

**DIOCESE OF CHARLOTTE  
CATHOLIC SCHOOLS  
POLICIES AND REGULATIONS**

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Revised 10/03

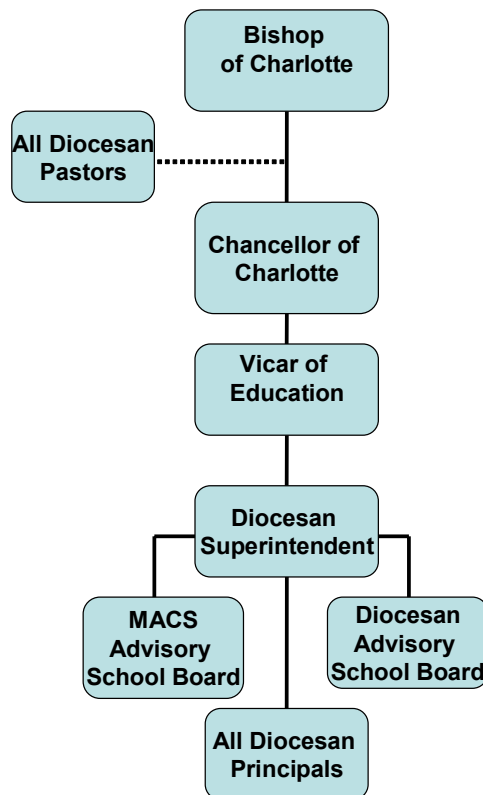


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# POLICY 1100.0

## ORGANIZATIONAL CHARTS/LINES OF RESPONSIBILITY

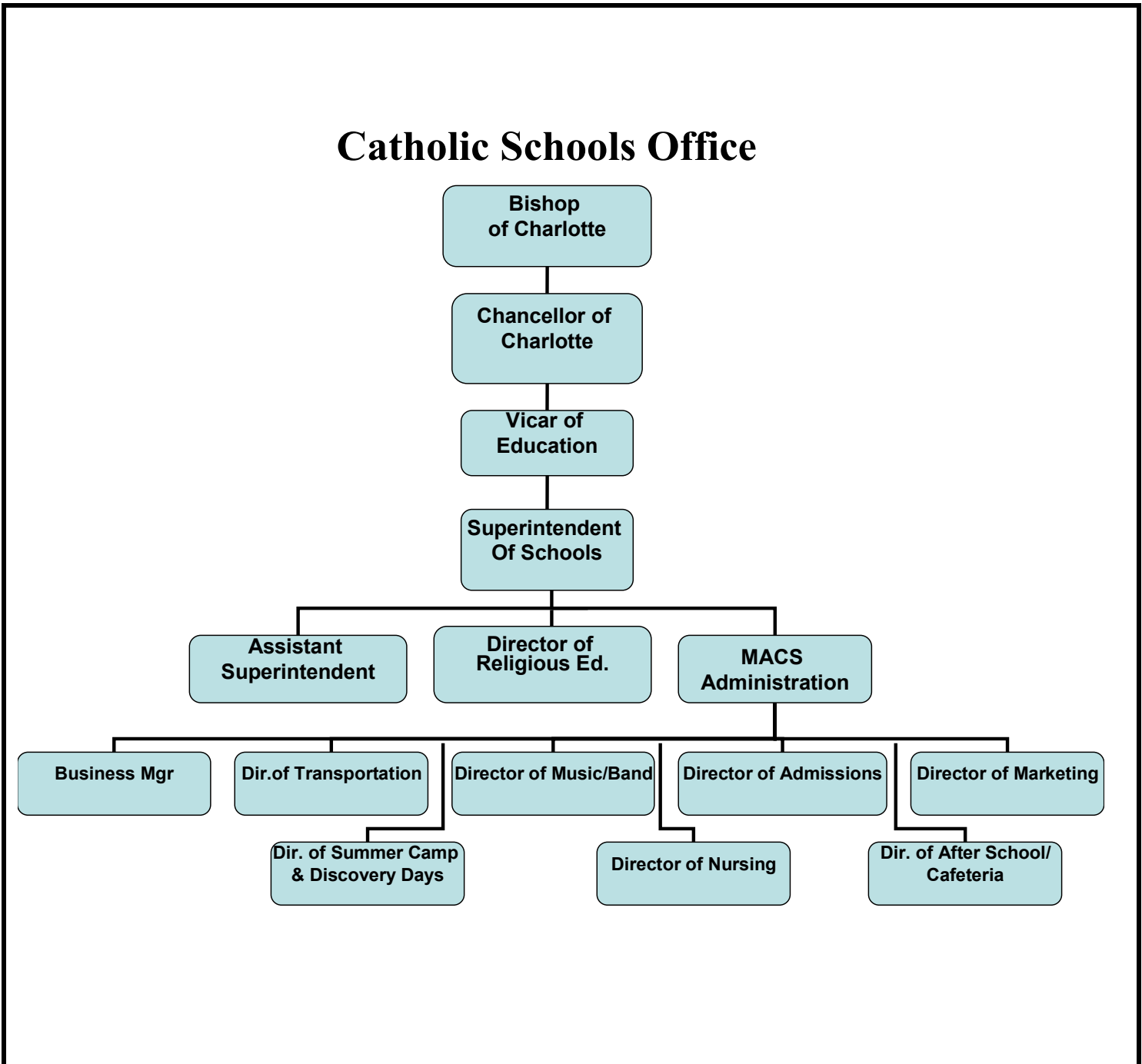
### Diocesan Catholic School Governance





**POLICY 1100.0**

**ORGANIZATIONAL CHARTS/LINES OF RESPONSIBILITY**

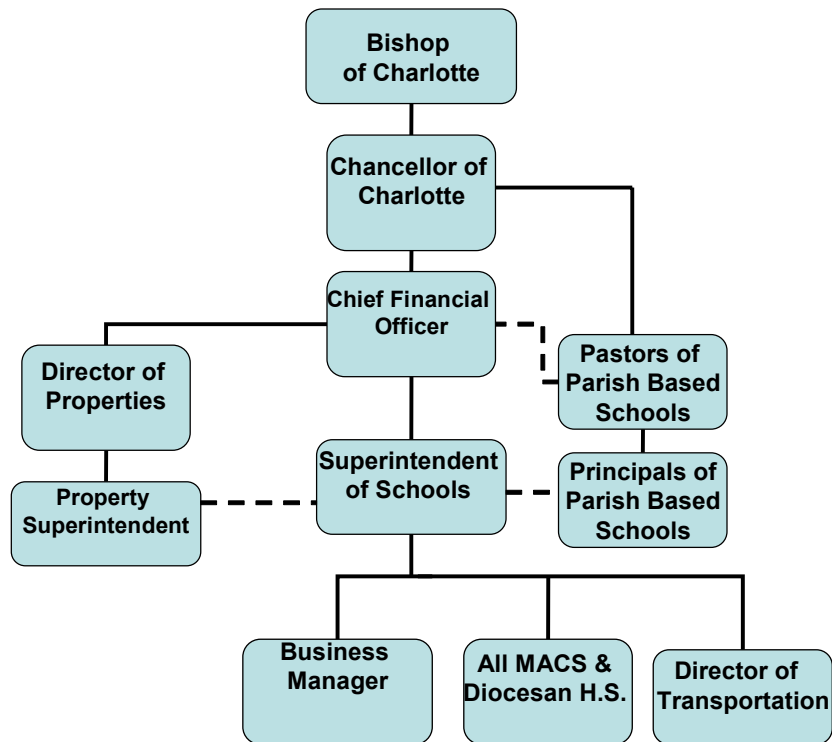




# POLICY 1100.0

## ORGANIZATIONAL CHARTS/LINES OF RESPONSIBILITY

### Diocesan Financial Management





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## **POLICY 1101.0**

### **PUBLIC RELATIONS AND COMMUNICATION WITH THE PUBLIC**

The Diocesan Board of Education and Parish or Inter-Parochial Boards of Education/Education Commission will have appropriate lines of communication.

