



3000.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

BUSINESS

DIOCESAN FINANCIAL POLICIES

All schools are to follow the directives in the most current edition of the Diocese of Columbus Financial Policy Manual.



3100.00

ELEMENTARY

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BUSINESS

BUDGET - ELEMENTARY AND SECONDARY SCHOOLS

All schools of the Diocese are to prepare an annual budget for school operation costs based on past expenditures and projected cost increases.

It is each individual secondary school's responsibility to fund all operating costs.

It is the responsibility of the parish(es) to assist with funding the operating costs for an elementary school and to fund all capital expenditures.

A copy of all school budgets is to be submitted to the Diocesan Office of Catholic Schools. The elementary and secondary schools must submit a preliminary budget by March 1 with a final budget due no later than September 15. It shall be the responsibility of the Diocesan Office of Catholic Schools to provide data, assist in the preparation of the budget, and act in a consulting capacity in refining the budget of each school.

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted _____

Reviewed 8/04, 3/09

Revised 12/75, 2/82, 3/89, 6/94, 8/99 8/14



3100.15

ELEMENTARY

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BUSINESS

REPORTING INCOME/EXPENDITURES FROM SCHOOL-RELATED ORGANIZATIONS

For budgeting and accounting purposes, money raised by school-related organizations shall be treated as Net Student Services Activities Income. This includes but is not limited to, home school associations and cafeteria programs.



3130.0

ELEMENTARY

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BUSINESS

PARTICIPATING MEMBERSHIP IN A PARISH

In order for a family to be acknowledged by the parish as a “participating member,” it is necessary that they:

- Are registered in the parish,
- Are recognized by the pastor as a family participating in the sacramental life of the parish,
- Contribute time and talent to the ministries of the parish,
- And in agreement with the pastor, they regularly contribute an appropriate portion of their annual income to the financial support of the parish.



3240.0

ELEMENTARY

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ELEMENTARY SCHOOL TUITION POLICY

Catholic schools do not simply offer an alternative form of education, but a unique form of education. It is one that is able to address the whole of the human person: intellectually, spiritually, psychologically, and socially. Additionally, it flows from the very life of the ecclesial community. Catholic education is the responsibility of the whole body of the Church. It is the response to the command of our Lord, “Go and teach all nations.”

There exists an uneven application of the current policy regarding subsidy paid from a parish when parishioners attend a school in another parish. Many sending parishes have expressed concern regarding how the amount of subsidy requested is determined. Many receiving parishes have expressed concern that they have had to use parish resources to subsidize students from other parishes.

All parishes are responsible for providing a Catholic school education to those who desire it. Cooperation is needed to implement the following process to determine parish subsidy.

1. The pastor or his designee from each sending parish is to be invited to meet with the pastor and principal of the receiving school regarding the school finances. This meeting is to include information on both current and projected operating costs, per pupil cost, and the proposed tuition.
2. Agreement is then to be reached that is acceptable to both the sending and receiving parishes regarding per student subsidy.
3. It may be necessary to adjust the tuition proposal in order to meet the needs of both the sending and receiving parishes.
4. In the event an agreement can not be reached, the appropriate subsidy shall be calculated as follows:
 - a. first child 35% of per pupil cost;
 - b. second child 45% of per pupil cost;
 - c. third child 55% of per pupil cost;
 - d. each additional child 55% of per pupil cost.



3240.05

ELEMENTARY

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ELEMENTARY SCHOOL TUITION RATES

In keeping with the tradition of the Catholic Church and especially from the Second Vatican Council document Declaration of Education.

“As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with the schools for the welfare of their children.” (8)

“This sacred Synod earnestly entreats pastors of the Church and all the faithful to spare no sacrifice in helping Catholic schools to achieve their purpose in an increasingly adequate way, and to show special concern for the needs of those who are poor in the goods of this world or who are deprived of the assistance and affection of a family or who are strangers to the gift of faith.” (9)

The Second Vatican Council encourages both parents and all the faithful to support Catholic education to the best of their abilities. The entire Church community is called forth to provide the support needed for those families that desire a Catholic education.

All billing for elementary school tuition must note:

1. cost per pupil for participating members or
2. cost per pupil for non-participating members
3. any difference between cost per pupil after subtracting “other school income” and tuition is to be listed as a grant from the parish



3240.05 (cont'd)

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ELEMENTARY SCHOOL TUITION RATES

In setting tuition rates for the school year the following formula is to be used:

- a. first child participating 65% of per pupil cost
- b. second child participating 55% of per pupil cost
- c. third and each other child participating 45% of per pupil cost
- d. each child non-participating 100% of per pupil cost

Realizing that school communities vary, schools not in compliance with this policy are to show progress toward meeting it.

