



**Diocese of Little Rock  
Office of Catholic Schools**

**Policies and Procedures Manual**

**5.00 ADMINISTRATION**

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## **RIGHT TO AMEND**

The Diocese of Little Rock Office of Catholic Schools reserves the right to amend at any time this policy manual, which is not a contract. School principals will be given prompt notification of any amendments.

## **5.01 ADMINISTRATOR**

For each school, the principal is entrusted with the proper administration of the school and in coordination with the pastor is responsible for the success of all its programs, activities, and initiatives.

As the school's spiritual leader under the direction of the pastor, the principal must also be able to maintain and strengthen the school's Catholic identity, practice, culture, and faith formation of students and staff.

The principal shall ensure that all policies and procedures of the *Diocesan Manual of Policies and Procedures for Catholic Schools* are followed.

## **5.02 ARKANSAS LAWS PERTAINING TO PRIVATE EDUCATION**

All schools shall abide by the Arkansas laws pertaining to private education. The laws can be found on the Arkansas Non-Public School Accrediting Association (ANSAA) website.

## **5.03 DIOCESAN MANUAL OF POLICIES AND PROCEDURES FOR CATHOLIC SCHOOLS**

*The Diocesan Manual of Policies and Procedures for Catholic Schools* shall govern all Diocesan schools in the Diocese of Little Rock.

- Copies of the policy manual are available through the Diocese of Little Rock Catholic Schools Office website.
- Pastors, principals, teachers, and school boards will be familiar with the sections pertaining to their areas of responsibility.
- Sections of the manual will be used for staff development throughout the school year.

## **5.04 FOUNDATIONAL DOCUMENT**

Each school will have a Foundational Document for their school. The Foundational Document includes the following statements:

- Mission
- Philosophy
- Vision
- Profile of a Graduate at Graduation

## **5.05 CALENDAR**

The Office of Catholic Schools provides a school calendar which includes the required number of instructional hours established by the Arkansas Department of Education and Arkansas Non-Public Schools Accrediting Association (ANSAA). Any changes to a school's calendar must be approved by the superintendent.

## **5.06 FACULTY HANDBOOK**

All schools shall have a handbook for the faculty and staff containing the policies and procedures that pertain to them. The faculty and staff must sign a form to indicate that they have received, read, and agree to abide by the policies contained in the school's faculty handbook.

## **5.07 STUDENT/PARENT HANDBOOK**

All schools shall have a handbook which contains the school's policies for students and parents. Diocesan policy supersedes the local school handbook in the case of any conflict between the two.

Students and parents/guardians must verify annually that they have received, read, and agree to abide by the policies contained in the school's student/parent handbook.

## **5.08 CURRICULUM AND TEXTBOOKS**

All elementary schools in the Diocese of Little Rock will utilize the *In Spirit and Truth* curriculum guide using textbooks and resources that support the curriculum.

High schools will follow the Arkansas Department of Education's or the Arkansas Non-Public School Accrediting Association graduation course requirements.

All religion books used in the Catholic schools must be included in the Conformity Listing of Catechetical Texts and Series found on the United States Conference of Catholic Bishops (USCCB) website.

## **5.09 PROFESSIONAL ORGANIZATIONS**

Schools are encouraged to join professional organizations and subscribe to professional journals.

### **5.09.1 National Catholic Educational Association (NCEA)**

The Office of Catholic Schools recommends the schools in the Diocese have a membership with NCEA.

### **5.09.2 Arkansas Non-Public School Accrediting Association (ANSAA)**

The Office of Catholic Schools requires that the schools in the Diocese have an accredited or associate membership with ANSAA.

## **5.10 PRINCIPALS' IN-SERVICE**

The Office of Catholic Schools will provide support to the school administrators.

- All principals are required to attend the principals' retreat prior to the beginning of the school year, the Annual Catholic Schools Professional Day, and a mid-year in-service conducted by the Office of Catholic Schools.
- The Office of Catholic Schools will keep the principals informed of current professional information.

