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**The Roman Catholic Church of the Diocese of Phoenix  
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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.

**3-1.1 ADMINISTRATION**

**3-1.1.01 THE ROLE OF THE BISHOP**

**THE BISHOP HAS FULL RESPONSIBILITY FOR THE EDUCATIONAL MINISTRIES OF THE DIOCESE OF PHOENIX. ALL POLICIES INCLUDED IN THIS DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS (HEREINAFTER, "HANDBOOK") HAVE BEEN APPROVED BY THE BISHOP.**

Relevant Canons from the Code of Canon Law

*Canon 794 §1. The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted the mission of assisting persons so that they are able to reach the fullness of the Christian life.*

*§2. Pastors of souls have the duty of arranging everything so that all the faithful have a Catholic education."*

*Canons 803 – 806 are specifically applicable to the Bishop's oversight role in Catholic Schools.*

*Canon 803 §1. A Catholic school is understood as one which a competent ecclesiastical authority or a public ecclesiastical juridic person directs or which ecclesiastical authority recognizes as such through a written document.*

*§2. The instruction and education in a Catholic school must be grounded in the principles of Catholic doctrine; teachers are to be outstanding in correct doctrine and integrity of life.*

*§3. Even if it is in fact Catholic, no school is to bear the name Catholic school without the consent of competent ecclesiastical authority.*

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*Canon 804 §1. The Catholic religious instruction and education which are imparted in any schools whatsoever or are provided through the various instruments of social communication are subject to the authority of the Church. It is for the conference of Bishops to issue general norms about this field of action and for the diocesan Bishop to regulate and watch over it.*

*§2. The local ordinary is to be concerned that those who are designated teachers of religious instruction in schools, even in non-Catholic ones, are outstanding in correct doctrine, the witness of a Christian life, and teaching skill.*

*Canon 805. For his own diocese, the local ordinary has the right to appoint or approve teachers of religion and even to remove them or demand that they be removed if a reason of religion or morals requires it.*

*Canon 806 §1. The diocesan Bishop has the right to watch over and visit the Catholic schools in his territory, even those which members of religious institutes have founded or direct. He also issues prescripts which pertain to the general regulation of Catholic schools; these prescripts are valid also for schools which these religious direct, without prejudice, however, to their autonomy regarding the internal direction of their schools.*

*§2. Directors of Catholic schools are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area.*

A. Catholic Schools

Only with the approval of the Bishop may a school call itself "Catholic."

B. Classification of Schools

Schools located in the Diocese of Phoenix are classified as Diocesan Schools, Parish Schools, and Private Catholic Schools. All Diocesan Schools, Parish Schools, and Private Catholic Schools are subject to the authority of the Bishop of the Diocese of Phoenix with respect to their Catholicity and their religious education curriculum.

1. Diocesan Schools

A "Diocesan School" is defined as a Catholic school which functions as part of the educational mission of the diocese and is directly accountable to the Bishop through the Superintendent of Schools. The Superintendent delegates administrative responsibilities to the school's Principal. (Bourgade Catholic

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High School, Notre Dame College Preparatory, St. Mary's Catholic High School, Seton Catholic Preparatory High School, and Xavier College Preparatory are Diocesan schools.)

2. Parish Schools

A "Parish School," which includes Preschools and Elementary schools, is part of the educational mission of the parish for which the Pastor is the canonical administrator. The Pastor delegates administrative responsibilities to the school Principal/Preschool Director, who is accountable to him.

3. Private Catholic Schools

"Private Catholic Schools" are part of the mission of the religious congregation that sponsors the school. In order to call themselves Catholic, these institutions must receive formal approval from the diocesan Bishop and must commit themselves to follow the Diocesan religious education curriculum and catechist formation requirements, safe environment training and Catholicity of the school. Statistics are reported to the Catholic Schools Office annually. Principals of private Catholic schools attend and participate in Diocesan Principals' meetings. (Brophy College Preparatory is a Private Catholic School.)