Schools are strongly encouraged to participate in the FACTS tuition collection program.



3240.1

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WITHHOLDING OF STUDENTS' RECORDS WHEN FINANCIAL OBLIGATIONS ARE NOT MET

A school may choose not to release the permanent records of students whose financial obligations to the school have not been met. However, a statement of grade placement/credits earned, standardized test scores, proficiency test results, and health information must be released to the receiving school.

Unless an arrangement which is acceptable to both schools can be reached, a Catholic school shall not accept a student whose financial obligations to another Catholic school have not been met. It is the responsibility of the receiving school to verify with the sending school that all financial obligations have been met prior to accepting the student.



3240.2

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PARISH TUITION FOR DIOCESAN SECONDARY SCHOOLS

To qualify for parish tuition support, a student must be a member of a family recognized by the pastor as participating members of the parish pursuant to Policy 3130.0.

The per-student rate for parish tuition at each diocesan secondary school shall be reviewed annually.

OUTSIDE FRANKLIN COUNTY, the increase in parish tuition will be determined jointly by the feeder parishes, the local secondary school advisory board, the local school finance council, and the secondary school principal.

INSIDE FRANKLIN COUNTY, a recommendation to increase the parish tuition will be submitted to the Bishop by the superintendent no later than January 31 and is subject to his approval.



3240.25

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PARISH TUITION RECOGNITION

Secondary schools shall send a list of students for whom they are requesting parish tuition to each parish by May 15 for the following school year. The parish shall notify the secondary school if any student listed is not a participating member of their parish by June 15. By September 15 of the current school year an updated list shall be sent to the parishes. As of October 1 annually, all students recognized by the pastor will be guaranteed parish tuition for the school year which is in progress.

Students who enroll after the start of the school year are eligible for parish tuition. The amount shall be pro-rated. Likewise, if a student leaves the school at any time during the school year the parish tuition will be returned to the parish on a pro-rated basis.



3240.3

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TUITION COLLECTION

All elementary and secondary schools in the Diocese shall have a tuition collection policy. This policy must address but is not limited to the following topics:

1. Available payment plans
2. Definition of participating member status
3. Consequences of late payment
4. Consequences of non-payment
5. Statement that any student going from one school to another in the Diocese will be accepted only if all financial obligations are current at the sending school

The local policy shall be given to parents at the time of registration and included in the Parent/Student Handbook.

PLEASE NOTE:

Policy 3240.1 - "Withholding of Students' Records When Financial Obligations Are Not Met" also applies.

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 1/92
Reviewed 6/94, 3/09, 8/14
Revised 8/99, 8/04



3433.3

ELEMENTARY

POLICY

SECONDARY

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BUSINESS

CAPITAL REPAIR/REPLACEMENT/EXPANSION/H.S. CAPITAL FUNDRAISING

1. The diocese is not financially responsible for capital expansion on current diocesan schools.
2. Every contract exceeding \$10,000 **at the secondary level**, including leases, **whether paid for by the school funds or donated completely** must be approved by the principal, **and he or she must have sought advice from the finance committee** and local school advisory board and be sent to the Episcopal Moderator of Catholic Education and Superintendent of Schools (School Superintendent) for approval.
3. Contracts exceeding \$10,000 but less than \$50,000 **at the secondary level** including leases, must also have the approval (be signed off on) of the School Superintendent, Director of Facilities, and the Diocesan Director of Finance.
4. **All capital fundraisers**, contracts and leases, regardless of term, totaling \$50,000 must be approved **by those listed in item three** and must be signed by the Bishop.
5. **All capital fundraisers, contracts**, any capital expansion **program initiated by a secondary school** must first have specific approval of the Bishop.
6. Each secondary school will submit annually to the Office of Catholic Schools and Finance Office a capital repairs/replacement budget.
7. Emergency capital repair/replacement items will be dealt with on an individual basis.



3433.5

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SCHOOL MERGERS/CLOSING

1. Each school's future must be considered separately and distinctly, taking into consideration all factors available as options to closing.
2. Every viable alternative to school closing will be investigated prior to closing a secondary school.
3. Every effort will be made to keep each secondary school open and viable. If it is determined that a school is not viable because it does not meet the criteria established by the Diocese, consideration will be given to merging the closing school with another existing school.
4. Diocesan Tuition Assistance incentives will be provided to students enrolled in the closing school to enroll in another Catholic school, according to Diocesan policy 5117.0.
5. Every effort will be made to maintain a secondary school located outside of the Franklin County area where no other Catholic secondary school is present.
6. Financial costs for closing a school shall be the responsibility of the closing school.