## **5.11 STAFF DEVELOPMENT**

- All new employees must attend an orientation.
- School administrators will schedule and offer staff development for their employees based on the needs of their school.

- All teachers will participate in the Annual Catholic Schools Professional Day provided by the Office of Catholic Schools.
- It is the employee's responsibility to submit his/her hours of professional development to the principal. The principal will keep a copy of the record in the employee's personnel file or in the FACTS information system.

### **5.12 TEACHER CODE OF ETHICS**

All teachers holding a current Arkansas teacher's license are required to view the Code of Ethics video found on the Arkansas Department of Education website.

### **5.13 STUDENT ATTENDANCE**

Students must attend school and conform to the attendance policies established by the school. When students arrive late or depart before the close of the school day, a record will be kept including date, time, and reason for being tardy or departing early. Accurate records of student attendance must be kept and retained permanently.

### **5.14 LOCAL CONSULTATIVE SCHOOL BOARD**

Each parochial and Diocesan school in the Diocese of Little Rock shall have a consultative school board in accordance with the guidelines set forth in the *Diocesan Manual of Policies and Procedures for Catholic Schools*.

### **5.15 PARENT-TEACHER ORGANIZATION**

The Office of Catholic Schools recommends that each parochial and Diocesan school establish a parent-teacher organization. This organization will function in accordance with the following Diocesan regulations:

- Membership in the parent-teacher organization will consist of the pastor, principal, teachers, and parents and/or guardians of the students.
- Each organization will follow the constitution and bylaws based on guidelines furnished by the Office of Catholic Schools.
- Program needs will be determined based on the needs of the school as outlined by the principal, school board, and long-range plans. The principal and/or pastor have final approval of all programs and fundraising.

### **5.16 ATHLETIC PROGRAMS**

Any athletic program or athletic support group must be under the direct supervision of the principal and have approval of the pastor.

- A qualified person will direct the athletic program.
- All adults (volunteers and employees) working with the students in the athletic program must complete the *Diocesan Safe Environment* program.
- The Diocesan Parent Permission Form must be completed and signed by a parent and/or guardian before a student is allowed to participate.

- A yearly physical examination or written statement from a licensed health care provider will be required before a student is allowed to participate.
- Adequate and safe equipment will be available and used for athletic activities.
- Competitive athletic activities on the junior high or secondary level will be conducted by a qualified coach and will conform to the regulations of the Arkansas Activities Association.
- Any elementary or secondary school with a cheerleading program must have a qualified person to supervise. All cheerleading programs must follow the rules and regulations from the National Cheerleading Association.
- In accordance with the fiscal responsibility mandated by civil and canon law, booster clubs and other school organizations will practice good stewardship in the reporting and expenditures of funds.

Schools may have other requirements for students to participate in athletic programs and for parent(s) and/or guardian(s) to work with the students.

### **5.17 BEFORE AND AFTER SCHOOL AND SUMMER CHILDCARE PROGRAMS**

The Office of Catholic Schools requires that all before and after school and summer childcare programs be licensed and registered with the Division of Childcare and Early Childhood Education at the Arkansas Department of Education.

### **5.18 SCHOOL REPORTS TO THE OFFICE OF CATHOLIC SCHOOLS**

The principal is responsible for providing all information and reports that are required to the Office of Catholic Schools including:

- NCEA Standard School Survey Form
- Annual Diocesan Report Forms
- School Budget
- School Endowment Report

### **5.19 PER STUDENT ASSESSMENT**

Each Catholic school in the Diocese of Little Rock shall remit to the Diocesan Office of Finance the per student assessment for all students that is established annually by the Office of Catholic Schools in consultation with the Diocesan Board of Education.

### **5.20 SCHOOL RECORDS**

Each school shall maintain records essential to effective school administration. These records will be available to the superintendent upon request.

