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

Policy 3-1. Catholic Schools

The following policies and procedures are established by the Diocese to assist the Superintendent of Schools (in the case of a Diocesan School), the Pastor (in the case of a Parish School), and Principals and Preschool Directors in the administration of Catholic schools in the Diocese.

3-1.4. STUDENTS

3-1.4.01 ADMISSIONS

ALL PARISH AND DIOCESAN SCHOOLS ARE CATHOLIC SCHOOLS. AS SUCH, THEY SHALL ADMIT ONLY THOSE STUDENTS WHO SINCERELY SEEK A CATHOLIC EDUCATION. FOR ADMISSION PURPOSES, PREFERENCE IS GIVEN TO STUDENTS WHO ARE PRACTICING CATHOLICS, WHO HAVE A BASIC KNOWLEDGE AND UNDERSTANDING OF THE CATHOLIC FAITH, AND WHO ARE REGISTERED MEMBERS OF A PARISH OR MISSION WITHIN THE DIOCESE. BY APPLYING FOR ADMISSION TO A PARISH OR DIOCESAN SCHOOL, PARENTS OR LEGAL GUARDIANS ACKNOWLEDGE AND AGREE THAT THEIR STUDENT WILL PARTICIPATE IN RELIGIOUS INSTRUCTION AND FORMATION IN THE CATHOLIC FAITH. BY APPLYING FOR ADMISSION TO A PARISH OR DIOCESAN SCHOOL, PARENTS OR LEGAL GUARDIANS ACKNOWLEDGE AND AGREE THAT THEY WILL SUPPORT THE PHILOSOPHY AND MISSION OF THE CATHOLIC SCHOOL AND ALL CATHOLIC TEACHINGS. NO STUDENT WILL BE REFUSED ADMISSION TO A PARISH OR DIOCESAN SCHOOL BECAUSE OF RACE, COLOR, NATIONAL ORIGIN, OR GENDER – ALTHOUGH SINGLE SEX SCHOOLS SHALL BE PERMITTED TO REFUSE ADMISSION ON THE BASIS OF GENDER.

Each school shall have a written admissions policy in its Parent/Student Handbook which policy shall include the following:

- A. All students must be in compliance with the minimum age requirements of the State of Arizona in order to enroll;
- B. Locally set admission priorities and/or preferences, including
 - 1. Dates for application, registration, testing, admission acceptance and parent/student commitment procedures and deadlines;
 - 2. An interview with the parent or legal guardian and student, when possible;

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3. A statement regarding application, tuition and other fees; and
 4. All high schools will administer the same entrance exam.
- C. If a student applies to transfer from one Parish or Diocesan School to another (except in the case of a student who is entering high school), the Principal/Preschool Director of the school to which the student wishes to transfer may request that the parents or legal guardians of the student provide a reason for the requested transfer.
- D. If a student applies to transfer from one Parish or Diocesan School to another (except in the case of a student who is entering high school), the Principal of the school to which the student wishes to transfer may confer with the Principal/Preschool Director of the school from which the school wishes to transfer.
- E. Non-immigrant Students
1. Parish and Diocesan Schools may admit non-immigrant students so long as the students have a qualifying visa.
 2. All schools are on the electronic Student and Exchange Visitor Information System (SEVIS). Therefore, the Catholic Schools Office is the only entity qualified to issue, report, and monitor students on Form I-20 Status (Certificate of Eligibility for Non-immigrant Student Status). All official documentation for non-immigrant students will be handled by the Catholic Schools Office.

F. Home-Schooled Students

Parents or legal guardians who seek admission to a Parish or Diocesan School for children who have been home-schooled shall provide proper documentation to the school that will allow the school to properly evaluate and place the student. Such documentation shall include, but not be limited to: immunization records, samples of student work, report cards (if applicable), recommendation from the leadership of the home school, copy of curriculum used by the home school with the student, and grade level/subject testing. At the school's discretion, the student may be required to undergo standardized testing or admission testing prior to admission. In the event of such testing, and if it is administered by a third party or agency, the parents or legal guardians of the student may be asked to pay for the testing. The school reserves the right to place the student in the grade or course that the school deems appropriate.

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3-1.4.02 REGISTRATION REQUIREMENTS

ALL CATHOLIC SCHOOLS WILL REQUIRE THAT PARENTS OR LEGAL GUARDIANS OF PARISH OR DIOCESAN SCHOOL STUDENTS COMPLETE STANDARD REGISTRATION DOCUMENTS PRIOR TO THE ADMISSION OF THE STUDENT TO THE SCHOOL.

Parents or legal guardians of Preschool, Elementary School and High School students must provide the school with the following:

- A. Proof of age of the student, either by furnishing a certified copy of the student's birth certificate or an original passport;
- B. Baptismal certificate for all baptized Catholic students; and
- C. Immunization record.
- D. A photocopy of the student's birth certificate or passport shall be placed in the student's file and the information on the student's birth date and baptism date (if applicable) shall be entered on the student's permanent record, but only when verified by the official document. In extenuating circumstances, parents or legal guardians of a student may provide an affidavit explaining the inability to provide a copy of the birth certificate or passport, along with other reliable proof of the child's identity and age, such as:
 - 1. the child's baptismal certificate (if a Catholic student);
 - 2. an application for a social security number;
 - 3. original school registration records; and
 - 4. a letter from the authorized representative of an agency having custody of the student, certifying that the student has been placed in the custody of the agency as prescribed by law.
- E. All schools shall comply with Arizona law, AAC Title 9, Chapter 6, Article 7 (R9-6-701), on immunizations for Vaccine Preventable Diseases. These laws state that no child may attend school unless such child can present to the school a verifiable immunization record against listed communicable diseases or a plan for immunization as specified by the Arizona Department of Health Services. Requests for exemption will be granted only in accordance with Arizona law.

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3-1.4.03 NON-DISCRIMINATION OF STUDENTS

PARISH AND DIOCESAN SCHOOLS SHALL NOT DISCRIMINATE AGAINST ANY STUDENT ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN OR GENDER IN THE ADMINISTRATION OF THEIR EDUCATIONAL POLICIES, PERSONNEL POLICIES, ADMISSION POLICIES, SCHOLARSHIP PROGRAMS, ATHLETIC OR OTHER SCHOOL-ADMINISTERED PROGRAMS. THE SOLE EXCEPTION TO THIS NON-DISCRIMINATION POLICY SHALL BE THAT SINGLE SEX SCHOOLS SHALL BE PERMITTED TO REFUSE ADMISSION ON THE BASIS OF GENDER.

3-1.4.04 ADMITTANCE OF NON-CATHOLIC STUDENTS

PARISH AND DIOCESAN SCHOOLS MAY ADMIT A STUDENT WHO IS NOT CATHOLIC, PROVIDED THAT THIS STUDENT WILL NOT DISPLACE A CATHOLIC STUDENT, AND PROVIDED THAT THE STUDENT AND HIS OR HER PARENTS OR LEGAL GUARDIANS CLEARLY UNDERSTAND THAT THE STUDENT WILL BE REQUIRED TO PARTICIPATE IN CATHOLIC RELIGIOUS INSTRUCTION AND SCHOOL ACTIVITIES RELATED TO THE CATHOLIC IDENTITY OF THE SCHOOL. PARENTS OR LEGAL GUARDIANS OF NON-CATHOLIC STUDENTS ACKNOWLEDGE AND AGREE THAT THEIR STUDENT WILL PARTICIPATE IN RELIGIOUS INSTRUCTION AND FORMATION IN THE CATHOLIC FAITH. BY APPLYING FOR ADMISSION TO A PARISH OR DIOCESAN SCHOOL, PARENTS OR LEGAL GUARDIANS ACKNOWLEDGE AND AGREE THAT THEY WILL SUPPORT THE PHILOSOPHY AND MISSION OF THE CATHOLIC SCHOOL AND ALL CATHOLIC TEACHINGS.

3-1.4.05 SCHOOL AGE REQUIREMENTS

THE DIOCESE OF PHOENIX SHALL FOLLOW THE STATE OF ARIZONA'S SCHOOL AGE REQUIREMENTS.