It is the function of the Diocesan Board of Education and Parish or Inter-Parochial Board of Education/Education Commission to communicate their policies and programs, as well as goals and expectations, to each other and ultimately to their various publics, when appropriate.

The Diocesan Board of Education, in conjunction with the local boards/commissions, will use every opportunity to inform its publics of the activities and the importance of all phases of Catholic School Education.

Any announcement pertaining to Catholic School Education for the entire Diocese is to be made by the Superintendent of Schools.



## **REGULATION 1101.0**

### **PUBLIC RELATIONS AND COMMUNICATIONS WITH THE PUBLIC**

The Diocesan Board of Education and Parish/Inter-Parochial Boards of Education/Education Commission, through the Superintendent or Principal, will inform their publics through written communication concerning:

- A. The goals of the Board/Education Commission
- B. The policies adopted
- C. The programs to implement the policies
- D. The policy evaluation process
- E. Notice of any open board meetings
- F. Any other general communication as appropriate at the local level



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## **POLICY 1241.0**

### **SCHOOL-RELATED ORGANIZATIONS**

Each school in the Diocese shall have a formal organization of parents, called a Parent-Teacher Organization, which will provide parents the opportunity to be informed about and involved in the school, be a support group to the educational personnel, and promote parent-teacher communication and cooperation for the benefit of students.

The local school community may also have formal associations to support the athletic and extra-curricular programs of the local school.

The names of any school-related organizations will be submitted to the Superintendent of Schools, so that an accurate record of organizations may be kept on file.



## **REGULATION 1241.0**

### **SCHOOL-RELATED ORGANIZATIONS**

Every school should have a formal organization to encourage communication and cooperation among parents, administrators, and teachers.

The constitution of each organization should clearly define the objectives and purposes of the organization. If fund-raising activities are to be among the functions of the organization, these should not detract from the principle purpose of the organization or the school. Each organization should have in place a current Constitution and Bylaws which are reviewed every three (3) years and revised, as necessary. A current Constitution and Bylaws are to be on file with the school principal and the Catholic Schools Office.

Any fund-raising activities must be approved by the principal, before activities may begin. Monies raised by any school-related organization are for the purpose of furthering the mission of the school. The principal of the school, with input from the faculty, staff, and parents, makes the final decision on how any of the monies are spent. If any transaction/purchase is significant, it should go through the school or parish books for a complete financial review. Diocesan Finance guidelines must be followed.

In addition to the pastor and the principal, at least one parent and one faculty member should be represented on the executive committee of any school-related organization. All policies/regulations of any school-related organization must be consistent with Diocesan policies and regulations.

All school-related organizations (PTO, Athletic Associations, Development, Alumni, Foundations, etc.) associated with the school must have a budget in place, authorized by the Principal, by September 1 of each year. The principal will forward a copy of the budgets to the Superintendent of Schools by September 5 of each year.

A financial statement showing income and expenses, with reconciliation of the activity for the year, including the beginning and ending cash balances, is to be completed by August 15 for the previous fiscal year and including the June 30 bank reconciliation. The principal will receive all of the financial statements, beginning and ending cash balance and June 30 bank reconciliation by August 15 of each year. The principal will forward copies of all for each organization, to the Superintendent of Schools by August 25 of each year.



The Superintendent will forward copies of all budgets and financial reports to the Diocesan Finance Office.

The finance records of all school-related organizations are subject to periodic review by the Diocesan Finance Office.