#### **5.20.1 Student Health Records**

Schools are required to keep health records of immunizations for each student. Immunization information may be kept on the student's health record or by entering the information into the FACTS student information system. The health records will transfer with the student if he/she transfers to another school.

### **5.20.2 Student Permanent Records**

Schools are to maintain a cumulative permanent record for each student, including attendance, grades, standardized test results, and years that they attended the school. These records must be kept in a fireproof storage unit or electronically and never destroyed.

Permanent Records must accurately reflect the name and identity of the alumnus/alumna during the time in which they were enrolled at and/or graduated from the school. If after leaving a school, a student or an alumnus/alumna changes their legal name, requests new versions of their official school documents, and presents legal documentation of the name change, then the official school documents are to be re-issued in the following format: “Original Name, a.k.a. New Legal Name.” This will satisfy the need to connect the new name with the name appearing on the student records produced during the time that the student was enrolled in the school.

### **5.20.3 Employee Personnel File**

A personnel file for each employee will be kept in a secure location. The file should include:

- Application
- Resume
- Reference documentation
- Job description
- Years of service (include all places where employee has worked)
- Signed and dated evaluations/assessments and growth plans for current and past years
- Education verification (teaching licensure, college transcripts, etc.)
- Contract or Summary of Employment
- Copy of state employee withholding tax form
- Copy of federal employee withholding tax form
- Copy of insurance enrollment forms
- Catechist certification (if applicable)
- Record of in-service hours
- Deficiency plan (if applicable)
- Employee emergency contact form
- Employee change of benefit form (completed when person leaves)

Items to be kept in a separate file on each employee (if applicable):

- I-9 form
- Investigative records: discrimination complaint information, legal case data, accusations of policy/legal violation
- Security clearance investigation records: personal criminal or arrest records
- Workers’ compensation forms and documents
- Medical records: physician records of examination, including drug screening and anything listed in HIPAA guidelines
- Timesheets for non-exempt employees



#### **5.20.4 Record Retention**

The record retention policies of the Diocese of Little Rock will be used in determining the length of time for retaining specific records. In the absence of such diocesan policies, or if questions arise, contact the Office of Catholic Schools.

### **5.21 HEALTH**

#### **5.21.1 Communicable Diseases**

Should a faculty member or student be suspected or confirmed of having a communicable disease as defined in the Arkansas Department of Health Rules and Regulations Pertaining to Reportable Disease, it should immediately be reported to the Arkansas Department of Health. Designated school personnel will notify other parents and/or guardians and faculty only if necessary to contain the disease.

#### **5.21.2 Scoliosis Screening**

All schools will conduct an annual scoliosis screening program in accordance with regulations promulgated by the State Board of Health. Screeners should be licensed physicians or individuals trained by a certified scoliosis instructor.

Girls in the sixth grade and boys and girls in the eighth grade shall receive a scoliosis screening each year.

Parent(s) and/or guardian(s) must notify the school in writing if they do not wish for their child/ren to be screened.

#### **5.21.3 Vision and Hearing Screening**

It is recommended that schools conduct an annual vision and hearing screening for students. Qualified volunteers may be used to conduct this annual program. It is recommended that students in grades kindergarten, first, third, fifth, and seventh and all new students be screened for vision and hearing impairments. The results of the screening are to be recorded on the student's health record. Parent(s) and/or guardian(s) are to be notified in writing if further evaluation is needed by a physician.

#### **5.21.4 Students with Medically Complex Conditions**

Schools accepting students with a medically complex condition, defined as "a health condition that can put the child in danger of death during the school day or that requires close monitoring," will work with the family of the student and the health care professional to devise a plan of support. The plan will be signed by a school official and the student's parent(s) and/or guardian(s). This plan shall be kept on file and updated annually or as needed.

## 5.22 CONFIDENTIAL RECORDS

A student's records are confidential and will be open only to professional staff, the student if he/she has attained the age of eighteen (18), or the student's parent(s) and/or guardian(s) at a time mutually agreed upon with the principal.

