese of Jackson. Information relating to state and federal programs and to requirements for participation in these programs is available to each administrator. Appropriate records for specially funded projects in the school/center should be maintained.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Fundraising	08/15/92	3500
	AMENDED DATE:	DELETION DATE:
<p>For most schools, fundraising activities have become an acceptable and necessary means of ensuring financial stability. The following are some specific guidelines:</p> <ul style="list-style-type: none"> • Limit activities to a definite number per year. • Ensure that the method and promotion of such activities are planned and approved by the center/school's administrator, since these activities will be conducted "in the name of the school/center. • Coordinate the timing of such activities with parish events. • Do not promote the products of companies publicly known to be involved in unjust or questionable practices. • Check with the Better Business Bureau as to the reputation of unknown companies providing sales items. • Give due consideration to the usefulness and quality of the item sold. • Instruct students to use proper courtesy and sales skills to protect the image of the school. • Do not use instructional time for <u>fundraising</u> activities or their associated business transactions. • When students are involved in fundraising for civic or community needs, the purpose or use of the funds must be consistent with the principles and teachings of the Catholic Church. • <u>All fund-raising activities must be approved by the administrator and the Advisory Council prior to their initiation.</u> 		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Diocesan Deposit & Loan Fund	08/15/92	3501
	AMENDED DATE:	DELETION DATE:
01/27/2007		
<p>All monies not needed for the day-to-day operation of the school/center are to be deposited in the Diocesan Deposit and Loan Fund. <u>Withdrawals are available upon request.</u></p> <p><u>A letter, signed by the administrator and pastor/canonical administrator and copied to the Superintendent of Schools, is required by the Department of Administration and Finance in order to process a loan request from the Deposit & Loan Fund.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Employee Benefits	08/15/92	3600
	AMENDED DATE:	DELETION DATE:
1/27/2007		
8/01/2008		
<p>All personnel employed in the schools/centers of the Catholic Diocese of Jackson <u>who work 32 or more hours per week</u> participate in <u>the Diocesan Health Insurance</u> plan.</p> <p>Participation in <u>the Health Plan</u> is mandatory <u>unless the employee provides evidence of other health insurance coverage and formally declines coverage during the annual open enrollment period.</u></p> <p><u>All personnel employed in the schools/centers of the Catholic Diocese of Jackson who work 500 or more hours during the plan year also participate in a non-contributory Retirement Plan once they satisfy the eligibility requirements of the plan.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Social Security	08/15/92	3601
	AMENDED DATE:	DELETION DATE:
All schools/centers participate in the federal social security program.		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Liability Insurance	08/15/92	3602
	AMENDED DATE:	DELETION DATE:
01/27/2007		
<p>Schools/centers maintain appropriate limits of liability insurance <u>through the consolidated Insurance Program of the Catholic Diocese of Jackson. Participation in the program is mandatory.</u> Employees and volunteers are covered as long as their actions are legal and within the scope of their employment or legitimate volunteer activities.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Workers' Compensation Insurance	08/15/92	3603
	AMENDED DATE:	DELETION DATE:
01/27/2007		
<p>Workers' Compensation Insurance is afforded to every employee <u>through a policy administrated by the Catholic Diocese of Jackson.</u> This insurance covers on-the-job injuries and job-related illnesses. <u>Participation in the program is mandatory for all educational institutions.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Student Insurance	08/15/92	3604
	AMENDED DATE:	DELETION DATE:
1/27/2007		
<p><u>All students must have accident insurance. At the time of registration(and re-registration each year), proof of coverage by the parent/guardian needs to be documented.</u></p> <p><u>Information about obtaining CHIP (Children's Health Insurance Program) should be available for all families not having coverage for their children.</u></p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Insurance on Buildings, Contents, Etc.	08/15/92	3605
	AMENDED DATE:	DELETION DATE:
	01/27/2007	
<p>All insurance maintained on buildings and their contents <u>is through the consolidated insurance program of the Catholic Diocese of Jackson. Participation in the program is mandatory. Such coverage should be for replacement value unless approved otherwise by the Director of Administration and Finance of the Diocese in the name of the Bishop.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Transportation	08/15/92	3700
	AMENDED DATE:	DELETION DATE:
	01/27/2007	
<p>Schools that own and operate their own school vehicles must <u>strictly</u> abide by the state regulations for such vehicles. <u>Such vehicles should be covered by appropriate vehicular insurance. The liability portion of such coverage should be \$500,000 in order to coordinate with the excess umbrella liability coverage provided under the Diocesan Consolidated Insurance program.</u> A school owned vehicle is an extension of school facilities and demands the same safety and security measures as the school.</p> <p>Regular inspection and evacuation drills on all school vehicles shall be conducted by the administrator or his/her delegate. These inspections and drills evacuation <u>drills should</u> be documented <u>as required by the state.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: School Bus Regulations	08/15/92	3700.1
	AMENDED DATE:	DELETION DATE:
<p>Each school bus shall meet the minimum specifications approved by the State Board of Education. Emergency school bus evacuation drills are to be conducted at least twice during the school year.</p> <p>Each bus driver shall hold a valid bus driver's certificate. A staff member shall be responsible for supervising and evaluating all aspects of the transportation program.</p> <p>All buses shall be systematically inspected for maintenance problems on a quarterly basis.</p> <p>A policy of behavior on school buses shall be publicized to appropriate persons.</p>		

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Transportation of Pupils	08/15/92	3701
	AMENDED DATE:	DELETION DATE:
	01/27/2007	

For safety reasons, the school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend these events (i.e. field trips and co-curricular activities).

