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

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Policy 3-1 Catholic Schools

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.

**3-1.3 ELEMENTARY AND HIGH SCHOOL PERSONNEL**

**DIOCESAN HUMAN RESOURCE POLICIES GOVERN PROCEDURES FOR HIRING ELEMENTARY AND HIGH SCHOOL PERSONNEL.**

**3-1.3.01 PROFESSIONAL QUALIFICATION OF PRINCIPALS**

The Principal must be a practicing Catholic in full communion with the Catholic Church, who evidences knowledge and understanding of the Catholic faith, and who is a registered member of a parish or mission within the Diocese. The Principal must hold a masters degree in education.

The Principal is charged with providing spiritual and instructional leadership in accordance with Diocesan and school mission statements and philosophy, and with assisting faculty in carrying out the teaching mission of the Church. The Principal must promote educational excellence, and ensure that the school meets the standards set by the Diocese, the State of Arizona, and the Western Catholic Education Association.

- A. The Principal shall give active witness to the Catholic Tradition, including the teachings of the Church and the Sacred Scriptures.
- B. The Principal shall have or be working toward Catechist certification as required by the Catholic Schools Office.
- C. The Principal shall have a minimum of three years professional experience in a Catholic school, e.g. teacher, administrator, counselor.

Responsibilities of the Principal

The Principal of a Parish School is the administrator, faith and instructional leader and executive officer of the Local School Advisory Board. The Principal of a Diocesan School is the administrator, faith and instructional leader, executive officer of the Local School Advisory Board, and President and Director of the school corporation.

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### **3-1.3.02 PROFESSIONAL QUALIFICATION OF ASSISTANT PRINCIPALS**

The Assistant Principal must be a practicing Catholic in full communion with the Catholic Church, who evidences knowledge and understanding of the Catholic faith, and who is a registered member of a parish or mission within the Diocese. The Assistant Principal must hold a masters degree in education.

The Assistant Principal is charged with providing spiritual and instructional leadership in accordance with Diocesan and school mission statements and philosophy, and with assisting faculty in carrying out the teaching mission of the Church. The Assistant Principal must promote educational excellence and, along with the Principal, must ensure that the school meets the standards set by the Diocese, the State of Arizona, and the Western Catholic Education Association.

- A. The Assistant Principal shall give active witness to the Catholic Tradition, including the teachings of the Church and the Sacred Scriptures.
- B. The Assistant Principal shall have or be working toward Catechist certification, as required by the Catholic Schools Office.
- C. The Assistant Principal shall have a minimum of three years professional experience in a Catholic school, e.g. teacher, administrator, counselor.

The Assistant Principal is hired by the Principal, and shall assume the Principal's responsibilities in the Principal's absence.

### **3-1.3.03 PROFESSIONAL QUALIFICATION OF ELEMENTARY AND HIGH SCHOOL TEACHERS AND COUNSELORS**

Elementary and high school teachers and counselors are models for the faith development of the students. As such, they are expected to be people of faith who uphold the teachings of the Catholic Church. Teachers and counselors must meet the licensing and certification requirements set by the Diocese, the State of Arizona, and the Western Catholic Education Association. Teachers and counselors must meet the standards outlined in their job descriptions.

Teacher and counselor candidates who are qualified and who are practicing Catholics are given preference in hiring decisions over candidates who are not practicing Catholics.

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**3-1.3.04 PROFESSIONAL QUALIFICATION OF NON-INSTRUCTIONAL  
ELEMENTARY AND HIGH SCHOOL PERSONNEL**

Qualifications for non-instructional personnel depend upon the position and are specified in the job description.

**3-1.3.05 PROFESSIONAL QUALIFICATION OF RELIGION TEACHERS AND  
CAMPUS MINISTERS**

High school religion teachers and campus ministers must be practicing Catholics in full communion with the Catholic Church, must be registered members of a parish or mission within the Diocese, must have at least the equivalent of a bachelor's degree in theology, religious studies or a related field, and must have a current Arizona State Substitute or appropriate teaching certificate.

**3-1.3.06 PROFESSIONAL QUALIFICATION OF MEN AND WOMEN RELIGIOUS**

Men and women religious shall be hired pursuant to an agreement between the religious community and the Diocese, or pursuant to an agreement between the religious community and the parish (if applicable), and shall meet the basic qualifications of the position for which they are hired.

