

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS (Series 3000)

FINANCE.....	3100
Non-Profit Tax Exemption	3110
Chart of Accounts for Schools.....	3120
School Budget	3130
Purchasing	3140
Vendors' Representatives.....	3150
CHILD NUTRITION PROGRAMS	3200
Purpose of Child Nutrition Programs	3210
Principal and Child Nutrition Programs	3220
Food Service Manager.....	3230
Program Guidelines for Child Nutrition Programs	3240
TRANSPORTATION	3300
Passenger Vans.....	3310

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
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FINANCE (02/04) 3100

Please refer to the Archdiocese of Louisville Financial Policies and Procedures Manual for all policies and procedures related to finance in parishes and schools.

NON-PROFIT TAX EXEMPTION (02/04) 3110

As members of the Archdiocese of Louisville, Catholic schools are tax exempt. Purchases using the tax exempt number are to be authorized by the pastor or principal.

Administrators must be aware that certain school income may be subject to unrelated business income reporting laws. Any questions should be referred to the Archdiocesan Finance Office.

CHART OF ACCOUNTS FOR SCHOOLS 3120

The chart of accounts for all schools will be in compliance with the Archdiocesan accounting system.

SCHOOL BUDGET 3130

Annual budgets must be developed for elementary schools by the local school board and a copy sent upon request to the Superintendent.

PURCHASING 3140

Principals need to rely on reputable businesses with proven records of service. Principals with doubts about an agency's reliability should call the Better Business Bureau or the Superintendent at the Office of Lifelong Formation and Education.

VENDORS' REPRESENTATIVES (02/04) 3150

On-site school staff is responsible for all purchasing.

Names and addresses of parents, students and staff members are never to be given to agents, sales representatives, vendors, or other solicitors.

CHILD NUTRITION PROGRAMS (02/04) 3200

The Archdiocese of Louisville administers a non-profit food service program for all schools that are eligible and wish to participate. Schools must abide by the agreement and conditions set forth in the National School Lunch, School Breakfast, Special Milk and USDA Commodity Distribution Program(s). Participation in the National School Lunch Program prohibits participation in the Special Milk Program.

Free and reduced price meals (lunch and breakfast) are available to students determined to be eligible. The application form for free/reduced meals is made available to each family at the beginning of the school year. Eligibility is determined by family size and the current gross family income.

The Child Nutrition Program is a benefit to be realized from the federal dollar resource. Science and health professionals agree that there is an important relationship between proper nutrition and the child's ability to develop both physically and intellectually. Schools in the Archdiocese may

choose to participate. These programs are designed to make available nutritious and affordable meals to all students according to regulations and guidelines set forth by the Food and Nutrition Service of the United States Department of Agriculture. Because this is a federal program, all revenue received is restricted to the use of the Child Nutrition Program/Food Service Program designed for the benefit of the children.

PURPOSE OF CHILD NUTRITION PROGRAMS

3210

The primary goal of our Child Nutrition Program is to serve nutritious, appealing, low-cost meals to all of our students.

PRINCIPAL AND CHILD NUTRITION PROGRAM (02/04)

3220

The principal is responsible for the Child Nutrition Program at the local level. The principal is also responsible for the distribution, review and approval of applications for free/reduced meals. The application must be made available at the beginning of the school year or at any other time during the year upon request from the family.

Effective communication is essential between the principal and the food service manager. Consistent monitoring of the financial position, menus, food quality, participation, etc., is evident in a successful program.

A policy statement on the local Child Nutrition Program must be updated annually. All records pertaining to the Child Nutrition Program (food service) must be kept on file for three years plus the current year. The policy statement contains:

1. eligibility criteria for free and reduced meals;
2. sample letter to parent/guardian announcing available programs;
3. application form;
4. sample letter of notification of eligibility to parent/guardian; and
5. collection procedure used in the school to ensure protection of the identity of the child who is eligible to receive free or reduced meals.

FOOD SERVICE MANAGER (02/04)

3230

Duties and qualifications for a food service manager are defined in the Archdiocese of Louisville Food Service Handbook (07-31-02).

PROGRAM GUIDELINES FOR CHILD NUTRITION PROGRAMS (02/04)

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Federal regulations, program requirements, financial and nutritional information and guidelines are outlined in the Archdiocese of Louisville Food Service Handbook (07-31-02).

WELLNESS POLICIES ON PHYSICAL ACTIVITY AND NUTRITION (08/06)

3250

The Archdiocese of Louisville is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Archdiocese of Louisville that:

- The Archdiocese of Louisville will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing archdiocesan-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our archdiocese will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, and after-school snacks).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

To achieve these policy goals:

Monitoring and Policy Review

Monitoring. The superintendent or designee will ensure compliance with established archdiocesan nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the superintendent or designee.

School food service staff, at the school or archdiocesan level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the archdiocese will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the archdiocese has not received a SMI review from the state agency within the past five years, the archdiocese will request from the state agency that a SMI review be scheduled as soon as possible.

The superintendent or designee will develop a summary report every three years on archdiocesan-wide compliance with the archdiocese's established nutrition and physical activity wellness policies, based on input from schools within the archdiocese. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the archdiocese.

Policy Review. To help with the initial development of the archdiocese's wellness policies, each school in the archdiocese will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled at the archdiocesan level to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the archdiocese will review nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The archdiocese, and individual schools within the archdiocese, will, as necessary, revise the wellness

policies and develop work plans to facilitate their implementation.

2006-07 School Year

During the 2006-07 school year, elementary and high schools will complete the Center for Disease Control's (CDC) *School Health Index* self-assessment and planning guide. Schools will use the baseline assessment information to create work plans to address wellness needs. The Archdiocese of Louisville will compile all school information to create an archdiocesan work plan to address policy and program needs in the areas of physical activity and nutrition.

TRANSPORTATION (02/04)

3300

PASSENGER VANS (02/04)

3310

The National Transportation Safety Board has determined that 10-15 passenger vans have a poor safety record. The Archdiocese of Louisville insurance carrier, Catholic Mutual, has recommended that dioceses discontinue use of 10-15 passenger vans. Therefore, the Archdiocese of Louisville is implementing the following policy effective July 1, 2002:

- Effective July 1, 2002, 10-15 passenger vans may not be purchased, leased, rented, etc.
- As of July 1, 2003, 10-15 passenger vans will not be permitted to be used for any parish, school, or archdiocesan function.
- Locations using 10-15 passenger vans should make arrangements to discontinue their use as soon as possible, but no later than July 1, 2003.
- 10-15 passenger vans are defined as those vehicles designed for this purpose. Adding or eliminating seats does not alter requirement.