- A. In general, Arizona law provides for compulsory school attendance of all children between ages of eight (8) and sixteen (16) years. (Refer to A.R.S., Sec. 15-802)
- B. A student entering Kindergarten must be at least five (5) years of age prior to September 1 of that school year. There shall be no exception to this kindergarten age requirement.
- C. A student entering the first grade must be at least six (6) years of age prior to September 1 of that school year. The Principal/Preschool Director of the school shall have the discretion to grant an exception to this first grade age requirement in appropriate cases.

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3-1.4.06 ATTENDANCE

THE REGULAR AND PROMPT ATTENDANCE OF STUDENTS IS REQUIRED IN ALL PARISH AND DIOCESAN SCHOOLS.

Attendance Records/Registers/Computer Logs

- A. All schools shall keep accurate records of student absences and tardiness. These records are kept as a part of the student's permanent record. Parents or legal guardians of students must provide a written explanation of any absences or tardiness, and those explanations must be retained in the school office for at least four years.
- B. School attendance registers/computer attendance logs are legal documents; therefore, teachers must keep an accurate record of daily attendance. These registers/computer logs must be signed by the teacher and must be kept in the school office for at least four years.
- C. The Parent/Student Handbook shall contain a specific statement on the potential consequences to a student of excessive absences and/or tardiness.

3-1.4.07 PARENT/STUDENT HANDBOOK

EACH PRINCIPAL IS RESPONSIBLE FOR DEVELOPING AND DISSEMINATING A PARENT/STUDENT HANDBOOK TO ALL OF THE STUDENTS WHO ARE ENROLLED IN THE SCHOOL THAT STATES THE RIGHTS AND RESPONSIBILITIES OF EACH STUDENT.

A copy of the Parent/Student Handbook shall be distributed to all school families on an annual basis. Parents or legal guardians are to indicate in writing that they have read and agree to adhere to all policies and regulations including:

- A. All policies outlined in the Handbook;
- B. All financial support requirements; and
- C. Parent service participation hours, if required.

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3-1.4.08 PROMOTION – ELEMENTARY AND HIGH SCHOOL

A STUDENT AT THE ELEMENTARY LEVEL SHALL BE PROMOTED AT THE END OF EACH SCHOOL YEAR TO THE NEXT GRADE IF THE STUDENT’S TEACHER AND THE PRINCIPAL RECOMMEND SUCH PROMOTION. WHEN MAKING AN EVALUATION OF THE STUDENT’S PROGRESS, THE TEACHER WILL CONSIDER THE SOCIAL, EMOTIONAL, PHYSICAL, MORAL, AND ACADEMIC DEVELOPMENT OF THE STUDENT.

A STUDENT AT THE HIGH SCHOOL LEVEL SHALL BE PROMOTED AT THE END OF EACH SCHOOL YEAR TO THE NEXT GRADE AFTER SUCCESSFULLY COMPLETING THE REQUIRED COURSES, AS OUTLINED IN THE PARENT/STUDENT HANDBOOK.

3-1.4.09 ACCELERATION

THE PRINCIPAL OF A PARISH OR DIOCESAN SCHOOL HAS THE DISCRETION TO GRANT OR DENY A REQUEST TO ACCELERATE A STUDENT.

3-1.4.10 RETENTION

THE RETENTION OF A STUDENT IN THE SAME GRADE FOR A SECOND YEAR REQUIRES CAREFUL CONSIDERATION ON THE PART OF THE STUDENT’S TEACHER(S) AND THE PRINCIPAL. A STUDENT SHALL BE RETAINED AT THE END OF A SCHOOL YEAR IN THE SAME GRADE ONLY IF THE STUDENT’S TEACHER(S) AND THE PRINCIPAL RECOMMEND SUCH RETENTION. WHEN MAKING AN EVALUATION OF THE STUDENT’S PROGRESS, THE TEACHER(S) WILL CONSIDER THE SOCIAL, EMOTIONAL, PHYSICAL, MORAL, AND ACADEMIC DEVELOPMENT OF THE STUDENT.

Retention in Elementary School

- A. In order to recommend the retention of a student, the teacher(s) must be reasonably certain that the repetition of a grade by that student will be beneficial to him/her. A child shall not remain in any single grade for more than two (2) years.
- B. If, in the judgment of the teacher(s), retention is the recommended course of action, the case must be discussed with the principal and arrangements must be made for a conference with the student’s parents or legal guardians. This discussion and conference should take place no later than the beginning of the second semester of the school year. A written summary of the conference with the student’s parents or legal guardians should be kept in the student’s file. A final decision as to the retention of the student should be made by April 15.

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- C. If, contrary to the recommendation of the teacher(s) and the Principal, the student's parents or legal guardians do not agree with the proposed retention of the student, and if the parents or legal guardians request in writing that their child be placed in the next higher grade, the principal, in his or her discretion, may grant this request. If the request is granted, the student shall be transferred to the next higher grade. Progress of the student will be monitored during the first semester of the next school year, to ascertain if the placement of the student into the higher grade was proper or if additional evaluation is required. The original request from the student's parents or legal guardians should be kept on file.

3-1.4.11 RECOMMENDED TRANSFER

WHEN A STUDENT IS NOT MAKING SUFFICIENT ACADEMIC PROGRESS AT A PARISH OR DIOCESAN SCHOOL, OR IS EXPERIENCING EMOTIONAL DIFFICULTIES OR IS ENGAGING IN UNCOOPERATIVE OR DISRUPTIVE BEHAVIOR, OR IF A STUDENT'S PARENTS OR LEGAL GUARDIANS ARE ENGAGING IN UNCOOPERATIVE OR DISRUPTIVE BEHAVIOR, THE SCHOOL MAY REQUEST THAT THE STUDENT WITHDRAW AND TRANSFER TO ANOTHER SCHOOL.

3-1.4.12 OFFICIAL RECORDS REQUIRED AT SCHOOL

EACH PARISH AND DIOCESAN SCHOOL SHALL MAINTAIN THE REQUIRED RECORDS OF EACH STUDENT ENROLLED IN THE SCHOOL.

A. Permanent Records

Parish and Diocesan Schools shall keep the following student records (hereinafter the "official records") in a permanent fireproof file for a period of no less than 99 years:

1. academic transcripts (including attendance);
2. academic test results; and
3. immunization records.

Guidance Department and disciplinary records are not part of the student's official records and shall not be kept in the permanent file. Those records shall be destroyed four years after the student graduates, transfers or withdraws from the school.

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All health records (except for immunization records) are not part of the student's official records and shall not be kept in the permanent file. When a student graduates, transfers or withdraws from the school, the school may give the student's health records to the student or his parents or legal guardians.

B. Transcripts

1. When a student transfers to another school, a Parish or Diocesan School shall send a copy of the student's official records (as defined above) directly to that new school if requested to do so (in writing) by the student's parents or legal guardians or by the student (if over 18 years of age and not dependent on the parents/legal guardians).
2. The official record, including the official transcript, shall only be sent to the transferring school; it is not to be given to the student or his/her parents or legal guardians.
3. When a student transfers to another school, a Parish or Diocesan School must record the date and reason for the student's transfer on the student's permanent record card.

C. College Applications

When a student applies for admission to a college, university or other post-graduate program, and when a request is made to send copies of the student's official records to such college, university or other post-graduate program, Diocesan Schools shall send copies of the student's official transcript and all other school records that are requested, including disciplinary records, if appropriate. Diocesan Schools shall not release any medical records relating to any student absent express authorization by the student's parent or legal guardian.

D. Report Cards

Report cards shall be issued by Parish and Diocesan Schools in accordance with the guidelines set forth their Parent/Student handbooks. Report cards, standardized test scores and parent-teacher conferences shall provide parents or legal guardians with an opportunity to review and discuss student progress and achievement.

E. Privacy of Student Records

Principals and Preschool Directors shall take particular care to preserve both the integrity and privacy of official school records.