All school-related organizations must have the following internal controls in place:

1. Each organization may have one checking account. If additional accounts are needed, approval is to be obtained from the Diocesan Finance Office.
2. Authorized signatures should be limited to two officers, the school principal and the pastor. Only authorized signers may sign checks. Facsimile signatures are never to be used.
3. One (1) signature is required on checks written for less than \$ 100.00. Two (2) signatures are required on checks written for \$ 100.00 or more. The pastor or principal **MUST BE** one of the signatories on any check written for \$ 500.00 or more. All future orders for check stock must provide lines for two (2) signatures and must be printed with the following above the signature line: **“TWO SIGNATURES REQUIRED FOR AMOUNTS \$100.00 AND ABOVE”**.
4. Blank checks are never to be signed.
5. Checks should be pre-numbered and used consecutively.
6. Voided checks should be defaced and filed sequentially with canceled checks.
7. The stock of unused checks should be adequately safeguarded and regularly inventoried.
8. Bank reconciliation should be prepared monthly, as soon as the bank statement is received. The bank reconciliation should be signed and dated by the person who performed the reconciliation. At least quarterly, a designated member of the organization who is independent of cash and checking activities should review the bank statements and reconciliation. The officer reviewing the reconciliation should sign and date the bank reconciliation, indicating a satisfactory review of the information.
9. A financial statement should be prepared at least quarterly. The statement should include all revenues and expenses, and reconcile the activity to beginning and ending cash balances. A copy of the format is available from the Diocesan Finance Office. The financial statement should be presented at the organization’s meetings and should be available to all constituents. In addition, the bank reconciliation and the bank statement should be presented with the financial statement at the organization’s meetings.



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## **POLICY 1260.0**

### **NON-DISCRIMINATION**

Schools in the Diocese of Charlotte, mindful of their primary mission as effective instruments of the educational ministry of the Church and as witnesses to the love of Christ for all persons, shall not discriminate on the basis of race, color, sex, age, national or ethnic origin in the employment of personnel and the administration of educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs.



## **POLICY 1262.0**

### **STUDENTS AND PERSONNEL WITH AND/OR SUSPECTED OF AIDS**

AIDS is the late stage of infection with Human Immunodeficiency Virus (HIV). Infection with HIV in students or school personnel, generally, does not present a health risk to other students or personnel.

Applicants, students, or school employees may choose to disclose HIV infection at the time of initial application for enrollment/employment or at any other time during the school year or time of employment.

All cases of HIV infection will be evaluated on an individual basis according to the accompanying regulations.

This policy is in accordance with federal law.



## **REGULATION 1262.0**

### **STUDENTS AND PERSONNEL WITH AND/OR SUSPECTED OF AIDS**

#### **I. STUDENTS**

Children with HIV infection or other blood borne pathogens or disability should be provided an education in the usual manner.

Testing for HIV infection or anything else is inappropriate as a condition for school attendance.

Some children with HIV infection or other communicable disease may pose a risk for transmission to others and should be removed from the classroom if they are unable to control normal body functions, have behavioral abnormalities, or have open wounds that cannot be adequately covered. In such instances, the local health director and attending physician are to be notified and the existing State Communicable Disease Control Measures are to be followed in the investigation and determination of risk.

An interdisciplinary committee consisting of the child's parents, personal physician, appropriate school personnel, a medical expert and the local health director shall be involved in assessing the risk to determine whether an adjustment in the student's school program or an alternative program is necessary. Periodic re-evaluation should be undertaken as determined by the committee. The deliberations of this committee must be confidential.

Disclosure will be kept in strict confidence. Only school and other appropriate officials should be notified of the child's condition. Failure to do so may result in disciplinary action up to and including termination.

School officials should notify parents of children with HIV infection when illnesses that may represent a threat to such children are occurring in the school. These include chicken pox, measles, whooping cough, meningitis, influenza or other serious reportable diseases.

North Carolina law requires school officials to report certain diseases, including HIV infection, to their local health department. Confidentiality of such reports is protected by law and officials cannot be held liable for reporting.

## II. SCHOOL PERSONNEL:

Employees with HIV infection shall be permitted to continue employment under ordinary circumstances But are held to same job performance expectations.

The principal shall notify HIV infected employees of the existence of other contagious diseases in the school that may represent a serious threat to the employee's health.

An interdisciplinary committee will be formed to evaluate the status of an employee with HIV infection. The committee will consist of: the employee, his/her attending physician, principal or superintendent, a medical expert and may include the local health director or designee. The committee is to assess the risk to the employee as well as the risk to the school community. If it is determined that significant risk exists, then the committee shall determine whether alternative employment opportunities are reasonably available within the school or within the area. All deliberations of the committee shall be kept confidential, limited to members of the committee, and shared with others only if deemed necessary by the committee.

