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**The Roman Catholic Church of the Diocese of Phoenix  
Catholic Schools Office Policies and Procedures**

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Policy 3-1 Catholic Schools; APPENDICES

**Appendix C.1**

**INFORMATION TO INCLUDE IN FACULTY HANDBOOKS**

The local school faculty handbook is designed to promote communication among administration, faculty, and staff, and the efficient operation of the school. A copy is sent to the Diocesan Catholic Schools Office.

Among items to include in the local school faculty handbook are the following:

1. Mission, Philosophy, and Goals of the School
2. Admission of Students
3. Academics:
  - a. Required subjects
  - b. Graduation requirements
  - c. Grading System – standards
  - d. Retention of Students
4. Acceptable Use Policy for use of technology
5. Accidents
6. Announcements
7. Assignments
8. Attendance
  - a. Records
  - b. Procedures
  - c. Responsibility
9. Attendance at school events
10. Child Abuse Reporting Process
11. Classroom teachers (all expectations not stated elsewhere)
12. Close of school year
13. Department Chairpersons/Level Coordinators
14. Deficiencies and/or Progress Reports
15. Development Office

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16. Discipline:
  - a. Code
  - b. Recommendations
  - c. Suspension/Required Withdrawal
  - d. Dress Code – Faculty
17. Extra-curricular activities:
  - a. Policy
  - b. Responsibilities
18. Faculty Meetings
  - a. Attendance
  - b. Agenda
  - c. Minutes
  - d. Responsibility for material covered
19. Field Trips
  - a. Purpose and educational nature
  - b. Scheduling and number
  - c. Permission forms
  - d. Transportation
  - e. Supervision (ratio)
20. Fire Drills
21. Fund raising guidelines
22. Grievance Procedures
23. Guidance Department
24. Illness/Leave of Absence/Benefits
  - a. Procedures
  - b. Sick leave
    - i. Number of days
    - ii. Reasons
    - iii. Timing
    - iv. Doctor's certificate
  - c. Temporary Leave of Absence – Personal Days
    - i. Personal business
    - ii. Bereavement
    - iii. Armed Forces Reserve duty
    - iv. Jury duty
    - v. Maternity/Paternity leave
  - d. Other Benefits as found in Human Resources Policies and Procedures handbook

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25. Illness (Student)
26. Instruction, Supervision, Record Keeping
27. Leaving the school grounds
28. Lesson Plans
29. Ministry Formation Requirements
30. Non-Teaching duties (e.g. Cafeteria, playground, meetings, study hall, etc.)
31. Phone/Parent Conference
32. Policies of school not stated elsewhere
33. Principals, Assistant Principals, Preschool Director
34. Professionalism
35. Professional Growth
36. Sample forms
37. Sexual Misconduct Policy
38. Supervision and Evaluation of Teachers
39. Teaching duties
40. Termination of Teachers