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F. Access to Student Records

1. Parents or legal guardians of Parish School students, as the primary educators of those students, shall have the right to inspect and review the official records of their child in the presence of a school official. Parents or legal guardians of Diocesan School students who are enrolled in a high school and who is listed as a dependent on the parents' or legal guardians' most recent Federal Income Tax form(s), shall have the right to inspect and review the official records of their child in the presence of a school official. Once a student attains the age of 18 and is no longer a legal dependent of his or her parents or legal guardians, the student shall have the sole right to inspect and review his or her official records in the presence of a school official. All requests to review a student's official records shall be made in writing, and shall be directed to the Principal or Preschool Director.
2. Unless otherwise provided by a court order, both parents or legal guardians of a student are entitled to inspect and review the student's official records in the presence of a school official, regardless of who has legal custody of the student. Unless otherwise provided by court order or by law, both parents or legal guardians of a student shall have equal access to school documents and other information concerning the student's education.
3. Parish and Diocesan Schools shall not release any personal information concerning a student to any person who is not the student's parent or legal guardian, unless the school is authorized to do so by the student's parent or legal guardian, or unless the school is compelled to do so by court order or by other operation of law.

G. Release of Student Information

1. Student Directories

Before printing any student directories, Parish and Diocesan Schools shall obtain written permission from each student's parents or legal guardians to publish information regarding the student or the student's family (such as names, addresses, telephone numbers). Parish and Diocesan Schools must retain these permission forms in the student file for the duration of the school year.

2. Other Publications and Media

Parish and Diocesan Schools shall not publish or use a student's name, picture, voice or likeness in any form of publication or media unless a signed photo/publicity release is obtained from the student's parents or legal guardians

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(or from the student himself or herself if the student is over the age of 18). Absent a signed photo/publicity release, Parish and Diocesan Schools shall not use a student's name, picture, voice or likeness in any publications or media, including but not limited to photographs, films, motion pictures, audio, DVD, videotape, websites, class pictures, school yearbook, or the school newspaper, whether in connection with the student's education or participation in school activities or events or otherwise. The signed release must be kept on file for the entire length of time that the student is at the school.

H. Media Policy

The Diocesan Director of Communications serves as the official spokesperson for the Diocese and its parishes and schools in all situations. In the event of a crisis or emergency situation, the Diocesan Director of Communications will handle all contacts with the media, and will coordinate the information flow from the Parish or Diocesan School to the public. In all such situations, all school personnel should refer calls from the media to the Diocesan Director of Communications and/or the Superintendent of Schools.

School personnel are free to respond to requests from the media for general information regarding scholarship, teaching, athletics, special accomplishments, events, activities, programs and student awards. In such cases, school personnel should notify the Principal or Preschool Director as soon as possible after the contact to inform him or her of the contact.

Under no circumstances may school personnel discuss legal issues, personnel issues, a campus crisis or emergency or personal information about any student, parent, teacher or staff member with the media. All inquiries regarding such issues must be directed to the Diocesan Director of Communications and/or the Superintendent of Schools.

I. Subpoena of Records

No person other than a parent or legal guardian of a student shall be permitted to review school records absent a subpoena. All subpoenas or other legal documents that are served upon a Parish or Diocesan School or any teacher or staff member shall be immediately forwarded to the Principal and/or Preschool Director and the Diocesan General Counsel for review. All Parish and Diocesan School teachers and staff members shall obtain the permission of the Principal and/or Preschool Director and the Diocesan General Counsel before producing any records, testifying or otherwise participating in any legal proceeding (including participating in an interview with an attorney) that involves a student, a student's family, or the school.

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3-1.4.13 SUPERVISION OF STUDENTS

PRINCIPALS AND PRESCHOOL DIRECTORS OF PARISH AND DIOCESAN SCHOOLS ARE RESPONSIBLE FOR PROVIDING ADEQUATE SUPERVISION OF STUDENTS WHILE STUDENTS ARE PRESENT ON THE SCHOOL PREMISES DURING SCHOOL HOURS OR WHILE THEY ARE OTHERWISE UNDER THE JURISDICTION OF SCHOOL PERSONNEL. THE FACULTY AND STAFF SHARE THE RESPONSIBILITY OF STUDENT SUPERVISION.

A. Supervision

1. Supervision requires both physical presence and attention to students. Since it is not always possible for a teacher to be physically present in every situation, it is important for teachers to instruct students on what to do if a teacher, staff member, or aide is not present and an emergency situation occurs.
2. Teacher, staff members, or aides who are charged with supervising students outside the classroom must be provided with the following:
 - a. A basic course or local in-service update on emergency procedures;
 - b. A written list of procedures and rules to be followed relating to the conduct of students in the school yard or on the campus; and
 - c. A specific diagram of the campus, where appropriate, to assist in stationing of supervisory personnel.

B. Release of Students

1. Students shall only be released from school during school hours at the written request of their custodial parents or legal guardians.
2. Students shall not be permitted to go off campus for field trips or school-sponsored events without the written permission of their custodial parents or legal guardians.
3. School personnel shall not knowingly permit student to leave campus during school hours or immediately before or after school with any person, agency or organization other than the student's custodial parent or legal guardian unless the school is explicitly authorized to do so in writing by the custodial parent or legal guardian.

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C. Contact With Students During School Hours

1. Contact by Police

The following procedures must be followed when a police officer seeks to interview or take custody of a student during school hours:

- a. The Principal or Preschool Director shall request that the police officer identify himself or herself, produce his or her credentials, and state the purpose for the visit. The Principal or Preschool Director shall make a written notation of the police officer's name and badge number, and the date, time and summary of the conversation, and shall retain the notation in the school file.
- b. The Principal or Preschool Director shall inquire whether it is necessary to handle the law enforcement business on school premises during school hours. Final responsibility shall rest with the officer to determine whether the law enforcement business should take place on school premises during school hours.
- c. Except in the case of an emergency or other circumstances justifying other action, the Principal or Preschool Director should summon the student to the school administration office in a routine manner, so that the law enforcement contact or arrest does not occur in the presence of other students. The Principal or Preschool Director should make every effort to handle the matter in a manner that is calculated to minimize embarrassment to the student and to ensure confidentiality for the student.
- d. If the police officer seeks to interview a student about the suspected child abuse of that student, the Principal or Preschool Director shall permit the police officer to interview the student without first contacting the student's custodial parents or legal guardians to advise them of the requested interview. It shall be the responsibility of the police officer to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If appropriate, the Principal or Preschool Director may remain in the room with the police officer and the student to witness the interview. It shall be the responsibility of the police officer to contact the student's parents or legal guardians following the interview to advise them of the fact that the interview has taken place. In all such situations, the Principal or Preschool Director shall immediately contact the Pastor (in the case of a Parish School), the Superintendent of Schools and the Diocesan General Counsel to advise them of the interview.

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- e. If the police officer seeks to interview a student about some matter other than suspected child abuse, the Principal or Preschool Director should immediately contact the student's custodial parents or legal guardians to advise them of the requested interview. The Principal or Preschool Director shall not permit the police officer to interview the student until and unless the Principal or Preschool Director receives verbal authorization from the student's custodial parents or legal guardians to allow such interview to proceed without them being present, or until and unless the custodial parents or legal guardians are present. It shall be the responsibility of the police officer to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If it is found to be appropriate to question a student without the custodial parent/guardian being present, the investigating officer shall inform the student that if requested, the Principal or Preschool Director may remain in the room with the police officer and the student to witness the interview. If the custodial parent/guardian is present and requests to witness the interview, it shall be up to the police officer to decide whether and how to proceed. In all such situations, the Principal or Preschool Director shall immediately contact the Pastor (in the case of a Parish School), the Superintendent of Schools and the Diocesan General Counsel to advise them of the requested interview.
- f. If the police officer seeks to arrest a student, and produces a warrant for such arrest, the Principal or Preschool Director shall inspect the warrant, contact the student's custodial parents or legal guardians to advise them of the warrant and the requested arrest, and then contact the Pastor (in the case of a Parish School), the Superintendent of Schools and the Diocesan General Counsel. The Principal or Preschool Director should request that the police officer speak with the student's custodial parents or legal guardians before removing the student from the premises.