**3-1.3.07 CRIMINAL CLEARANCE – ELEMENTARY AND HIGH SCHOOL  
EMPLOYEES**

The Catholic Schools Office requires that all certified Catholic School personnel; including administrators and teachers obtain Federal Bureau of Investigation (FBI) fingerprint clearance prior to employment. A copy of the fingerprint clearance card and a copy of the employee's filed application must be included in the on-site personnel folder of all such employees.

The Catholic Schools Office requires that all non-certified Catholic School personnel; including athletic coaches (whether paid or volunteer), classroom assistants, bus drivers, staff and maintenance personnel, obtain Arizona State Department of Public Safety fingerprint clearance prior to employment

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### **3-1.3.08 PROFESSIONAL QUALIFICATION OF PRESCHOOL PERSONNEL**

#### **A. Preschool Directors**

The Preschool Director must be a practicing Catholic in full communion with the Catholic Church, who evidences knowledge and understanding of the Catholic faith, and who is a registered member of a parish or mission within the Diocese. The Preschool Director must meet the standards set by the Arizona Department of Health Services Office of Child Care Licensure. The Preschool Director must receive a Catechist Certification within three years of employment and must recertify as outlined in the Catechist Formation Process.

#### **B. Preschool Teachers**

Preschool teachers are models for the faith development of the students. As such, they are expected to be people of faith who uphold the teachings of the Catholic Church. Preschool teachers must meet the standards set by the Arizona Department of Health Services Office of Child Care Licensure. Preschool teachers must receive a Catechist Certification within three years of employment and must recertify as outlined in the Catechist Formation Process. Preschool teachers must meet the standards outlined in their job descriptions.

Preschool teacher candidates who are qualified and who are practicing Catholics are given preference in hiring decisions over candidates who are not practicing Catholics.

#### **C. Preschool Teacher Assistants**

Preschool teacher assistants must meet the standards set by the Diocese, the Arizona Department of Health Services, and the Office of Child Care Licensure.

#### **D. Non-Instructional Preschool Personnel**

Qualifications for non-instructional personnel depend upon the position and are specified in the job description.

### **3-1.3.09 CRIMINAL CLEARANCE – PRESCHOOL EMPLOYEES**

The Catholic Schools Office requires that all Catholic Preschool Personnel, including administrators, teachers, daycare personnel, and preschool/before and after school care personnel, obtain Federal Bureau of Investigation (FBI) fingerprint clearance prior to employment. A copy of the fingerprint clearance card and a copy of the employee's filed application must be included in the on-site personnel folder of all such employees.

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### **3-1.3.10 SUBSTITUTES**

- A. When a teacher is absent, the Principal or Preschool Director must provide for a substitute teacher.
- B. Schools must hire substitutes that are screened by the Catholic Schools Office. These substitutes will have a current Arizona teaching or substitute certificate on file at the Diocese, and must obtain Arizona State Department of Public Safety fingerprint clearance prior to employment.
- C. Each school shall determine the compensation rate for substitute teachers.

### **3-1.3.11 STUDENT TEACHERS/INTERNS**

- A. Diocesan and Parish Schools shall have the right to enter into an agreement with local universities and colleges for the placement of student teachers and/or interns on the school's campus. All such student teachers and/or interns shall be directly supervised by a full-time mentor teacher.
- B. All student teachers and/or student interns shall undergo a background check and criminal clearance, shall attend Safe Environment training, shall obtain Arizona State Department of Public Safety fingerprint clearance prior to employment, shall be professionally qualified to serve as a student teacher and/or intern, and shall meet the basic standards of professional behavior and professional conduct outlined herein for teachers.

### **3-1.3.12 NON-DISCRIMINATION**

It is the policy of the Diocese of Phoenix to provide equal employment opportunity to all employees and applicants for employment. No person shall be discriminated against in employment because of such individual's race, gender, age, color, disability or national origin/ancestry/citizenship, veteran, or any other protected class. In certain circumstances, religion may appropriately be considered as a *bona fide occupational qualification* (BFOQ). Applicants must be informed of the school's philosophy and rules prior to hiring, which includes the requirement that all employees (Catholic and non-Catholic) sign and abide by the Profession of Faith. This may be done by allowing the applicant to review the school policies in the diocesan and local school handbooks, and by signing an acknowledgment form.