- Both custodial and non-custodial parents may inspect their child's school records in the presence of the principal or designee unless there is a court order or decree restraining a parent from such contact.
- Parent(s) and/or guardian(s) should sign a release to have student records forwarded to another school.
- Upon request, parent(s) and/or guardian(s) may be given a copy of the student's records to carry to another school.
- High school graduates' completed scholastic records will be sent to their designated colleges.

## 5.23 TRANSFER STUDENTS

- Permanent record/transcripts and immunization records are required for admission of transfer students. If records have not been received within thirty (30) days after accepting a transfer student, the school may dismiss the student.
- Students accepted are on probation, both academically and socially.
- Students transferring to secondary schools and participating in sports must follow the guidelines set forth by the Arkansas Activities Association (AAA).
- Schools will forward a student's educational records to other educational institutions that have requested records, provided all financial accounts have been cleared and the withdrawal process has been completed. Each school should have a policy regarding collection of unpaid fees and tuition in its student handbook.

## 5.24 WITHDRAWAL OF STUDENTS

All schools, public and private, must notify the Department of Finance and Administration when a student fourteen (14) years of age or older is no longer in school. (Ark. Code Ann. § 6-18-22)

## 5.25 OPENING OF SCHOOLS

An elementary or secondary school may be opened only with the expressed written permission of the Bishop of Little Rock.

- The discussion of opening a school or grade may be initiated on a parish or a Diocesan level.
- When initiated on a parish level, the request must be made in writing to the superintendent of schools, who will submit it to the Bishop along with recommendations.
- Preliminary studies will be conducted before any request is submitted.
- The decision to open will be announced no later than January of the current school year.

## 5.26 DISCONTINUANCE OF SCHOOLS

An elementary or secondary school may be discontinued only with the expressed written permission of

the Bishop of Little Rock.

- The discussion of discontinuing a school or grade level may be initiated on a parish or Diocesan level.
- When initiated on a parish level, the request must be made in writing to the superintendent of schools, who will submit it to the Bishop along with recommendations.
- Preliminary studies will be conducted before any request is submitted.
- The decision to discontinue a grade or a school will be announced no later than February of the current school year unless there are extenuating circumstances.

### **5.27 WITHDRAWAL OF RELIGIOUS STAFF FROM A SCHOOL**

When a religious community finds it necessary to withdraw from a Diocesan or parish school or from a community-owned school, they will make this decision known to the Bishop and the superintendent of schools.

- The announcement will be considered official only when it comes from the religious superior of the community.
- The religious superior will notify the pastor at least one year prior to such withdrawal unless there are extenuating circumstances.

### **5.28 FLAG REGULATIONS**

It shall be the duty of the school authorities of every school, public or private, in the state to procure a suitable United States flag, flag staff, and the necessary appliances thereto, and to request that such flag be displayed with the proper courtesy upon, near or in the school buildings during the hours of session and at such other times as the said school authorities may direct. (Ark. Code Ann. §6-16-106)

### **5.29 STUDENT SUPERVISION**

The principal will educate the staff about the responsibility of supervising the students at all times. The fact that supervision is both physical (in close proximity) and mental (paying attention to the students) should be stressed.

Rules and procedures should be in place for students to follow in the emergency absence of the supervising staff.

### **5.30 SAFETY**

Proper measures will be taken to ensure the maximum protection of the personnel and students against all types of injuries which could occur in the school or on any part of the school property.

- First-aid supplies will be available.
- Janitorial and other hazardous supplies must be stored in suitable areas.
- Regular checks for fire hazards will be made and any threats should be removed.
- Fire extinguishers and other means of fire control will be accessible and kept in working order.
- All exits will be noted with illuminated exit signs and exit doors will be equipped with crash bars.
- Evacuation plans are to be posted in each room near exit doors.
- Schools shall have emergency medical care information on all personnel and students.