2. Contact by Child Protective Services

The following procedures must be followed when a Child Protective Services representative seeks to interview or take custody of a student during school hours:

- a. The Principal or Preschool Director shall request that the Child Protective Services representative identify himself or herself, produce his or her credentials, and state the purpose for the visit. The Principal or Preschool Director shall make a written notation of the Child Protective Services representative's name and credentials, and the date, time and summary of the conversation, and shall retain the notation in the school file.

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- b. The Principal or Preschool Director shall inquire whether it is necessary to handle the Child Protective Services business on school premises during school hours. Final responsibility shall rest with the Child Protective Services representative to determine whether such business should take place on school premises during school hours.

- c. Except in the case of an emergency or other exigent circumstances justifying other action, the Principal or Preschool Director should summon the student to the school administration office in a routine manner, so that the Child Protective Services contact does not occur in the presence of other students. The Principal or Preschool Director should make every effort to handle the matter in a manner that is calculated to minimize embarrassment to the student and to ensure confidentiality for the student.

- d. If the Child Protective Services representative seeks to interview a student, the Principal or Preschool Director shall not allow such interview unless the Child Protective Services representative produces a warrant or court order, or unless emergency circumstances exist, or unless the student's custodial parent or legal guardian consents to such interview. In the case of a warrant or court order or emergency circumstances, the Principal or Preschool Director shall permit the Child Protective Services representative to interview the student without first contacting the student's custodial parents or legal guardians. In the absence of a warrant, court order, or emergency circumstances, the Principal or Preschool Director shall not permit the Child Protective Services representative to interview the student until and unless the Principal or Preschool Director receives verbal authorization from the student's custodial parents or legal guardians to allow such interview to proceed without them being present, or until and unless the custodial parents or legal guardians are present. It shall be the responsibility of the Child Protective Services representative to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If it is found to be appropriate to question a student without the custodial parent/guardian being present, the Principal or Preschool Director (or the student's teacher, if appropriate) shall remain in the room with the Child Protective Services representative and the student to witness the interview. If the custodial parent/guardian is present and requests to witness the interview, it shall be up to the Child Protective Services representative to decide whether and how to proceed. In all such situations, the Principal or Preschool Director shall immediately contact the Pastor (in the case of a Parish School), the Superintendent of Schools and the Diocesan General Counsel to advise them of the requested interview.

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- e. If the Child Protective Services representative seeks to take custody of a student, the Principal or Preschool Director shall not allow that to occur unless the Child Protective Services representative produces a warrant or court order permitting such custody, or unless emergency circumstances exist, or unless the student's custodial parent or legal guardian consents to such custody. In all such cases, the Principal or Preschool Director shall immediately contact the Pastor (in the case of a Parish School), the Superintendent of Schools and the Diocesan General Counsel. The Principal or Preschool Director shall request that the Child Protective Services representative speak with the student's custodial parents or legal guardians before removing the student from the premises. If the Child Protective Services representative decides to take custody of the student without first notifying the parent/guardian, the Principal or Preschool Director shall:
 - i. request information from the Child Protective Services representative regarding when the parents or legal guardians will be notified and by whom;
 - ii. obtain all pertinent information from Child Protective Services regarding where the child will be taken and how the parents or legal guardians can reach the caseworker(s);
 - iii. request that a gender specific police officer accompany the Child Protective Services representative and the student to wherever the student is being taken; and
 - iv. if permitted by Child Protective Services, call the student's custodial parents or legal guardians to advise them of the situation.

3. Contact by Others

- a. The Principal or Preschool Director and the student's teachers shall not allow any student to be alone on the school campus with anyone who is not a teacher, school employee, school counselor, tutor, fellow student or custodial parent or legal guardian of the student, even if that person is a doctor, nurse, psychologist or counselor, unless the student's custodial parent or legal guardian gives consent.

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- b. Teachers shall not allow any student to leave a classroom to speak with non-school personnel without the explicit permission of the Principal or Preschool Director.
- c. The Principal or Preschool Director and the student's teachers shall not allow any student to leave a classroom to speak with a non-custodial parent unless the student's custodial parents or legal guardians give consent or such contact is permitted by court order.
- d. The Principal or Preschool Director shall not allow any organization, agency, or person (excluding police officers and Child Protective Services personnel) to take custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the student's parent or legal guardian.
- e. All schools shall establish procedures to register visitors on campus. If a person has no legitimate reason or written authorization to be on school grounds, school personnel shall ask such person to leave the school campus. If the person does not leave, school personnel and/or the Principal or Preschool Director shall call local law enforcement.

3-1.4.14 SUSPECTED CHILD ABUSE

WHEN SCHOOL PERSONNEL REASONABLY SUSPECT CHILD ABUSE OR NEGLECT BY A PERSON RESPONSIBLE FOR A STUDENT'S WELFARE, THEY SHALL FOLLOW THE PROCEDURES OF THE STATE OF ARIZONA AND REPORT THE SUSPICION TO PROPER AUTHORITIES.

- A. For suspected sexual misconduct, the Diocese's Policy and Procedures for the Protection of Minors is to be followed.
- B. Any school official or employee who has knowledge or reasonably suspects that a student has been subjected to injury, abuse or neglect must immediately report the injury, abuse or neglect to the Principal or Preschool Director. The Arizona mandatory reporting law, A.R.S. 13-3620, requires that school personnel, or any person who has the responsibility for the care or treatment of a minor, who reasonably believes that the minor has been the victim of physical injury, physical abuse, sexual abuse, or neglect, shall immediately report or cause a report to be made of this information to Child Protective Services and local law enforcement. The initial report must be made orally, by the teacher or other school official who has knowledge or a reasonable suspicion of injury, abuse or neglect, in the presence of the Principal or Preschool Director. That oral report shall be followed

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by a written report to the agency to which the oral report was made within 72 hours. The Principal or Preschool Director shall immediately notify the Pastor (in the case of a Parish School) and the Superintendent of Schools of any oral or written report that is filed with Child Protective Services or with local law enforcement.

- C. If an employee or volunteer of the school is suspected of being responsible for the physical injury, abuse, or neglect of a student (as defined in the Arizona Revised Statutes), the Principal or Preschool Director will report the situation to Child Protective Services and the police, as required by law, and will immediately contact the Office of Child and Youth Protection at the Diocese.
- D. Pursuant to A.R.S. 13-3620, and A.R.S. 15-514(A), any certified person or governing board member who reasonably suspects or receives a reasonable allegation that a person who is certified by the State Board of Education has engaged in conduct involving minors that would be subject to the reporting requirement of A.R.S. 13-3620 shall report or cause a written report to be made to the Department of Education about the misconduct, as soon as is reasonably practicable, but no later than three (3) business days after the person first suspects or receives an allegation of the misconduct.

Reporting Suspected Sexual Abuse or Pregnant Teen

School personnel must consider the possibility of sexual abuse in pregnant teen cases. If the pregnant teen is under 15 years of age, then school personnel must make a child abuse report immediately to CPS and local law enforcement. If the teen is 15 years or older, the situation may still be a reportable offense, and it is recommended that school personnel contact CPS and local law enforcement.

Reporting Suspected Physical Abuse, Sexual Abuse or Neglect

School personnel should be observant of bruising, injury, markings, or unusual behavior of a student that may be the result of abuse or neglect. When school personnel suspects physical abuse or neglect of a student, he/she may ask what happened, who did it, when did it happen, and where did it happen, and then report the information to the Principal or Preschool Director. A report must then be made to local law enforcement and Child Protective Services. When school personnel suspects sexual abuse of a student, he/she will not ask any follow up questions, and will report the information to the Principal or Preschool Director. A report must then be made to local law enforcement and Child Protective Services.