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### **3-1.3.13 HIRING OF ALL SCHOOL PERSONNEL**

This process is to be followed in the hiring of all school personnel, including Diocesan School and Parish School Principals, Preschool Directors, other administrative personnel, teachers and staff.

#### **A. Posting of Positions**

The Catholic Schools Office will post job openings on its Internet site for administrators, teachers, and other instructional personnel. Schools are permitted to post job openings on their respective Internet sites as well.

#### **B. Application**

Applications for administrative and teaching positions are to be made through the Diocesan Catholic Schools Office. Names of qualified applicants will be made available to Pastors, Principals and Preschool Directors. Applications for non-instructional staff positions are made directly to the school administrator.

#### **C. Selection**

Upon receiving applications for any position, the Principal or Preschool Director will:

1. Verify that the applicant has the qualifications that meet the Diocese's and the Western Catholic Educational Association's regulations and applicable state and local requirements;
2. Interview selected candidates in person;
3. Check references verbally, and note in writing the date, time and main points of conversation;
4. Arrange for a background check in accordance with Diocesan policy; and
5. In the case of final candidates for Parish School positions, obtain the approval of the Pastor of the parish.

### **3-1.3.14 HIRING A PARISH PRESCHOOL DIRECTOR**

**THE PASTOR, IN CONSULTATION WITH A LOCAL SEARCH COMMITTEE, AND AFTER FOLLOWING THE HIRING PROCESS OUTLINED ABOVE, SHALL BE RESPONSIBLE FOR HIRING A PARISH PRESCHOOL DIRECTOR.**

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**3-1.3.15 HIRING A PARISH ELEMENTARY SCHOOL PRINCIPAL**

**THE PASTOR, IN CONSULTATION WITH A LOCAL SEARCH COMMITTEE, AND AFTER FOLLOWING THE HIRING PROCESS OUTLINED ABOVE, SHALL BE RESPONSIBLE FOR HIRING A PARISH ELEMENTARY SCHOOL PRINCIPAL.**

**3-1.3.16 HIRING A DIOCESAN SCHOOL PRINCIPAL**

**THE BISHOP AND THE SUPERINTENDENT OF SCHOOLS SHALL BE RESPONSIBLE FOR HIRING A DIOCESAN SCHOOL PRINCIPAL.**

**3-1.3.17 HIRING OTHER SCHOOL PERSONNEL**

**THE PRINCIPAL OR PRESCHOOL DIRECTOR, AFTER FOLLOWING THE HIRING PROCESS OUTLINED ABOVE, IS RESPONSIBLE FOR HIRING OTHER SCHOOL PERSONNEL.**

**3-1.3.18 PROFESSIONAL STAFF CONTRACT**

**EACH SCHOOL WILL ENTER INTO A WRITTEN CONTRACT WITH EACH OF ITS PROFESSIONAL STAFF (i.e., PRINCIPALS, PRESCHOOL DIRECTORS, TEACHERS, COUNSELORS, CERTIFIED LIBRARIANS). THE APPROVED DIOCESAN FORMS MUST BE USED FOR ALL SUCH CONTRACTS. CONTRACTS ARE NOT VALID UNTIL ALL REQUIRED SIGNATURES HAVE BEEN OBTAINED.**

A. Principal Letter of Intent – Parish Schools

Principals of Parish Schools must notify the Pastor of the Parish, in writing and by no later than February 1, of their intention to return as Principal for the following school year. The Pastor must then notify the Principal, in writing and by no later than February 15, if the Parish is willing to offer the Principal employment at the Parish School for the following school year. The Pastor's notification that he intends to offer the Principal a contract of employment for the following school year is not a guarantee of employment, and is subject to additional review by the Pastor until the end of the contract then in place.

B. Principal Letter of Intent – Diocesan Schools

Principals of Diocesan Schools must notify the Superintendent of Schools, in writing and by no later than February 1, of their intention to return as Principal for the following school year. The Superintendent of Schools must then notify the

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Principal, in writing and by no later than February 15, if the Diocesan School is willing to offer the Principal employment for the following school year. The Superintendent of Schools' notification that he or she intends to offer the Principal a contract of employment for the following school year is not a guarantee of employment and is subject to additional review by the Superintendent until the end of the contract then in place.