- Schools should establish a means of documenting, investigating, and reviewing accidents and injuries to help correct safety hazards and evaluate current safety practices.
- Schools that serve lunches must have a current Food Establishment Permit from the Arkansas Department of Health.
- All doors to the school building shall be locked.
- Classroom doors will be locked when children are present in the classroom.

#### **5.30.1 Fire Drills**

According to state law, all schools are to conduct one fire drill each month. (Ark. Code Ann. §6-10-110) The results of the fire drills are to be recorded and a copy of the results must be forwarded to the Office of Catholic Schools at the end of each school year. Preschool, summer, and after care programs must conduct a monthly fire drill.

#### **5.30.2 Tornado Drills**

Each school will conduct at least two tornado drills during the school year. Safe shelter areas should be designated on the ground floor and away from windows, if possible. The results of the drills are to be recorded and included in the fire drill record that is forwarded to the Office of Catholic Schools. Preschool programs must conduct a monthly tornado drill.

#### **5.30.3 Intruder Drills**

Each school will conduct at least two intruder drills during the school year. Safe shelter areas should be designated and a procedure for accurate accounting of students in place.

#### **5.30.4 Crisis and Response Plan**

Each school shall have a crisis and response plan for emergencies including but not limited to fire, earthquake, tornado, intruder, abduction, and gas leak. Procedures for these emergencies should be reviewed and practiced on a regular basis.

In the event of a crisis, the principal will inform the Office of Catholic Schools and/or the Diocesan Chancellor for Administrative Affairs.

### **5.31 STUDENT ACCIDENTS/INJURIES**

Schools should establish a protocol to provide basic first aid for students and staff who are injured during school hours.

All student accidents or injuries must be documented and reported to the parent(s) and/or guardian(s). Documentation must be kept on file. When communicating with the parent(s) and/or guardian(s), the schools are not to admit liability or make promises regarding payment of any medical bills.

If warranted, emergency personnel will be contacted. If a child is transported to a hospital or other medical facility and a parent and/or guardian cannot be present, a member of the school staff must accompany the child until a parent and/or guardian arrives. Parent(s) and/or guardian(s) will be responsible for the payment of emergency transportation.

### **5.32 TRESPASSING**

Persons disturbing private schools by their conduct or trespassing on school grounds during recess or while school is in session are guilty of a misdemeanor. (Ark. Code Ann. § 6-21-606)

### **5.33 LOITERING**

Strangers are not permitted to loiter in or near a school building. A law enforcement officer should be called if a person persists after being asked to leave. A person commits the offense of loitering if he/she: lingers, remains, or prowls in or near a school building not having any reason or permission from anyone authorized to grant the same. (Ark. Code Ann. § 5-71-213, 6-21-607 and 6-21-606) Persons loitering on or near private school grounds during school hours or at any school-sponsored activities after regular school hours without any lawful purpose are guilty of a misdemeanor.

### **5.34 DRUG-FREE AND SMOKE-FREE WORKPLACE**

All school buildings and campuses are declared drug-free and smoke-free (which includes vaping and electronic cigarettes). Appropriate action will be taken against anyone who violates this policy.

### **5.35 VISITORS/PARENT(S) AND/OR GUARDIAN(S)**

All visitors including parent(s) and/or guardian(s) are to sign in at the school office when entering the building for any purpose and sign out upon departure. Any visitor or parent and/or guardian wishing to observe a classroom must have approval from the principal prior to arriving at school for a visit.

### **5.36 NON-CUSTODIAL PARENTS**

- It is required that the custodial parent provides the school with an official, current copy of the court-ordered documents outlining child custody and visitation agreement.
- Non-custodial parents are not to use the school as a meeting place to visit with their child(ren). The school will follow the rights for the non-custodial parent(s) that are outlined in the court order.
- If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of that parent.
- The superintendent will assist principals and teachers as needed with child custody disputes.