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Third Party Report of Abuse

If a third party informs school personnel that a student may be the victim of abuse or neglect, the third party should be encouraged to make a written report. Upon receipt of an oral or written report of abuse or neglect, the Principal or Preschool Director shall immediately report the claim to CPS and local law enforcement.

3-1.4.15 SAFETY

THE PRINCIPAL AND PRESCHOOL DIRECTOR AND SCHOOL STAFF SHALL BE RESPONSIBLE FOR ENSURING THAT THE SCHOOL CAMPUS AND FACILITIES ARE SAFE AND SECURE FOR ALL STUDENTS, TEACHERS AND STAFF.

- A. The Principal and Preschool Director shall ensure that all buildings and structures on school property, as well as the school grounds, shall be maintained in a neat, orderly and secure manner.
- B. The Principal and Preschool Director shall ensure that adequate security is maintained on the school campus at all times during the school day.
- C. Before the opening of the school year, the Principal or Preschool Director shall arrange with local law enforcement officials for the protection of students who cross traffic intersections on their way to and from school.
 - 1. The Principal and Preschool Director check with the Division of Traffic Safety in their city/county for assistance in the training of crossing guards and for traffic safety protection in general; and
 - 2. Local crossing guards must be given a copy of the school calendar and should be notified in advance regarding any changes in schedule.
- D. Local law enforcement shall be given a copy of the school calendar and shall be informed about any change in the schedule.

3-1.4.16 EMERGENCY PROCEDURES

THE PRINCIPAL OR PRESCHOOL DIRECTOR IS RESPONSIBLE TO ENSURE THAT ALL SCHOOL PERSONNEL KNOW WHAT TO DO IN THE CASE OF AN EMERGENCY.

- A. The Principal and Preschool Director, in cooperation with the faculty of each school, shall develop a written crisis procedure plan, which shall be reviewed

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annually. Included in the plan will be a system to contact students' parents or legal guardians in case of a general emergency/crisis. The crisis procedure plan shall be communicated to all school personnel, students, families and the Catholic Schools Office. Specific examples of emergencies/crises include, but are not limited to bomb threat, fire, suicide, fatality, death in a family, and violent acts.

- B. All schools shall conduct monthly fire drills, in accordance with State and City Fire Codes, as they apply to schools. A written record of such drills shall be kept on file in the school office. All schools shall also maintain a "shelter in place" plan, lockdown drill procedures, classroom safety kits, and a school office safety kit.
- C. The Principal and Preschool Director, in cooperation with the faculty of each school, shall develop a comprehensive plan for civil defense, for use in the event of natural disasters.
- D. If a school receives a bomb threat by telephone or in writing or otherwise, the Principal and Preschool Director shall immediately notify local law enforcement, and shall cause all students, teachers and school staff to vacate the school campus. In such a case, the Principal or Preschool Director shall follow the directives of local law enforcement concerning further action to be taken. In such a case, the Principal or Preschool Director shall also immediately notify the Pastor (in the case of a Parish School) and the Superintendent of Schools.

3-1.4.17 SCHOOL DISCIPLINE

ALL SCHOOLS SHALL INSIST UPON AND PROMOTE SELF-DISCIPLINE WITHIN EACH STUDENT IN ORDER TO MAINTAIN A SCHOOL ENVIRONMENT THAT IS CONDUCIVE TO LEARNING. SCHOOLS SHALL PUBLISH CERTAIN RULES AND REGULATIONS AND EXPECTATIONS OF STUDENT CONDUCT ON AN ANNUAL BASIS IN THE FAMILY (PARENT/STUDENT) HANDBOOK. PARENTS OR LEGAL GUARDIANS AND STUDENTS ARE EXPECTED TO REVIEW, AGREE AND ABIDE BY THOSE RULES, REGULATIONS AND EXPECTATIONS, WITHOUT EXCEPTION.

A. Scope

- 1. Catholic schools have a legitimate interest in promoting self-discipline, respect, order, and Catholic morals and ideals in their students, both during and outside of school hours, and both on and off campus. Accordingly, the school's disciplinary rules and regulations shall apply broadly to all student conduct at all times, including, without limitation:
 - a. during attendance at school;

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- b. during attendance at school-sponsored events;
- c. during travel to or from school or school-sponsored events;
- d. involving misconduct that is in any way school-related, or that affects the operation of the school; and
- e. involving misconduct that impugns the school's integrity and/or reputation, and/or that has the possibility of creating scandal.

B. Disciplinary Regulations and Procedures: Code of Conduct

- 1. All schools shall adopt and publish their own disciplinary regulations and procedures and/or codes of conduct. The regulations shall identify specific examples of student misconduct (e.g. cheating, leaving school premises, tardiness, etc.) that will result in disciplinary action. Procedures governing serious disciplinary action shall be consistent with procedures set forth in 3-1.1.16.
- 2. Parents or legal guardians and, if appropriate, students shall acknowledge in writing their receipt and review of the Parent/Student Handbook and their assent to the school's disciplinary rules and regulations.
- 3. Any student who engages in conduct that is contrary to the school's rules and regulations and/or code of conduct should expect appropriate consequences.

C. General Principles

- 1. School staff shall attempt to resolve ordinary differences among students or between a student and school staff, and matters of minor misconduct in a spirit of fairness and justice, through regular channels of communication among the affected individuals.
- 2. School staff shall consider the nature and degree of misconduct in deciding upon the appropriate discipline. A student should expect that repetitive misconduct will result in disciplinary measures. Corporal punishment is prohibited.
- 3. School staff shall conduct disciplinary actions judiciously and in a manner consistent with the philosophy of discipline in Catholic schools.
- 4. Parents or legal guardians are expected to support teachers and school administrators and to recognize that disciplinary action requires the exercise of judgment, often under difficult circumstances.

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D. Definitions

1. Detention refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school.
2. Probation refers to the supervision and evaluation of the student's conduct for a specified period, at the end of which a determination is made concerning whether the student has corrected his/her misconduct.
3. Suspension refers to the isolation of a student from some or all school activities.
4. Required Withdrawal refers to the dismissal of a student from school.

E. Implementation of Disciplinary Action

1. Detention may be assigned in cases of minor misconduct. Schools shall establish their own rules governing detention, including, without limitation, the time and place of the detention and the nature of notification, if any, to be given to parents or legal guardians. Repetitive/multiple detentions may result in the imposition of a more serious disciplinary action.
2. Probation may be imposed in accordance with rules established by the school. Probation shall include an agreement in writing between or among the student, parents or legal guardians and the school administrator addressing the student's misconduct, duration of probation, corrective measures to ensure compliance with applicable rules and the consequences of any violation of the terms of the probation. Subject to compliance with the terms of the probation agreement, a probationary period shall not exceed two semesters.
3. Suspension may be imposed in accordance with rules established by the school. The student may be required to attend school, but be separated from his/her classes (in-school suspension). The suspended student will be expected to continue schoolwork on an independent basis either at school or at home. Whether a student is in-school or out-of-school, suspension may not exceed three days, except in extraordinary circumstances and in accordance with the procedures set forth in 3-1.1.16. Suspension may encompass extracurricular activities subject to the school's handbook. School officials shall make reasonable efforts to notify the student's parents or legal guardians prior to imposing any suspension upon a student. In situations where immediate suspension is warranted, school officials shall notify a student's parents or legal guardians about the suspension as soon as is practicable under the circumstances. The Principal or Preschool Director must approve any suspension of a student.

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4. Required Withdrawal: When it becomes necessary for a student to withdraw from a school for disciplinary reasons, the Principal or Preschool Director shall notify the student's parents or legal guardians of the required withdrawal, and should give the parents or legal guardians the option of voluntarily withdrawing the student from school. If the parents or legal guardians elect not to voluntarily withdraw the student, the Principal or Preschool Director shall process such withdrawal.