**3-1.1.02 THE ROLE OF THE EXECUTIVE DIRECTOR OF THE DIVISION OF  
EDUCATION AND EVANGELIZATION**

**THE EXECUTIVE DIRECTOR OF THE DIVISION OF EDUCATION AND  
EVANGELIZATION REPRESENTS THE BISHOP IN OVERSEEING ALL  
EDUCATIONAL MINISTRIES WITHIN THE DIOCESE, INCLUDING CATHOLIC  
SCHOOLS.**

**3-1.1.03 THE ROLE OF THE DIOCESAN SUPERINTENDENT OF SCHOOLS**

**THE BISHOP DELEGATES TO THE SUPERINTENDENT OF SCHOOLS THE  
SUPERVISION AND COORDINATION OF ALL CATHOLIC SCHOOLS IN THE  
DIOCESE. THE SUPERINTENDENT OF SCHOOLS PROVIDES LEADERSHIP AND  
SUPPORT TO THE PRESIDENTS, PRINCIPALS AND PRESCHOOL DIRECTORS OF  
ALL SCHOOLS. THE SUPERINTENDENT FORMULATES THE HANDBOOK.**

A. Catholic Identity, Vision and Direction

The Superintendent of Schools articulates the Catholic philosophy that permeates the schools, as directed by the Bishop of the Diocese of Phoenix, through an

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emphasis on Catholic identity and community of faith, and provides vision and direction for the operation of Catholic schools in the Diocese of Phoenix.

B. Legal Issues

The Superintendent of Schools, in consultation with the Diocesan General Counsel, keeps Pastors, Principals and Preschool Directors informed of laws binding upon Catholic schools and provides consultation on legal issues for schools.

C. Administrative Procedures

The Superintendent of Schools develops/amends procedures for administrative policies that are consistent with this Handbook.

D. Diocesan School Advisory Board

The Superintendent of Schools is a member of the Diocesan School Advisory Board and serves as its executive officer.

E. Supervision of Diocesan Schools

The Superintendent of Schools supervises all aspects of those schools identified as Diocesan Schools. The Superintendent of Schools is directly responsible for hiring and supervising the Principals of Diocesan Schools and for overseeing and evaluating their administration.

F. Personnel

The Superintendent of Schools supervises the personnel in the Catholic Schools Office.

G. Accreditation

The Superintendent of Schools directs and monitors school accreditation.

H. Communication/Public Relations

The Superintendent of Schools promotes effective public relations within the Catholic school community of the Diocese and the public sector, and represents all Catholic schools on the national, state and local level. The Superintendent of Schools, in consultation with the Director of Communications of the Diocese of Phoenix, provides consultation to Pastors, Principals and Preschool Directors on any media inquiries or other communications between the schools and the media.

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### **3-1.1.04 THE ROLE OF THE ASSISTANT SUPERINTENDENT**

**THE ASSISTANT SUPERINTENDENT ASSISTS THE SUPERINTENDENT OF SCHOOLS IN THE SUPERVISION AND COORDINATION OF CATHOLIC SCHOOLS IN THE DIOCESE OF PHOENIX. THE ASSISTANT SUPERINTENDENT'S AREAS OF RESPONSIBILITY ARE ASSIGNED BY THE SUPERINTENDENT OF SCHOOLS. THE ASSISTANT SUPERINTENDENT IS ACCOUNTABLE TO THE SUPERINTENDENT OF SCHOOLS.**

#### **A. Personnel**

The Assistant Superintendent guides Principals in hiring, supervising and evaluating school personnel, provides consultation regarding personnel related issues, and directs and coordinates all facets of the Catechist Formation Certification Process for teachers and school staff members. The Assistant Superintendent organizes, directs and implements in-service programs for school staff members.

#### **B. Curriculum and Instruction**

The Assistant Superintendent:

1. Recommends a course of study for Preschools, Elementary schools and High Schools, which allows for the age appropriate development of Preschool and Pre-kindergarten students, and the continuous progress of students from Kindergarten through high school in religion and academic subject areas;
2. Guides Principals and teachers in the development, evaluation and improvement of school curriculum;
3. Supervises Diocesan-wide testing programs;
4. Coordinates Federal and/or State Programs for students and school personnel.

#### **C. Catholic Youth Athletic Association ("CYAA")**

The Assistant Superintendent supervises the Diocesan CYAA program.

#### **D. Safety and Safe Environment**

The Assistant Superintendent oversees protocol and programs for the safety of students and school personnel, including safe environment training.

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E. Special Programs

The Assistant Superintendent coordinates special programs which affect Catholic schools, as directed by the Superintendent of Schools.

**3-1.1.05 THE ROLE OF THE DIOCESAN SCHOOL ADVISORY BOARD**

**THE DIOCESAN SCHOOL ADVISORY BOARD IS AN ADVISORY BODY TO THE SUPERINTENDENT OF SCHOOLS AND THE BISHOP IN MATTERS DESIGNATED BY THE BOARD'S CONSTITUTION AND BYLAWS.**

A. Finances

The Diocesan School Advisory Board advises the Superintendent of Schools and the Bishop on financial matters affecting Diocesan Schools and oversees expenditures and investments of restricted funds related to Diocesan Schools.