Parents have the option of allowing a son/daughter to transport themselves to a scheduled event, or parents/guardians themselves may choose to provide transportation. Written notification of this decision must be provided to the school prior to the event. Also, parents/guardians must be alerted to the liability they assume in providing transportation for students other than their own if personal vehicles are used at anytime.

The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.

THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Expenditures	08/15/92	3800
	AMENDED DATE:	DELETION DATE:
	01/27/2007	

Since the school/center administrator is responsible for operating the institution within the budget guidelines established by the Advisory Council, nothing should be purchased with school/center funds without the prior approval of the administrator. Some type of purchase order system, which requires the approval of the administrator, should be used by all personnel.

Because unethical business practices do exist, an administrator should follow an established procedure for dealing with purchases and sales persons. Bids by recognized companies are the safest procedure.

While buying from local merchants can contribute to good public relations, it should not automatically dictate purchasing procedures, especially where volume amounts are involved. Local merchants, however, should be allowed to bid on volume orders along with national companies.

DIOCESAN REGULATION: 3800 R	
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DESCRIPTION:
Business and Non-Instructional Operations: Local Purchasing

Local purchasing will be favored whenever the following factors are equal between local and non-local vendors.

1. Quality of product
2. Suitability of product
3. Price
4. Conformance to specifications
5. Convenience of delivery
6. General reputation of business firm
7. Past services to the parish or school

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POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Food Services	08/15/92	3801
	AMENDED DATE:	DELETION DATE:
01/27/2007		
<p>Schools/centers should <u>make every effort</u> to provide a nutritional <u>food service program</u> either as part of the Federal meal program or as a self-operated program. If the school/center participates in the Federal program, it should be careful to fulfill all requirements and keep accurate <u>records which will be requested and reviewed by the state during scheduled audits.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Equipment/Materials Inventories	08/15/92	3802
	AMENDED DATE:	DELETION DATE:
<p>The administrator shall maintain an accurate inventory of all equipment, supplies, materials of instruction and fixed assets (furniture and fixtures). <u>These inventories will provide a basis</u> for assessment, insurance, and future planning.</p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Plant Maintenance	08/15/92	3804
	AMENDED DATE:	DELETION DATE:
01/27/2007		
<p>An effective educational program requires clean, <u>healthy</u>, safe, businesslike and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for <u>the facility</u>.</p> <p>The <u>administrator or his/her designee shall</u> :</p> <ul style="list-style-type: none"> - Be responsible for the <u>overall</u> care and maintenance of the buildings and grounds - Supervise the work of the custodial staff of the plant in maintaining an adequate, safe program <u>facility</u> <p>The school shall employ <u>only</u> adult custodial staff to maintain the facilities.</p> <p><u>The facilities/maintenance committee of the Advisory Council should work closely with the administrator to plan for the on-going maintenance and safety needs of the school/center.</u></p>		

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POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Facility Repair & Remodeling	08/15/92	3805
	AMENDED DATE:	DELETION DATE:
01/27/07		
<p>Facility repairs should be carried out according to a pre-arranged plan to insure continued operation and safety of the facility. <u>Renovations during the academic year should only be undertaken at times when the facility can still operate efficiently.</u></p> <p><u>Unless an emergency arises, regular repairs and remodeling should be recommended by the facilities/maintenance committee of the School Advisory Council and then be approved by the pastor of the institution.</u></p> <p><u>This Advisory Council committee should also provide an annual inspection of the school/center to insure that the facility is safe and well-maintained.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Use of Facilities	08/15/92	3806
	AMENDED DATE:	DELETION DATE:
01/27/2007		
<p>Although school/center facilities belong to the entire school/parish community and should be available to them, responsibility and liability require that a delegated person supervise their use. This applies to activities during and outside of school hours and, especially, <u>needs to focus on safety and security.</u></p> <p><u>Any outside organization, requesting use of school/center facilities, must provide the required liability insurance set by the Diocesan Department of Administration and Finance and agree to adhere to all local guidelines set for the use of the facility.</u></p>		

POLICY DESCRIPTION:	ISSUE DATE:	SERIES:
Business and Non-Instructional Operations: Utilities/Energy Conservation	08/15/92	3807
	AMENDED DATE:	DELETION DATE:
<p>With the increasing cost of energy, it is imperative that the administrator, all school/center personnel and students be conscious of the efficient use of energy resources.</p> <p>Schools/centers are urged to contact their local energy supplier for free energy audits in order to reduce energy costs and conserve energy.</p>		