3-1.4.18 IMPOSITION OF DISCIPLINARY MEASURES

SUBJECT TO DIOCESAN REGULATIONS, THE PRINCIPAL OR PRESCHOOL DIRECTOR MAY IMPOSE DISCIPLINARY MEASURES, INCLUDING, WITHOUT LIMITATION, PROBATION, SUSPENSION AND REQUIRED WITHDRAWAL. DISCIPLINARY MEASURES MAY BE IMPOSED SEPARATELY OR PROGRESSIVELY, DEPENDING ON THE NATURE AND DEGREE OF THE OFFENSE. CORPORAL PUNISHMENT IS NOT TO BE ADMINISTERED.

3-1.4.19 APPEAL PROCESSES

THE DIOCESE PROVIDES PROCEDURES FOR PARENTS OR LEGAL GUARDIANS TO APPEAL CERTAIN DECISIONS THAT ARE MADE BY SCHOOL ADMINISTRATORS.

- A. Appeal of Required Withdrawal of a Student
(See Section 3-1.1.16 B)
- B. Appeal of Other Serious Decisions
(See Section 3-1.1.16 C)
- C. Process of Appeal
(See Section 3-1.1.16 D)

3-1.4.20 DRESS CODE

THE PARENT/STUDENT HANDBOOK FOR EVERY SCHOOL WILL SPECIFY REGULATIONS CONCERNING DRESS, HAIRSTYLE AND CLEANLINESS.

- A. All schools shall communicate dress code regulations to students, parents or legal guardians, and shall enforce such regulations.

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- B. The Principal or Preschool Director shall make the final judgment on what is appropriate attire, based on the school regulations.

3-1.4.21 STUDENT HEALTH

ALL SCHOOLS, PRESCHOOLS, AND EXTENDED DAY CARE PROGRAMS WILL FOLLOW GUIDELINES ESTABLISHED BY THE CATHOLIC SCHOOLS OFFICE AND/OR THE COUNTY HEALTH DEPARTMENT, WHERE APPROPRIATE, REGARDING ALL STUDENT HEALTH MATTERS, INCLUDING BUT NOT LIMITED TO PHYSICAL EXAMINATIONS, IMMUNIZATIONS AND CONTAGIOUS DISEASES.

A. Student Health Records

Each student shall have a health record on file. This record is to be kept confidential. All immunizations and screenings required by law, as well as other pertinent health information, shall be listed on each student's health record. When a student transfers, the original health records shall be sent to the student's new school. A copy of those records shall be placed in the student's permanent file. (A.R.S. 15-874)

B. Vision and Hearing Screening

The Principal or Preschool Director (or their designee) shall arrange for vision and hearing screening for all students who are new to the school, or who are in grades K, 1, 2, 4 and 6, or who have not been tested within a year. The results of such testing shall be recorded on the student's health record.

C. Readmission of Students after Illness

1. If a student contracts a communicable disease, the Principal or Preschool Director (or their designee) must follow state guidelines regarding the readmission of students.
2. If a student is absent or tardy due to an illness or injury, the school shall require that the student's parent or legal guardian provide a written explanation of such absence and tardiness. In such instances, the school shall have the right to require a doctor's note prior to readmitting the student. All such written explanations and/or doctor's notes shall be kept in the student's file for at least a year.

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D. Accidents and Illness at School (Emergency Information Form)

1. Each school, preschool, and Extended Day Care program must have readily available, updated and completed emergency forms for each student.
2. When a student becomes ill or is involved in an accident, the Principal or Preschool Director (or their designee) shall immediately contact the student's parent or legal guardian.
3. In case of serious injury, the Principal or Preschool Director (or their designee) should call the paramedics. If the Principal or Preschool Director (or their designee) cannot reach the student's parent or legal guardian, they shall attempt to contact any other person listed on the student's emergency card.
4. All Diocesan and Parish Schools must require that the parents or legal guardians of all students sign a statement authorizing the school to seek medical attention for the student if they or other persons cannot be contacted.

E. Medications

School personnel may not administer medications of any kind to any student without appropriate consent forms. The following requirements must be met for a student to receive medication at school:

1. The medicine must be in a prescription bottle or original container.
2. There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information:
 - a. the dates and times when the medication is to be administered;
 - b. instructions as to proper dosage; and
 - c. the original signature of the student's parent or legal guardian.
3. All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a

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student would be seriously at risk if they were not able to personally carry an epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:

- a. That there would be a risk to the student if the student were not able to personally carry the medication; and
 - b. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify the teacher of the use immediately after such use.
4. The person designated by the Principal or Preschool Director to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the Principal or Preschool Director (or their designee).
 5. Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's Principal or Preschool Director (or their designee).
 6. At the end of each school year, all medications shall be returned to the students' parents or legal guardians, or disposed of in an appropriate manner.
 7. These requirements apply to over-the counter drugs as well as to prescription drugs. Other than as specifically permitted above, school personnel shall not furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

F. Students With Food Allergies

Diocesan and Parish Schools do not have a legal obligation to accept a student with a food allergy. It is acceptable for a Diocesan or Parish School to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If a Diocesan or Parish School knowingly accepts a student with a food allergy, the school should follow the following guidelines provided by the Food Allergy & Anaphylaxis Network ("FAAN"):

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1. Family's Responsibility

- a. Notify the school of the child's allergies.
- b. Work with the school to develop a plan to accommodate the child's needs.
- c. Provide written medical documentation, instructions and medications as directed by the child's physician.
- d. Provide properly labeled medications and replace medications after use or when expired.
- e. Provide the school with at the minimum, with at least two (2) Epi-pens for school or student use.
- f. Educate the child in the self-management of their food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when they are having allergy symptoms; how to read food labels (age appropriate).
- g. Review procedures with the school, the child's physician, and the child after a reaction has occurred.
- h. Provide up-to-date emergency contact information.

2. School's Responsibility

- a. Notify parents and the student that the school cannot guarantee an allergy-free environment.
- b. Ensure that all staff understands food allergies; can recognize symptoms; knows what to do in case of an emergency; and works with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
- c. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.
- d. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven (7) years old, or older, the student may carry an Epi-pen on their person if properly trained.

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- e. Designate and properly train school personnel to administer medications.
- f. If a student needs or has injected self with an Epi-pen, call 911, the parents and the student's doctor in that order.
- g. Ensure that a trained staff member is available during school operations.
- h. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- i. Discourage children from "trading" food.
- j. Ensure all surfaces such as tables and toys are washed clean of contaminating foods.
- k. If needed, designate a specific table in the cafeteria for children with food allergies.
- l. Encourage all students to wash hands after handling food.

3. Student's Responsibility

- a. Do not trade food with other students.
- b. Do not eat anything with unknown ingredients or known to contain the food allergen.
- c. Be proactive in the care and management of food allergies and reactions (age appropriate).
- d. Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

G. First Aid Kit

All Diocesan and Parish Schools shall keep essential first aid supplies available at all times. First aid kits must be the standard Red Cross first aid kit and must be taken on all field trips. First aid kits may be purchased or developed using typical first aid supplies. First Aid kits must be regularly checked and refilled as necessary. Gloves must be included and worn when there is a possibility of exposure to blood or body fluids in administering first aid.

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3-1.4.22 SOCIAL ACTIVITIES

SCHOOL-SPONSORED SOCIAL ACTIVITIES MAY BE HELD ON SCHOOL CAMPUSES WITH THE APPROVAL OF THE PRINCIPAL OR PRESCHOOL DIRECTOR. ALL SCHOOL-SPONSORED SOCIAL ACTIVITIES WILL BE APPROPRIATELY SUPERVISED BY FACULTY MEMBERS AND PARENTS OR LEGAL GUARDIANS.

3-1.4.23 LOCKERS AND DESKS

LOCKERS AND DESKS ARE THE PROPERTY OF THE SCHOOL. AUTHORIZED SCHOOL PERSONNEL MAY MAKE PERIODIC CHECKS OF LOCKERS AND DESKS, AND THEIR CONTENTS, AT ANY TIME FOR ANY REASON.

3.1.4.24 CELL PHONES AND OTHER COMMUNICATIONS TECHNOLOGY

THERE IS NO RIGHT OF PRIVACY OR CONFIDENTIALITY FOR ELECTRONIC SYSTEMS.