B. Budgets

The Diocesan School Advisory Board reviews and makes recommendations to the Bishop on the annual budget of each Diocesan School.

C. Policies and Procedures

The Diocesan School Advisory Board formulates and recommends to the Bishop for approval written policies and procedures affecting all Catholic schools in the Diocese of Phoenix. The Diocesan School Advisory Board continually monitors and evaluates the effectiveness of such policies and procedures.

D. Planning

The Diocesan School Advisory Board implements short-term goals and long-term goals for all Catholic schools in the Diocese of Phoenix, including research and training for such schools' advisory boards.

E. Public Relations

The Diocesan School Advisory Board promotes good public relations for the Bishop, Superintendent of Schools and Catholic schools.

F. Opening and Closing of Schools

The Superintendent of Schools consults with the Diocesan School Advisory Board on school openings, consolidations or closures, and presents the Diocesan School Advisory Board's recommendations to the Bishop of the Diocese of Phoenix.

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**3-1.1.06 THE ROLE OF THE PASTOR IN PARISH PRESCHOOLS AND  
ELEMENTARY SCHOOLS**

**THE PASTOR IS THE CANONICAL LEADER OF THE PARISH OF WHICH THE SCHOOL IS A PART. THE PASTOR HAS THE RESPONSIBILITY FOR BOTH THE SPIRITUAL AND ADMINISTRATIVE LEADERSHIP OF THE PARISH SCHOOL. IN ADDITION TO THE PASTOR'S RESPONSIBILITIES, AS DESCRIBED IN OTHER SECTIONS OF THIS HANDBOOK, THE PASTOR IS RESPONSIBLE FOR HIRING AND SUPERVISING THE PRINCIPAL/PRESCHOOL DIRECTOR OF THE PARISH PRESCHOOL AND ELEMENTARY SCHOOL, PROMULGATING SCHOOL POLICIES, AND APPROVING LOCAL SCHOOL ADVISORY BOARD DECISIONS.**

**Relevant Canons**

*Canon 519. The pastor (parochus) is the proper pastor (pastor) of the parish entrusted to him, exercising the pastoral care of the community committed to him under the authority of the diocesan Bishop in whose ministry of Christ he has been called to share, so that for that same community he carries out the functions of teaching, sanctifying, and governing, also with the cooperation of other presbyters or deacons and with the assistance of lay members of the Christian faithful, according to the norm of law.*

*Canon 528 §1. A pastor is obliged to make provision so that the word of God is proclaimed in its entirety to those living in the parish; for this reason, he is to take care that the lay members of the Christian faithful are instructed in the truths of the faith, especially by giving a homily on Sundays and holy days of obligation and by offering catechetical instruction. He is to foster works through which the spirit of the gospel is promoted, even in what pertains to social justice. He is to have particular care for the Catholic education of children and youth. He is to make every effort, even with the collaboration of the Christian faithful, so that the message of the gospel comes also to those who have ceased the practice of their religion or do not profess the true faith.*

The Pastor's responsibilities include:

- A. Serving as the school's spiritual leader and chief administrator in accordance with the school's mission and philosophy;
- B. Selecting the parish school Principal/Preschool Director and delegating the administration of the school to the Principal/Preschool Director, who shall administer the school in accordance with Diocesan school policies and procedures;
- C. Approving of staff hired for the parish preschool and/or elementary school;

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- D. Providing for worship opportunities (Liturgy, prayer, Ministry of the Word and the spiritual welfare of the students at the school). It is his duty to see that the teachings of the Roman Catholic Church are clearly and accurately presented.
- E. Establishing a School Advisory Board to assist in the governance of the Catholic school. The Pastor is an ex-officio member of his parish's School Advisory Board.
- F. Approving or vetoing the Local School Advisory Board recommendations;
- G. Approving the budget and monitoring the financial affairs of the school;
- H. Consulting on fundraising projects;
- I. Consulting on the discipline of students, including exclusion from graduation;
- J. Approving the school's summer school program;
- K. Evaluating the Principal/Preschool Director on (at least) an annual basis;
- L. Notifying the Principal/Preschool Director of the intent to offer the Principal/Preschool Director a contract;
- M. Signing the Principal/Preschool Director/teacher contract; and
- N. Being the final authority in any disciplinary or other appeal process for students of a Parish School.