### **5.37 PARENT SEX OFFENDERS**

Refer to the Diocesan Sex Offender Policy which can be found at:

<https://www.dolr.org/sites/default/files/documents/safe-environment-registered-sex-offenders-policy.pdf>

### **5.38 CHILD ABUSE INVESTIGATIONS**

Law enforcement officials shall be allowed access to public and private school records during the course of a child abuse investigation. School officials cannot deny them access to a student's records. (Ark. Code Ann. §12-12-508)

### **5.39 COLLECTIONS AND FUNDRAISING**

Collections and fundraising will be presented to the school board and must be authorized by the pastor and/or principal.

### **5.40 SOLICITORS**

No one is allowed in the school building or on the school property to solicit or request signatures for a petition unless authorized by the pastor and/or principal.

### **5.41 ARRIVAL/DEPARTURE PROCEDURES**

Schools should develop and implement a policy for safe arrival and departure procedures, including the supervision of students.

### **5.42 FIELD TRIP AND OFF-CAMPUS ACTIVITIES**

#### **5.42.1 Field Trip Purpose and Procedures**

- The principal is responsible for the coordination of all activities of the school, including student activities outside the school building or school day. If delegated, it should be clearly stated who is responsible for the event.
- The principal is responsible for establishing clearly defined procedures for collection and use of field trip funds. All funds must be deposited in the parish/school account.
- The principal must approve any school-sponsored activities. These activities must have a clear purpose, be carefully planned, and be well supervised by certified staff. For such activities, all the areas of responsibility should be clearly defined.
- The principal must ensure that adequate supervision is provided by at least one certified faculty member for all school-sponsored activities and field trips. In elementary schools, a ratio of not less than one adult for each group of 5 to 8 children should be arranged. The adult/student ratio should be smaller for younger students.
- A field trip must have the enrichment of the curriculum as its core purpose and must be carefully planned as an extension of the classroom experience.
- The principal, as the responsible school administrator, must follow the established transportation policy, have drivers complete the Field Trip Driver Information Sheet, and keep these documents on file in the school office. All drivers shall have completed the Safe Environment Drivers Training Module.
- Permission slips should be retained for one year after the trip. If a chartered bus is used for transportation, principals must keep a copy of the signed contract on file in the school office.
- Verbal permission to travel on a field trip is not permitted. Permission must be documented on the Diocesan approved field trip form. Completed forms received by fax or email are acceptable.

- The principal always reserves the right to exclude a student from participation in a field trip.
- The only children allowed to attend a field trip are those for which the field trip is planned. Any exceptions must be approved by the principal.
- Further procedures to be observed when sponsoring field trips are available from the Office of Catholic Schools.
- All policies regarding Safe Environment, including background checks, apply to attending adults.

The following forms must be retained in the school office:

- Field Trip Request Form
- Driver Information Form
- Original Parent/Guardian Liability Waiver and Consent Form
- Original Volunteer Medical Release Form

Copies of the following forms to be taken on the field trip include:

- Parent/Guardian Liability Waiver and Consent Form
- Volunteer Medical Release Form
- Incident Investigation Report Form

#### **5.42.2 Overnight Field Trips**

Overnight field trips are highly discouraged. Requests for exceptions must have approval from the pastor and be submitted to the Diocesan superintendent. Overnight trips must meet guidelines from Catholic Mutual Youth Trips involving overnight stay. Contact the Office of Catholic Schools for approval prior to planning an overnight trip.

#### **5.42.3 Private Passenger Vehicles**

The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately-owned and driven:

- The driver must be at least 21 years old.
- The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair their ability to drive the vehicle safely.
- The vehicle must have a valid and current registration and valid and current license plate.
- The vehicle must be insured by the driver at the minimum limits required by Arkansas Law. The diocese recommends \$100,000 per person/\$300,000 per occurrence.
- The Driver Liability Form must be signed by any adult that will be driving and a copy of proof of insurance and driver's license will be provided to the school.
- Students must wear seat belts at all times.
- Students under 6 years of age and/or 60 pounds must be strapped into an appropriate child safety restraint.
- Teachers should not be drivers for field trips.
- Drivers must complete the Safe Environment Drivers Training Module.
- Maximum number of consecutive miles driven will not exceed 250 miles per driver without at least a 30 minute break.
- Daily maximum miles driven will not exceed 500 miles per vehicle.