C. Principal Contract

1. The Superintendent of Schools and the Principal shall both sign the contract for a Diocesan School Principal.
2. The Pastor, the Superintendent of Schools, and the Principal shall all sign the contract for a Parish School Principal.
3. Ordinarily, the Pastor (in the case of a Parish School), the Superintendent of Schools, the religious superior of the congregation, and the Principal shall all sign the contract for a Principal who is a member of a religious congregation. A copy of the contract shall be filed with the Diocesan Office of Religious.
4. The term of a Principal contract is typically July 1 to June 30.
5. School Principals are entitled to 20 days (160 hours) of vacation per contract year. No vacation hours may be rolled over from one contract year to the next for Principals. If vacation hours are not used by a Principal prior to the expiration or termination or renewal of his or her contract, those hours are forfeited. In addition, Principals are not entitled to receive any compensation for any earned or granted but unused vacation hours upon the expiration or termination or renewal of their contracts; all such vacation hours will be forfeited.
6. On days when school is not in session and the school office is closed, or on days when a Principal takes a vacation day, the Principal will ensure that ordinary business is covered and all messages are received.

D. Preschool Director Letter of Intent

Preschool Directors must notify the Pastor of the Parish, in writing and by no later than March 15, of their intention to return as Preschool Director for the following school year. The Pastor must then notify the Preschool Director, in writing and by no later than April 1, if the Parish is willing to offer the Preschool Director employment at the Parish School for the following school year. The Pastor's notification that he intends to offer the Preschool Director a contract of employment

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for the following school year is not a guarantee of employment, and is subject to additional review by the Pastor until the end of the contract then in place.

E. Preschool Director Contract

1. The Pastor, Superintendent of Schools, and Preschool Director shall all sign the Preschool Director contracts.
2. The term of a Preschool Director contract is typically July 1 to June 30.
3. Preschool Directors are entitled to 20 days (160 hours) of vacation per contract year. No vacation hours may be rolled over from one contract year to the next for directors; if vacation hours are not used by a Preschool Director prior to the expiration or termination or renewal of his or her contract, those hours are forfeited. In addition, Preschool Directors are not entitled to receive any compensation for any earned or granted but unused vacation hours upon the expiration or termination or renewal of their contracts; all such vacation hours will be forfeited.
4. On days when school is not in session and the school office is closed, or on days when a Preschool Director takes a vacation day, the Preschool Director will ensure that ordinary business is covered and all messages are received.

F. Teacher/Administrative Staff Letter of Intent – Parish Schools

Teachers or Administrative Staff at Parish Schools must notify the Principal, in writing and by no later than March 15, of their intention to return for the following school year. The Principal must then notify the Teachers or Administrative Staff, in writing and by no later than April 1, if the Parish School is willing to offer them employment for the following school year. The Principal's notification that he or she intends to offer them a contract of employment for the following school year is not a guarantee of employment and is subject to additional review by the Principal until the end of the contract then in place.

G. Teacher/Administrative Staff Contract

The length of a teacher/administrative staff contract is usually for ten months. Dates may be adjusted to meet local needs. Contracts are ordinarily signed on or before June 1.

1. Diocesan School Teachers/Administrative Staff

All contracts for Diocesan School teachers and administrative staff, including supplementary pay contracts, are signed by the teacher/staff member, the

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Principal, and the Superintendent of Schools, and, in the case of a Diocesan School teacher or administrative staff member who is a member of a religious congregation, ordinarily by the religious superior of that congregation.

2. Parish School Teachers/Administrative Staff

All contracts for Parish School teachers and administrative staff, including supplementary pay contracts, are signed by the teacher, Pastor, Principal, and, in the case of a Diocesan School teacher or administrative staff member who is a member of a religious congregation, ordinarily by the religious superior of that congregation.

H. Distribution of Contracts

Once the contracts are fully-executed, one copy of each signed contract will remain in the Diocesan Catholic Schools Office, one copy will be maintained in the school, and one copy will be given to the employee. In the case of a teacher or administrative staff member who is a member of a religious congregation, one copy will be maintained by the Diocesan Office of Religious.