### **3-1.1.07 THE ROLE OF THE PRINCIPAL**

**UNDER THE SUPERVISION OF THE PASTOR/SUPERINTENDENT, THE PRINCIPAL IS RESPONSIBLE FOR THE DAY TO DAY ADMINISTRATION OF THE SCHOOL.**

The Principal's responsibilities include:

- A. Functioning on a day-to-day basis as the school's spiritual leader and chief administrator in accordance with the school's mission and philosophy;
- B. Exercising leadership in all phases of the educational program of the school;
- C. Serving as the School's official representative with State agencies and other administrative boards;

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- D. Maintaining and working to increase student enrollment at the school;
- E. Administering the school in accordance with Diocesan and local school policies and procedures, applicable state laws, and the policies and standards of the Western Catholic Educational Association;
- F. Hiring, supervising, training, and developing a competent faculty and staff;
- G. Providing for the safety, welfare and care of students, faculty, and staff while they are at school and at school-sponsored activities;
- H. Managing an effective and efficient office and record-keeping system;
- I. Maintaining school facilities in a neat, safe and orderly condition;
- J. Working cooperatively with the Pastor/Superintendent of Schools and School Advisory Board to develop and manage the school budget and other financial and business affairs of the school;
- K. Establishing and promoting positive public relations within and outside of the school community;
- L. Working cooperatively with the School Advisory Board in the implementation of school and Diocesan policies and procedures; and
- M. Continuing his or her professional development, including obtaining all necessary certifications and attending Principal meetings and other educational sessions.

### **3-1.1.08 THE ROLE OF THE PRESCHOOL DIRECTOR**

**UNDER THE SUPERVISION OF THE PASTOR, THE PRESCHOOL DIRECTOR IS RESPONSIBLE FOR THE DAY TO DAY ADMINISTRATION OF THE PRESCHOOL. THE PRESCHOOL DIRECTOR PROVIDES LEADERSHIP IN ALL PHASES OF THE PRESCHOOL'S EDUCATIONAL PROGRAM.**

The Preschool Director's responsibilities include:

- A. Providing leadership in the faith, academic and administrative dimensions of the preschool program;
- B. Serving as the preschool's official representative with State agencies and other administrative boards;

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- C. Maintaining and working to increase student enrollment at the preschool;
- D. Formulating, evaluating and periodically revising the philosophy of the preschool program;
- E. Maintaining a continuous plan for the supervision, training and evaluation of the teachers and support staff;
- F. Developing an ongoing program to ensure the religious and professional development of the staff;
- G. Making recommendations to the Pastor regarding the hiring, discipline and dismissal (if necessary) of teachers and support staff;
- H. Providing for the safety, welfare and care of students, faculty, and staff while they are at the preschool and at preschool sponsored activities;
- I. Developing and maintaining a written preschool curriculum according to Diocesan early childhood guidelines;
- J. Ensuring compliance with any State or other Licensure requirements and maintaining appropriate records required by the Diocese of Phoenix and the State of Arizona;
- K. Maintaining school facilities in a neat, safe and orderly condition;
- L. Being responsible for the creation of the preschool's program budget and for adhering to said budget;
- M. Establishing and promoting good public relations within and beyond the parish; and
- N. Continuing his or her professional development, including obtaining all necessary certifications and attending preschool meetings and other educational sessions.

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### **3-1.1.09 THE ROLE OF THE ASSISTANT PRINCIPAL**

**THE ASSISTANT PRINCIPAL IS PART OF THE ADMINISTRATIVE TEAM, WORKING COLLABORATIVELY WITH THE PRINCIPAL TO DEVELOP WITHIN THE SCHOOL A STRONG CATHOLIC IDENTITY. THE ASSISTANT PRINCIPAL ASSISTS THE PRINCIPAL IN THE ADMINISTRATION OF THE SCHOOL, HAS A COMPLETE UNDERSTANDING OF THE SCHOOL PHILOSOPHY AND IS COMMITTED TO SUPPORTING AND IMPLEMENTING THE VISION OF THE SCHOOL AND PARISH.**

A job description has been developed at each school to outline specific job responsibilities of the Assistant Principal.