Nothing in this policy/regulation is intended to grant or confer any employment rights beyond those existing by law or contract.

## III. OSHA BLOODBORNE PATHOGENS AND BODILY FLUID EXPOSURE CONTROL PLAN:

These standards apply to all job classifications where there is occupational exposure to blood or body fluids. Each school shall have on file in the principal's office an exposure control plan approved by the Catholic Schools Office. The plan shall identify specifically the job classifications, which are considered to have occupational exposure. The plan shall contain procedures on Hepatitis B vaccination and a schedule for implementation of the exposure control plan.



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## **POLICY 1265.0**

### **COMMITMENT TO PEACE AND JUSTICE IN EDUCATION**

The Diocesan Board of Education commits itself to the pursuit of social justice and peace education and to the specific fostering of its growth and development within the educational mission of the Church of Charlotte. The Superintendent of Schools will frequently evaluate the explanation of Social Justice education and will identify those areas of the educational efforts which seem less than adequate in conformity with the teachings of the Roman Catholic Church as embodied in the most recent social teachings by the Popes, Synods, and Pastoral Leaders of the US Bishops.



## **REGULATION 1265.0**

### **COMMITMENT TO PEACE AND JUSTICE IN EDUCATION**

**Purpose:** To promote peace, justice and integrity of creation as integral elements of the total educational process in our schools.

1. Awareness education will be provided for principals, teachers and Boards of Education/Education Commissions through planned in-services promoting awareness of peace and justice issues and the use of Chapter VII, "Catechesis for Social Ministry" of the NCCD, SHARING THE LIGHT OF FAITH.
2. Ongoing education and encouragement will be given to principals and teachers to permeate the curriculum with Gospel values by integrating into the curriculum areas of Social Studies, Science and Language Arts, the Social doctrines, beginning with the 2003-2004 school cycle of curriculum review.
3. The Diocesan Schools evaluation process will include the integration as part of the evaluation.
4. A list of resources for teachers' use will be compiled utilizing such resources as:
  - \*\* The Media Center at the Catholic Center
  - \*\* The Diocesan Office of Justice and Peace
  - \*\* The Diocesan Office of Youth Ministry
  - \*\* Pacem in Terris Center—Charlotte
  - \*\* NCEA—Washington
  - \*\* United Nations—New York
  - \*\* Office for World Justice and Peace—New York



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## **POLICY 1310.0**

### **RELATIONS BETWEEN THE SCHOOL SYSTEM, ORGANIZATIONS AND PUBLIC AT LARGE**

Educational personnel shall seek to maintain a relationship of open communication and cooperation with the public school system, as well as local, state and national educational associations that seek to promote the welfare of all students and society.





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## **POLICY 1311.0**

### **FUND RAISING ACTIVITIES BY STUDENTS**

Students may participate in fund raising activities/projects conducted by the school and the parish, if those activities are approved by the principal and pastor (for parish-based elementary schools) according to the established Diocesan and Parish guidelines. Activities that may jeopardize the safety of the students are forbidden.

There shall be complete avoidance of coercion with regard to monetary contributions of parents and/or students.



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## **REGULATION 1311.0**

### **FUND RAISING ACTIVITIES BY STUDENTS**

Students are not to be involved in door-to-door selling or other activities if such activity would jeopardize their safety. The guidelines for door-to-door selling must include a responsible adult with any door-to-door selling for students in grades K-6.

The local Board of Education/Education Commission shall work with the Principal (and Pastor at a parish-based elementary school) to determine alternate fund-raising activities which would eliminate or reduce door-to-door selling by students if at all possible and to establish criteria for a minimum of fund raising activities so that fund raising does not interfere with the educational program of the student.



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## **POLICY 1313.0**

### **USE OF SCHOOL FACILITIES**

Parish educational facilities belong to the parish as a whole. The school personnel and the entire parish should work together in a spirit of cooperation to fully utilize the facilities with guidelines established at the local parish level. Interparochial schools should follow the same spirit of cooperation. Refer to Diocesan Facilities Plan.