I. Professional Behavior

1. All school personnel shall perform the specific responsibilities set forth in their Job Description.
2. All school personnel shall abide by the “Essential Job Functions” of being an administrator, teacher or staff member in a Diocesan or Parish School, which includes:
  - a. Striving to achieve the goals of Catholic education;
  - b. Promoting and living according to gospel values and Catholic moral teaching; and
  - c. Upholding the doctrinal teachings of the Catholic Church.
3. All school personnel shall maintain an awareness of their role as a Catholic educator and of the impact that their behavior has on the students and the Catholic school community.
4. No school personnel shall do anything that is illegal or that might cause public scandal to the school.

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5. All school personnel shall abide by all Diocesan and local School Policies and Regulations, which policies, among other things, mandate that school personnel act as role models for the faith development of the students, for fellow teachers, and for counselors, and that school personnel be people of faith who uphold the teachings of the Catholic Church and who live according to those teachings.
6. All school administrators and teachers must make a Profession of Faith, in which they promise, among other things, to firmly accept and hold each and every thing that is proposed definitively by the Church regarding teaching on faith and morals, and to live their lives according to the Catholic faith.

J. Professional Conduct

Teachers in a Catholic school have been placed in a position of trust and are expected to maintain professional relationships at all times with their students both in and out of school, including vacation periods. By virtue of their position in the community, teachers have an obligation to maintain professional decorum at all times.

1. Administrators, teachers, and staff shall not cause or allow any practice, activity, decision or circumstance which:
  - a. Violates the educational tradition, teachings, and mission of the Diocese;
  - b. Violates Canon Law of the Roman Catholic Church;
  - c. Violates any Diocesan or local school policy, including Safe Environment policies and procedures;
  - d. Is either unlawful or imprudent; or
  - e. Is in violation of commonly accepted business and professional ethics.
2. All gatherings, whether on or off the school campus, where teachers are present with students, are considered occasions that call for professional behavior.
  - a. Teachers who are parents themselves shall entertain students in their homes only with permission from the Principal.
  - b. All social activities with students or groups of students organized by teachers are to be conducted on school premises unless otherwise directed by the Principal.

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- c. Teachers must not date students.
  - d. Teachers shall not meet with students other than on school premises, except with permission of the Principal and in extraordinary circumstances.
  - e. Use of alcohol, cigarettes, tobacco products or other controlled substances by teachers in the presence of students is forbidden during working hours and during activities connected with the school.
  - f. Teachers are to dress professionally, appropriately, and modestly at all occasions involving students.
3. Administrators, teachers and all staff shall not cause or allow conditions, activities, or decisions that endanger or adversely affect the school's public image or credibility, particularly in ways that would hinder the accomplishments of its mission.

**K. Termination of Contract**

- 1. An employee's contract may be terminated for cause by the Pastor or Principal (in the case of a Parish School), and by the Superintendent of Schools or Principal (in the case of a Diocesan School). Causes for termination include, but are not limited to, the following:
  - a. A serious violation of Church law that violates the Profession of Faith or that results or may result in public scandal;
  - b. Unprofessional conduct or conduct that violates the Diocese's Code of Ethics or the Employee's contract;
  - c. Incompetence in carrying out responsibilities;
  - d. Insubordination or lack of cooperation;
  - e. Possessing, using, selling, transferring or being under the influence of tobacco, alcohol or illicit drugs while on the school premises or at any school-sponsored activity;
  - f. Decline in enrollment in the employee's school; and
  - g. Any other cause specified in the Diocesan Human Resources Policies and Procedures.

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2. The decision to terminate the contract of a Principal or Preschool Director of a Parish School must be made by the Pastor only after consultation with the Catholic Schools Office and the Diocesan General Counsel. The termination requires a written notice from the Pastor to the Principal/Preschool Director. A copy of this notice must be sent immediately to the Diocesan General Counsel.
3. The decision to terminate the contract of a Principal of a Diocesan School must be made by the Superintendent of Schools only after consultation with the Diocesan General Counsel. The termination requires a written notice from the Superintendent of Schools to the Principal. A copy of this notice must be sent immediately to the Diocesan General Counsel.
4. The decision to terminate the contract of a teacher or an administrative staff member of a Parish School or a Diocesan School must be made by the Principal or Preschool Director only after consultation with the Catholic Schools Office and Diocesan General Counsel, and, in the case of a Parish School, with the Pastor. The termination requires a written notice from the Principal or Preschool Director to the teacher or the administrative staff member. A copy of this notice must be sent immediately to the Diocesan General Counsel.