## **5.43 BUSES**

Prior to purchasing a bus, the principal shall consult with the Diocese of Little Rock concerning insurance and safety regulations.

### **5.43.1 Bus Driver Certification**

A driver or operator of a school bus, shall comply with all laws, rules and regulations pertaining to school bus drivers or operators.

## **5.44 CHILD TRANSPORTATION ALARM**

All agencies or childcare facilities licensed by the Arkansas Department of Education that transport children must have a child safety alarm device installed on vehicles designed or used to transport more than seven passengers and one driver. (Act 1979/SB 465)

## **5.45 SCHOOL ZONE WIRELESS TELEPHONE USE**

A driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building, except for emergency purposes. (Ark. Code Ann. §27-51-1609)

## **5.46 INTERNET, ELECTRONIC MAIL, AND SOCIAL NETWORKING POLICY**

All schools will use the Diocesan Internet, Electronic Mail, and Social Networking Usage Policies.

- Employees are required to sign the acceptable use form for employees.
- Parent(s) and/or guardian(s) are required to sign the acceptable use permission form.
- Students are required to sign the acceptable use form for students.

## **5.47 FINANCES**

### **5.47.1 Operating Account**

- School financial accounts should be kept separate from church finances so a full accounting can be determined of the cost of operating the school.
- A school, including all organizations that use the school's tax ID number, must maintain only one operating checking account.
- All schools must have a sound checks and balances process.
- Schools will utilize a software program with a chart of accounts to record all income and expenses. The program should allow the budgeted and actual year to date amounts for each line item to be reported for comparison on the monthly financial statement.
- Arkansas state law requires that an entity must maintain a separate checking account for bingo and raffle activity. (Ark. Code Ann. § 23-114-501)
- Capital campaign contributions, endowments, or other restricted gifts should be deposited into an account separate from the operating account. Accounts for this purpose are available through the Diocesan Office of Finance which oversees the Parish Deposit and



Loan Fund. If local accounts are used, adequate controls must be established for withdrawals from such accounts and all donor restrictions must be followed.

- The pastor must be a signatory on all school checking and investment accounts. At least one alternate signatory should be established and approved by the pastor. The alternate signatory should not have responsibility for preparing the checks or reconciling the accounts.
- The use of a check signing machine or signature stamps is prohibited.

#### **5.47.2 Budget**

- Preparation of budgets should begin in January. In August, the budget should be reviewed and modified based on the current enrollment.
- The school board assists the principal in preparing the school budget and recommends tuition rates, fundraising, and parish subsidy.
- The parish subsidy request is presented to the pastor and the Parish Finance Council for approval.
- Final approval of the budget resides with the pastor.
- All schools will submit a budget to the Office of Catholic Schools with the annual reports in September. The budget should reflect realistic income and expense figures.
- In budgeting for scholarships, a third-party company will be used to assess student scholarship applications.

#### **5.47.3 Financial Reporting**

- A monthly financial report shall be presented at each school board meeting.
- The fiscal year begins July 1 and ends June 30. A yearly financial report including revenue and expenses is required as part of the annual Parish Financial Report to the Diocesan Office of Finance. This report is due by September 1.

### **5.48 COMPLAINTS**

Any person feeling aggrieved concerning any matter connected with the school will contact the individual involved before discussing it with other patrons. School board members should not attempt to solve a problem but should refer the aggrieved person to the appropriate person and contact the principal.

- If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
- If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
- If the problem is still not resolved, the person will contact the pastor to discuss the matter.
- If no solution is found to the problem, the matter will be referred to the superintendent.