### **3-1.1.10 THE ROLE OF THE TEACHER**

**THE TEACHERS SERVE ACTIVELY IN THE EDUCATION AND FAITH DEVELOPMENT OF THE STUDENTS. TEACHERS ARE EXPECTED TO ABIDE BY THE STANDARDS OF FAITH, MORALS AND TEACHINGS OF THE CATHOLIC CHURCH. TEACHERS SHALL FULFILL THE DUTIES OUTLINED IN THE TEACHER JOB DESCRIPTION AND THE TEACHER CONTRACT.**

Under the supervision of the Principal/Preschool Director, the teacher:

- A. Strives to achieve the goals of Catholic education;
- B. Assumes responsibility for the leadership and management of the grades or classes to which the teacher is assigned;
- C. Develops and implements a daily instructional program according to the needs of the students and the curriculum established by the Diocese of Phoenix;
- D. Maintains accurate records of attendance, scholastic achievement, etc., as required by the school, Diocese and/or state;
- E. Establishes and promotes positive public relations within and outside the school community;
- F. Continues professional development to remain current with religious and academic certification; and
- G. Meets all requirements of the contract and the job description, and performs any other job-related tasks deemed necessary and/or assigned by the Principal.

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**3-1.1.11 DIOCESAN HANDBOOK**

**THIS HANDBOOK GOVERNS ALL DIOCESAN PRESCHOOLS, ELEMENTARY SCHOOLS AND HIGH SCHOOLS IN THE DIOCESE OF PHOENIX.**

**3-1.1.12 LOCAL SCHOOL HANDBOOKS**

**EACH SCHOOL SHALL PUBLISH LOCAL SCHOOL HANDBOOKS. THESE MUST INCLUDE PARENT/STUDENT/FAMILY AND FACULTY HANDBOOKS. THE SCHOOL PRINCIPAL SHOULD COMMUNICATE THE CONTENTS OF THE STUDENT, PARENT AND FACULTY HANDBOOK TO PARENTS, STUDENTS AND FACULTY ON AN ANNUAL BASIS.**

**3-1.1.13 CATHOLIC IDENTITY**

**EACH SCHOOL SHALL HAVE A CLEAR STATEMENT OF ITS CATHOLIC IDENTITY IN ITS MISSION STATEMENT.**

Each school's Religion program shall be based on the central doctrines of the Catholic faith, in accordance with the norms set by the National Catechetical Directory and the Catechism of the Catholic Church. Each school's Religion program shall be subject to the authority of the Bishop of the Diocese of Phoenix.

**3-1.1.14 LOCAL SCHOOL ADVISORY BOARD**

**EACH SCHOOL WILL HAVE A LOCAL SCHOOL ADVISORY BOARD.**

A. Role of the Local School Advisory Board

The "Local School Advisory Board" supports the Pastor and Principal or Preschool Director and promotes the mission of the school. Local School Advisory Board members must be active practicing Catholics. It is the responsibility of parents, teachers, the Local School Advisory Board, and Administration to recognize parents as the primary educators of their children. The Local School Advisory Board assists the school in achieving its goals to provide quality Catholic education. It shall be the goal of parents, teachers, the Local School Advisory Board, and administration, through Gospel teaching and an excellent program of academics, to direct students toward a conscious choice of living a responsible Catholic life.

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B. Constitution and Bylaws

Each Local School Advisory Board shall have a written constitution and bylaws defining membership, function, and its authority as an advisory body assisting the Pastor/Superintendent and administrator in setting policies.

C. Local Policies

The policies as found in this Handbook shall be the policies of the Local School Advisory Board. The Local School Advisory Board shall recommend such additional policies as are necessary to assist the Pastor/Superintendent of Schools and administrator in the administration of the school. These policies shall be in accord with, and shall not contradict, the policies contained in this Handbook.

D. Training/In-service

Local School Advisory Board are to participate in training or in-services offered by the Diocesan School Advisory Board.

### **3-1.1.15 PARENT/COMMUNITY SCHOOL ORGANIZATIONS**

**PARENT AND/OR OTHER AUXILIARY GROUPS ORGANIZED AT EACH SCHOOL ASSIST THE SCHOOL IN ACHIEVING ITS MISSION. THESE GROUPS SHALL BE SUBJECT TO THE SUPERVISION AND CONTROL OF THE PRINCIPAL OR PRESCHOOL DIRECTOR.**

### **3-1.1.16 GRIEVANCES**

**ANY GRIEVANCE CONCERNING ANY MATTER RELATING TO CATHOLIC SCHOOLS SHALL BE PROCESSED IN ACCORDANCE WITH THE FOLLOWING REGULATIONS.**

