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

Policy 3-1 Catholic Schools; APPENDICES

Appendix C.2

**INFORMATION TO INCLUDE IN FAMILY
(PARENT/STUDENT) HANDBOOK**

The Principal/Preschool director with the faculty prepares the local school handbook annually. All parents of the students shall receive a copy of this handbook and sign a statement of agreement. A copy is sent to the Diocesan Catholic Schools Office.

The following should be included in the local school handbook:

1. Mission, Philosophy and Goals, Student Learning Expectations
2. Student Learning Expectations
3. Admission Policies – Preference to Catholics
4. Academic Policies:
 - a. Required subjects
 - b. Graduation requirements
 - c. Grading system – standards
 - d. Retention of students
5. Accidents
6. Athletic policies
7. Bus policies (if applicable)
8. Communication procedures with school, teachers
9. Discipline code
10. Dress code
11. Extended day care policies
12. Extra-curricular activities – CYAA
13. Field trip policies/forms
14. Health/Medical regulations
15. Hours of operation
16. Liability/accident insurance information
17. Parent organizations/School Board
18. Parent service requirements (if applicable)
19. Parent(s)/Student's signed agreement
20. Principal's Right to Amend

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21. Safety Procedures
22. Sexual Misconduct session requirement for volunteers
23. School calendar
24. School policies
25. Statement of Accreditation and Licensure by Appropriate Agencies
26. Statement of Inspection Reports available (if applicable)
27. Transportation procedures (if applicable)
28. Use of School grounds/facilities
29. Crisis Procedures
30. Parent Expectations
31. Child Abuse Reporting
32. Wellness Policy
33. Asbestos
34. Custody/Non-custodial parents
35. Emergency Drills
36. Internet Use