Catholic Schools do not grant any school employee or student any right of privacy or confidentiality regarding the use of all electronic mail or messaging systems ("E-mail Systems"), all computer systems ("Computer Systems"), to include but not be limited to desktop computers, laptop or tablet computers, PDA's, computer network, software programs and connections to the World Wide Web ("Internet"), and all telecommunications systems ("Telecom Systems"), including but not limited to telephone, intercom, voice mail, fax, pager, cell phone, and two-way radio telecommunications, while on campus or at a school-sponsored event or activity. This policy includes the use of all Communications Technology (which is defined as but is not limited to any E-mail Systems, Computer Systems and Telecom Systems) whether owned or operated by the school, a school employee, or a student.

Catholic schools prohibit the use of all Communications Technology to create, generate, retrieve, receive or send any offensive information or any information contrary to the teachings or beliefs of the Catholic Church, including but not by way of limitation, any information which contains items of any offensive sexual nature, racial slurs, derogatory gender-specific comments, or any other communications that are disrespectful or discriminatory toward a person's age, sex, sexual orientation, marital status, religious or political beliefs, national origin, ancestry, disability or any characteristic protected by federal law.

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The school has the right to have access to and disclose in its discretion all information generated or created on, retrieved from, stored on, sent or received on, or otherwise communication in any manner over employee-owned, student-owned, or school-owned Communications Technology operated at school or at any school-sponsored activity. This policy shall be placed in the parent/student handbook.

3-1.4.25 TOBACCO, ALCOHOL AND OTHER DRUGS

ALL DIOCESAN AND PARISH SCHOOLS SHALL PROMOTE AND MAINTAIN A SMOKE-FREE, ALCOHOL-FREE AND DRUG-FREE ENVIRONMENT. ALL STUDENTS ARE PROHIBITED FROM POSSESSING, USING, OR BEING UNDER THE INFLUENCE OF TOBACCO, ALCOHOL OR ILLICIT DRUGS WHILE ON THE SCHOOL PREMISES AND AT ALL SCHOOL-SPONSORED ACTIVITIES. IF A STUDENT POSSESSES, USES, OR IS UNDER THE INFLUENCE OF TOBACCO, ALCOHOL OR ILLICIT DRUGS WHILE ON SCHOOL PREMISES OR AT ANY SCHOOL-SPONSORED ACTIVITY, THE SCHOOL SHALL IMMEDIATELY CONTACT THE STUDENT'S PARENTS OR LEGAL GUARDIANS, AND THE SCHOOL MAY, AT ITS DISCRETION, CONTACT LOCAL LAW ENFORCEMENT. THE POSSESSION, USE, SALE OR ATTEMPTED SALE OF TOBACCO, ALCOHOL OR ILLICIT DRUGS BY A STUDENT MAY RESULT IN THE REQUIRED WITHDRAWAL OF THE STUDENT FROM THE SCHOOL.

SCHOOL PERSONNEL SHALL IMMEDIATELY REPORT ANY INCIDENT INVOLVING THE PRESENCE OF ANY PERSON ON SCHOOL CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY FOR PURPOSES OF POSSESSING, USING, MANUFACTURING, SELLING OR TRANSFERRING MARIJUANA, PEYOTE, PRESCRIPTION, DANGEROUS OR NARCOTIC DRUGS, TO THE PRINCIPAL OR PRESCHOOL DIRECTOR. THE PRINCIPAL OR PRESCHOOL DIRECTOR SHALL IN TURN REPORT THE INCIDENT TO LOCAL LAW ENFORCEMENT.

3-1.4.26 REQUIRED DRUG TESTING

DIOCESAN AND PARISH SCHOOLS RESERVE THE RIGHT TO REQUIRE DRUG TESTING OF ANY STUDENT WHO IS REASONABLY SUSPECTED OF POSSESSING OR USING OR SELLING ILLICIT DRUGS ON OR OFF CAMPUS, WHETHER AT A SCHOOL-SPONSORED ACTIVITY OR NOT. EACH SCHOOL SHALL ESTABLISH ITS OWN PROCEDURES FOR THE IMPLEMENTATION OF THIS POLICY, AND SHALL STATE SUCH PROCEDURES IN THE PARENT/STUDENT HANDBOOK.

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3-1.4.27 RANDOM DRUG TESTING

DIOCESAN AND PARISH SCHOOLS RESERVE THE RIGHT TO RANDOMLY TEST ALL STUDENTS FOR THE PRESENCE OF ILLICIT DRUGS. EACH SCHOOL SHALL ESTABLISH ITS OWN PROCEDURES FOR THE IMPLEMENTATION OF THIS POLICY, AND SHALL STATE SUCH PROCEDURES IN THE PARENT/STUDENT HANDBOOK.

3-1.4.28 ALCOHOL

SCHOOL PERSONNEL SHALL NOT SERVE OR CONSUME OR BE UNDER THE INFLUENCE OF ALCOHOL WHILE ON SCHOOL PREMISES, DURING THE WORK DAY, WHILE STUDENTS ARE PRESENT. STUDENTS SHALL NOT SERVE ALCOHOL ON THE SCHOOL CAMPUS OR IN CONNECTION WITH ANY SCHOOL-SPONSORED ACTIVITY AT ANY TIME FOR ANY REASON. SCHOOLS SHALL NOT STORE ALCOHOL, OTHER THAN WINE FOR SACRAMENTAL PURPOSES, ON SCHOOL PREMISES. SCHOOL PERSONNEL SHALL NOT PERMIT ALCOHOL TO BE SERVED OR CONSUMED BY SCHOOL PERSONNEL, STUDENTS, OR VOLUNTEERS DURING ANY SCHOOL-SPONSORED FIELD TRIP.

3-1.4.29 WEAPONS

NO PERSON OTHER THAN A LAW ENFORCEMENT OFFICER SHALL BE PERMITTED TO BRING A WEAPON OF ANY KIND ONTO A SCHOOL CAMPUS OR TO ANY SCHOOL-SPONSORED ACTIVITY.

THE POSSESSION OR USE OR THREATENED USE OF A WEAPON BY A STUDENT ON CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY MAY RESULT IN THE REQUIRED WITHDRAWAL OF THE STUDENT FROM THE SCHOOL.

SCHOOL PERSONNEL SHALL IMMEDIATELY REPORT ANY INCIDENT INVOLVING THE POSSESSION OR USE OR THREATENED USE OF A WEAPON ON SCHOOL CAMPUS OR AT ANY SCHOOL-SPONSORED ACTIVITY TO THE PRINCIPAL OR PRESCHOOL DIRECTOR. THE PRINCIPAL OR PRESCHOOL DIRECTOR SHALL IN TURN REPORT THE INCIDENT TO LOCAL LAW ENFORCEMENT.

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3-1.4.30 HARASSMENT

THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HARASSMENT (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), WHETHER VERBAL, PHYSICAL, VISUAL OR ENVIRONMENTAL. ANY STUDENT WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING REQUIRED WITHDRAWAL.

3-1.4.31 CRIMES AND THREATS

SCHOOL PERSONNEL SHALL IMMEDIATELY REPORT ANY INCIDENT INVOLVING THE FOLLOWING TO THE PRINCIPAL OR PRESCHOOL DIRECTOR:

- A. Any crime by a student against a person or property;
- B. Any incident that involves the use or threatened use of a deadly weapon or dangerous instrument by a student;
- C. Any incident that involves serious physical injury committed by a student upon another person or upon the student himself/herself; and
- D. Any conduct by a student that poses a threat of death or serious physical injury to employees, students or anyone on the school property. [reference A.R.S. 15-341 (a) (31)]

IN THE EVENT OF ANY SUCH INCIDENT, THE PRINCIPAL OR PRESCHOOL DIRECTOR MUST:

- A. Immediately contact local law enforcement;
- B. Immediately contact the Pastor (in the case of a Parish School) and the Superintendent of Schools;
- C. Place student on suspension until investigation is completed; and
- D. Consider the evaluation of student by a mental health professional to determine if the student is able to return to school without being a threat to self or others.