A. Resolution of Ordinary Differences within the School Community

Every attempt should be made by the Principal or Preschool Director to resolve a conflict at the lowest possible level. Occasionally, matters may arise which may require an objective review by the Pastor (in the case of a Parish School) or the Superintendent of Schools (in the case of a Diocesan School) in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed:

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1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, a party may attempt to seek a resolution from the person with the next higher level of accountability up to and including the Principal or Preschool Director. The specific provisions for a fair process are to be contained in the local school handbooks.
3. If the Principal or Preschool Director is believed to be acting contrary to Diocesan or local school policy, or if there is disagreement regarding the Principal's or Preschool Director's decision affecting a student, then the student (if 18 years or older), the student's parent or legal guardian may request that the Pastor (in the case of a Parish School) or the Superintendent of Schools (in the case of a Diocesan School) review the matter or the decision.
4. If an aggrieved party requests that the Superintendent of Schools review a matter or decision arising out of a Diocesan School, the Superintendent of Schools may (at his or her sole option) assign a hearing officer to review the matter and take testimony if necessary. The Superintendent of Schools may consider any evidence obtained by the hearing officer in reviewing the matter and in making his or her final decision.

**B. Appeal of Required Withdrawal of a Student**

If a Principal or Preschool Director requires, for whatever reason, that a student withdraw from a school, the student (if 18 years or older), or the parent or legal guardian of the student may appeal the Principal's or Preschool Director's decision to the Pastor (in the case of a Parish School), or to the Superintendent of Schools (in the case of a Diocesan School).

**C. Appeal of Other Serious Decisions**

There shall be no right of appeal for a student, parent or legal guardian if a Principal or Preschool Director takes some disciplinary action toward a student other than the required withdrawal from the School. There shall be no right of appeal, for example, for the suspension of a student, or for detention. There may be occasions, however, where a Principal's or Preschool Director's decision has serious consequences and the student (if 18 years of age or older) or the student's parent or legal guardian requests review by the Pastor (in the case of a Parish School) or the Superintendent of Schools (in the case of a Diocesan School). It shall be within the sole discretion of the Pastor or the Superintendent of Schools to determine whether to review the decision.

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D. Process of Appeal

1. When a parent, employee or student (if 18 years or older) wishes to appeal a Principal's or Preschool Director's decision, the person must submit the appeal in writing to the Pastor (in the case of a Parish School) or the Superintendent of Schools (in the case of a Diocesan School). The written appeal must contain the following information:
  - a. The subject of the appeal.
  - b. Any factual data, other than hearsay, the person considers appropriate.
  - c. The efforts that have been made to resolve the issue.
2. Principal's or Preschool Director's decisions must be appealed within 10 working days of the communication of that decision to the aggrieved party.
3. The Pastor or Superintendent of Schools may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Pastor's or Superintendent of School's behalf.
4. If the Pastor, or Superintendent of Schools accepts the appeal, the Pastor or Superintendent of Schools (or his or her Designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the appeal.
5. The decision of the Pastor, Superintendent of Schools, or designee shall be final and binding upon the parties, and shall conclude the appeal process. There shall be no further right of appeal.

**3-1.1.17 SCHOOL OPENING**

**ANY GROUP WISHING TO OPEN A CATHOLIC SCHOOL MUST COMPLY WITH THE PROCEDURES OUTLINED BY THE CATHOLIC SCHOOLS OFFICE AND WITH APPROVAL BY THE BISHOP OF THE DIOCESE OF PHOENIX.**

**3-1.1.18 SCHOOL CLOSING**

**THE DECISION TO CLOSE A CATHOLIC SCHOOL MUST COMPLY WITH THE PROCEDURES OUTLINED BY THE CATHOLIC SCHOOLS OFFICE AND BE MADE IN CONSULTATION WITH THE BISHOP OF THE DIOCESE OF PHOENIX.**

If a Diocesan School closes, the school's records shall be kept at the Diocese. If a Parish School closes, the school's records shall be kept at the parish.

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**3-1.1.19 LOCAL SCHOOL PLANNING**

**EVERY SCHOOL IN THE DIOCESE OF PHOENIX SHALL HAVE AN ONGOING THREE-TO-FIVE YEAR LONG RANGE PLAN.**

- A. The plan shall be data-based and shall flow from the school's Mission Statement.
- B. The implementation of this plan shall be the primary responsibility of the Principal, in collaboration with the Local School Advisory Board and the Pastor (in the case of a Parish School), or the Superintendent of Schools (in the case of a Diocesan School).

**3-1.1.20 APPENDICES**

**ALL APPENDICES ARE PART OF THE DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS.**

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