Office of Catholic Schools
Catholic Diocese of Columbus

Adopted 5/91
Reviewed 6/94, 3/09, 8/14
Revised 8/99, 8/04



3510.0

ELEMENTARY

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BUSINESS

FACILITIES

The school's facilities shall accommodate the enrollment, support the school's philosophy and goals, and make possible the implementation of the courses of study.

First aid facilities and space for temporary placement or isolation of injured or ill pupils shall be provided. Facilities and grounds shall be well-maintained, free from hazards, and compliant with environmental, fire and safety laws and regulations. Compliance shall be evidenced by:

- (a) reports of annual school fire inspections as conducted by the appropriate local authority and
- (b) reports of annual school health inspections as conducted by the appropriate local authority.

Each school shall comply with federal asbestos control requirements in cooperation with the Diocese.



3510.1

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BUS/VEHICLE IDLING

Diesel engine idling in excess of five minutes in school loading zones shall not be permitted unless the operation of a wheel chair lift is required.

As a general rule buses should be moving whenever the engine is on. The engine should be turned off as soon as possible after arriving at loading or unloading areas. The school bus should not be restarted until it is ready to depart.

No vehicle or gas-powered equipment shall idle near outside intakes, entrances or exits or where buses are loading and unloading students.



3510.2

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RADON TESTING

All existing school buildings should be tested for radon every five years. Increased radon levels increase the risk of lung cancer.



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ASBESTOS MANAGEMENT

In the late 1980's all buildings in the Diocese were inspected and a management plan was developed. Management plan records shall include evidence of re-inspection for asbestos at least every three years, and evidence of periodic surveillance within the last six months. Annually parents and employees are to be notified that the asbestos management plan is available for review if requested.



3510.4

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SCHOOLWIDE SAFETY/CRISIS MANAGEMENT

All Schools will comply with the procedures outlined in the Emergency Operations Plan for the Diocese of Columbus Schools.

- Schools will annually complete and submit the Safety and Security Form
- Submit annual “team emergency” assignments
- Follow communication/notification protocol for Diocesan Offices
- All administrators/teachers maintain current NIMS(National Incident Management System) training
- Every other year complete the Diocesan Safety and Security Survey of Readiness Self Assessment
- Annually contact and communicate with local First Responders
- File current building designs with the Ohio Attorney General’s Office
- Maintain State and Diocesan Drill Schedule
- Annual training of teachers, staff and students



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CHEMICAL HYGIENE PLAN

Each school shall have a plan which sets forth procedures and practices that protect employees and students from health hazards presented by hazardous chemicals used in schools. Protocol for Hazardous Material Release both inside and outside the building is section 2-25 of the Emergency Operations Plans for the Diocese of Columbus Schools.



3510.7

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PEST MANAGEMENT PLAN

Efforts to protect human health must be put in place by a locally developed Integrated Pest Management Plan. The plan shall include regular monitoring, identification, and treatments. Ohio schools must notify parents and staff of an upcoming pesticide treatment and maintain notification records for a year. Only licensed applicators or trained service personnel may apply pesticides.



3510.8

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WATER LINE FLUSHING

Structures established before 1986 are more likely to have lead pipes, fixtures, and solder. Schools shall establish a flushing protocol to minimize the amount of lead deposited into water sources. Lead in drinking water may cause a variety of adverse health effects.



3513.1

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USE OF SCHOOL PROPERTY FOR NON-SCHOOL/NON-PARISH PURPOSES

Authorized personnel may make school facilities available for non-school or non-parish events provided that the school is reimbursed by the individual or group for any costs incurred; adequate supervision and insurance is assured; and the individual or group accepts responsibility for all damages. These conditions may be further restricted by the pastor and/or principal or the Bishop. The school will secure a written agreement with the individual or group using the facilities.

The loan of school vehicles for non-parish use is prohibited.



3520.0

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INCIDENT REPORTS

All serious incidents involving injury that could result in possible liability are to be reported immediately to the superintendent. All written notes including the incident report for serious injuries are to be sent to the superintendent as soon as possible following the incident.

No written communication is to be released to anyone other than the superintendent unless directed by the Diocesan Insurance Office or diocesan lawyer.

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 3/06
Reviewed 3/09, 8/14
Revised



3610.0

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MANAGEMENT OF SCHOOL ACCOUNTS

All money raised in the name of the school or its auxiliary organizations must be deposited in school-controlled accounts. The principal's signature must be included among the authorized signatures for all school-related accounts. Such accounts are subject to supervision by the principal (and/or at the elementary level, the pastor) and by Diocesan audit. Any school-sponsored organization whose records are kept by someone other than the school's bookkeeper (or, at the elementary level, the parish's bookkeeper) shall be required to submit financial reports to the school on a monthly basis.

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 5/83
Reviewed 6/94, 8/04, 3/09, 8/14
Revised 3/89, 8/99