Classes shall not be dismissed early or canceled in order to arrange for social affairs or meetings of the parish or school. Students are not to be dismissed from class to assist with set-up or upcoming activities.



## **POLICY 1340.0**

### **GOVERNMENT-FUNDED PROGRAMS**

Schools of the Diocese shall participate in government-funded programs that are beneficial to the students and school community and/or system.

The principal and other personnel responsible for obtaining government aid for programs which will benefit the students who attend the Catholic schools in the Diocese of Charlotte should:

Establish regular lines of communication with the local public school system and state program Coordinators.

Take the initiative with the local public school systems and with the state each year to inform them of their intent to participate in any and all federal-or state-funded programs which are available as part of the Elementary and Secondary Education Act (ESEA) and the No Child Left Behind Federal Legislation.

Title I—Remedial Reading and Math  
Title II-A—Teacher Excellence Professional Development  
Title IV-A—Safe and Drug-Free Schools  
Title V—Innovative Education Programs  
IDEA-B—Special Education Programs  
Federal Lunch and/or Breakfast Programs  
Any other state or federal program that becomes available

Evaluate and monitor all programs.

Know where to obtain assistance and how to appeal for assistance.

Determine priorities and focus on programs offering the largest return of benefits to students.



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## **POLICY 1350.0**

### **COMMERCIAL SOLICITATION**

Schools shall comply with the regulations established by the Office of Catholic Schools with regard to contact by salespeople at the local school level.

No salesperson shall be allowed to speak to or meet with the student body without prior approval of the Principal of the school.

Principals shall gather information on any possible sales companies through a check with the Better Business Bureau and/or educational references prior to setting up a sales program with the school.

Commercial advertisements and promotional material intended to establish a follow-up sales contact in homes should specifically state its purpose. Parents should understand that there is no obligation to purchase.

The Principal shall inform the parents of worthwhile educational material and programs at parent meetings, in weekly parent-packets, in newsletters, and at other appropriate opportunities.

Lists of students' names, addresses or phone numbers shall not be distributed to salespeople or others seeking this information without the written permission of the parent.

Names of students over age 17 can be released to the military if written permission is granted by the parents of the student.



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## **POLICY 1410.0**

### **CONCERNS REGARDING THE EDUCATIONAL PROGRAM**

A method for voicing concerns is established by the Diocesan Board regarding the educational program, personnel or facilities.



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## **REGULATION 1410.0**

### **CONCERNS REGARDING THE EDUCATIONAL PROGRAM**

Concerns from individuals regarding an individual student's educational program should be directed to the lowest possible level for an equitable solution. If the first contact does not provide an equitable solution, then the concern should be directed to the 2<sup>nd</sup> contact and continuing until an equitable solution is reached.

All contacts will determine if the previous contact has been made aware of the concern before addressing the concern. If the previous contact has not been made, the new contact will direct the concern back to the proper level.

1. Student/Parent
2. Teacher
3. Principal
4. Pastor/Parish Administrator for Parish-Based Elementary Schools
5. Superintendent of Schools
6. Vicar for Education
7. Chancellor of the Diocese
8. Bishop

Concerns regarding the educational facilities should be directed to the lowest possible level for an equitable solution. The same guidelines apply as listed in paragraphs one and two at the top of this page.

1. Principal
2. Pastor/Parish Administrator for the Parish-Based Elementary Schools
3. Local Catholic Board of Education/Education Commission
4. Diocesan Director of Facilities
5. Superintendent of Schools
6. Vicar for Education
7. Chancellor
8. Bishop

Concerns regarding personnel should be directed to the lowest possible level according to the following sequence:

1. Person with whom there is a concern
2. Principal
3. Pastor/Parish Administrator at the Parish-Based Elementary School
4. Superintendent of Schools
5. Vicar for Education
6. Chancellor
7. Bishop

NOTE: Individual student, personnel or curriculum concerns are not issues for the Catholic School Boards.