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3-1.4.32 VANDALISM

STUDENTS AND THEIR PARENTS OR LEGAL GUARDIANS SHALL BE LIABLE FOR ALL DAMAGE CAUSED BY THE STUDENT TO SCHOOL EQUIPMENT OR SCHOOL PROPERTY OR TO THE EQUIPMENT OR PROPERTY OF SCHOOL STAFF OR OTHER STUDENTS.

3-1.4.33 CRIMINAL GANG-LIKE ACTIVITY

ANY STUDENT WHO IS INVOLVED IN CRIMINAL GANG-LIKE ACTIVITY ON OR OFF CAMPUS WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION, UP TO, AND INCLUDING REQUIRED WITHDRAWAL FROM SCHOOL. EACH SCHOOL SHALL ESTABLISH ITS OWN PROCEDURES FOR THE IMPLEMENTATION OF THIS POLICY, AND SHALL STATE SUCH PROCEDURES IN THE PARENT/STUDENT HANDBOOK.

3-1.4.34 STUDENT BECOMING A PARENT

THE CATHOLIC CHURCH REVERES THE LIFE AND DIGNITY OF EACH HUMAN PERSON. IN THE EVENT THAT A STUDENT BECOMES PREGNANT, DIOCESAN AND PARISH SCHOOLS SHOULD ARRANGE FOR COUNSELING FOR THAT STUDENT AND FOR THE FATHER OF THE UNBORN CHILD. IN SUCH A CASE, THE PRINCIPAL SHALL DETERMINE WHETHER IT IS APPROPRIATE FOR THE STUDENT TO CONTINUE TO PARTICIPATE IN SCHOOL, IN CONSULTATION WITH THE STUDENT AND HER PARENTS OR LEGAL GUARDIANS.

3-1.4.35 STUDENT DRIVERS

EACH HIGH SCHOOL WILL ADOPT A POLICY REGARDING STUDENTS DRIVING TO AND FROM SCHOOL AND REGARDING DRIVING TO AND FROM SCHOOL-RELATED ACTIVITIES.

3-1.4.36 COMMUNICABLE DISEASE CONTROL

ALL DIOCESAN AND PARISH SCHOOLS SHALL WORK COOPERATIVELY WITH STATE AND LOCAL HEALTH AGENCIES AND OFFICIALS TO PREVENT, CONTROL, AND CONTAIN COMMUNICABLE DISEASES. DISEASES THAT MAY BE COMMUNICABLE INCLUDE BUT ARE NOT LIMITED TO MEASLES, MUMPS, CHICKENPOX, CONJUNCTIVITIS, STREP,

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INFECTION, INFLUENZA, MONONUCLEOSIS, TUBERCULOSIS, MENINGITIS, HEPATITIS B, HIV (HUMAN IMMUNODEFICIENCY VIRUS), AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME), ETC.

A COMMUNICABLE DISEASE IS A SERIOUS CONCERN FOR BOTH THE AFFECTED PERSON AND THE ENTIRE SCHOOL COMMUNITY. IF A STUDENT CONTRACTS A COMMUNICABLE DISEASE, THE PRINCIPAL OR PRESCHOOL DIRECTOR SHALL HAVE THE RIGHT TO REQUEST THAT THE STUDENT NOT PARTICIPATE IN SCHOOL ACTIVITIES. IN SUCH A CASE, THE PRINCIPAL OR PRESCHOOL DIRECTOR SHALL BALANCE THE NEED OF THE INDIVIDUAL TO ATTEND SCHOOL AGAINST THE NEED OF THE SCHOOL COMMUNITY TO BE PROTECTED FROM POTENTIALLY SERIOUS HEALTH PROBLEMS.

3-1.4.37 STUDENT ACCIDENT INSURANCE

ALL DIOCESAN AND PARISH SCHOOL STUDENTS ARE COVERED BY ACCIDENT INSURANCE WHILE ON SCHOOL GROUNDS WHEN SCHOOL IS IN SESSION, WHILE TAKING PART IN SCHOOL-SPONSORED AND SUPERVISED ACTIVITIES, AND WHILE ATTENDING SCHOOL-SPONSORED AND SUPERVISED RELIGIOUS SERVICES OR INSTRUCTION.

3-1.4.38 SCHOOL WELLNESS POLICY

ALL DIOCESAN AND PARISH SCHOOLS SHALL ADOPT, IMPLEMENT, AND COMMUNICATE A SCHOOL WELLNESS POLICY WITH THE FOLLOWING COMPONENTS:

- A. Nutritional Guidelines
- B. Nutrition Education
- C. Physical Activity
- D. Other School-Based Activities
- E. Parent and Staff Involvement
- F. Evaluation
- G. Annual Progress Report

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3-1.4.39 ELEMENTARY SCHOOL GRADUATION REQUIREMENTS

IN ORDER TO GRADUATE FROM A ELEMENTARY SCHOOL IN THE DIOCESE OF PHOENIX, A STUDENT MUST MEET THE MINIMUM REQUIREMENTS ESTABLISHED BY THE SCHOOL, AS SET FORTH IN THE PARENT/STUDENT HANDBOOK. AN ELEMENTARY SCHOOL MAY WITHHOLD A STUDENT'S DIPLOMA UNTIL THAT STUDENT OR THE STUDENT'S PARENTS OR LEGAL GUARDIANS SATISFY THEIR EDUCATIONAL, FINANCIAL AND/OR DISCIPLINARY OBLIGATIONS TO THE SCHOOL. A STUDENT'S PARTICIPATION IN GRADUATION EXERCISES IS A PRIVILEGE, NOT A RIGHT.

A. Obligations of Student

Students must meet all educational, financial and disciplinary obligations prior to graduating from elementary school.

B. Notice

Diocesan and Parish Schools shall notify a student's parents or legal guardians in writing if a student in danger of not graduating. Such notice shall be given as soon as reasonably possible, but at least prior to final examinations.

C. Exclusion From Graduation Exercises

Diocesan and Parish Schools may exclude a student from participating in graduation exercises for reasonable cause (i.e., discipline) even if the student is to receive a diploma. The Principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the Pastor (in the case of a Parish School) or the Superintendent of Schools (in the case of a Diocesan School).

3-1.4.40 HIGH SCHOOL GRADUATION REQUIREMENTS

IN ORDER TO GRADUATE FROM A DIOCESAN HIGH SCHOOL, A STUDENT MUST MEET THE MINIMUM REQUIREMENTS ESTABLISHED BY THE STATE OF ARIZONA, MUST TAKE AT LEAST ONE UNIT OF THEOLOGY FOR EACH YEAR OF ATTENDANCE AT A CATHOLIC HIGH SCHOOL, AND MUST MEET SUCH ADDITIONAL REQUIREMENTS AS MAY BE DESIGNATED BY THE SCHOOL. A HIGH SCHOOL MAY WITHHOLD A STUDENT'S DIPLOMA UNTIL THAT STUDENT OR THE STUDENT'S PARENTS OR LEGAL GUARDIANS SATISFY THEIR EDUCATIONAL, FINANCIAL AND/OR DISCIPLINARY OBLIGATIONS TO THE SCHOOL. A STUDENT'S PARTICIPATION IN GRADUATION EXERCISES IS A PRIVILEGE, NOT A RIGHT.

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A. Obligations of Student: Test Taking

All students must meet all educational, financial and disciplinary obligations prior to graduating from high school. A Principal may prohibit a student from taking an examination at the end of a semester until all financial obligations have been met, even if the student's failure to take that examination may result in an incomplete or failing grade.

B. Notice

High Schools shall notify a student's parents or legal guardians in writing if a student in danger of not graduating. Such notice shall be given as soon as reasonably possible, but at least prior to final examinations.

C. Exclusion From Graduation Exercises

High Schools may exclude a student from participating in graduation exercises for reasonable cause (i.e., discipline) even if the student is to receive a diploma. The Principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the the Superintendent of Schools.

Approved by Bishop Thomas J. Olmsted on November 24, 2011