L. Non-Instructional Employment Letter

When a Parish School or Diocesan School hires non-instructional personnel, the Principal shall give such personnel an employment letter upon hire. All non-instructional personnel shall be considered to be at-will employees of the Parish School or Diocesan School.

M. Introductory Period

All newly hired non-instructional personnel serve a six-month introductory period to determine suitability for their position. Non-instructional personnel should receive a written performance evaluation approximately after six months of employment and annually thereafter.

Employment guidelines for non-instructional personnel are published in the Diocesan Human Resources Policies and Procedures.

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### **3-1.3.19 ORIENTATION AND TRAINING**

**NEW ADMINISTRATIVE STAFF AND TEACHERS SHALL ATTEND AN ORIENTATION MEETING SPONSORED BY THE CATHOLIC SCHOOLS OFFICE AT THE BEGINNING OF EACH SCHOOL YEAR. NON-INSTRUCTIONAL PERSONNEL SHALL ATTEND AN ORIENTATION MEETING SPONSORED BY THE DIOCESE OF PHOENIX PARISH ADMINISTRATIVE SERVICES OFFICE WITHIN 30 DAYS OF HIRE.**

All new employees shall be trained on the following policies and shall sign acknowledgment forms confirming such training.

- A. Diocese Policy Against Harassment
- B. Diocese Policy and Procedures for the Protection of Minors, including Safe Environment Training and Code of Conduct form
- C. Diocese Policies on Bloodborne Pathogens, OSHA, Safety, Crisis

Principals shall provide annual Bloodborne Pathogens training, OSHA and Safety training, and school crisis plan procedures.

### **3-1.3.20 PRINCIPAL/PRESCHOOL DIRECTOR EVALUATION**

**THE DIOCESAN CATHOLIC SCHOOLS OFFICE WILL MAINTAIN AND REGULARLY REVIEW A SYSTEM-WIDE PROGRAM OF EVALUATING PRINCIPALS AND PRESCHOOL DIRECTORS.**

- A. Principal/Preschool Director Evaluation Procedure

The Pastor shall evaluate the performance of Principals and Preschool Directors of Parish Schools on an annual basis, with optional input from the faculty and the President of the Local School Advisory Board. The Superintendent of Schools or his/her designee shall evaluate the performance of Principals of Diocesan Schools on an annual basis, with optional input from the faculty and the President of the Local School Advisory Board.

- B. Completion of Principal/Preschool Director Evaluation

The evaluation process should be completed by February 15 for Principals and by March 1 for Preschool Directors.

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### **3-1.3.21 TEACHER EVALUATION**

**THE DIOCESAN CATHOLIC SCHOOLS OFFICE WILL MONITOR AND REGULARLY REVIEW A SYSTEM-WIDE PROGRAM OF EVALUATING TEACHERS' PERFORMANCE.**

A. Teacher Evaluation Procedure

The Principal or Preschool Director, or his/her designee, shall evaluate the performance of each teacher on an annual basis.

B. Completion of Teacher Evaluations

1. The evaluation process for first-year and second-year teachers is to be completed by the following dates:
  - a. First semester: by December 1
  - b. Second semester: by March 15
2. The evaluation process for teachers who have completed two or more years in their present school is to be completed by March 15.

### **3-1.3.22 NON-INSTRUCTIONAL PERSONNEL EVALUATION**

**EVALUATION PROCEDURES AND TIMELINES FOR NON-INSTRUCTIONAL PERSONNEL SHOULD BE CONSISTENT WITH PROCEDURES OUTLINED IN THE DIOCESAN HUMAN RESOURCES POLICIES AND PROCEDURES.**

The supervisor of non-instructional personnel shall evaluate the performance of such non-instructional personnel on an annual basis. The supervisor should review the employee's performance in connection with the job description for the position.

### **3-1.3.23 SALARY**

**ALL PARISH AND DIOCESAN SCHOOLS WILL FOLLOW THE MANDATED DIOCESAN SALARY SCHEDULES AND PLACEMENT PROCEDURES APPROVED BY THE BISHOP.**

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### **3-1.3.24 BENEFITS**

**FULL-TIME SCHOOL EMPLOYEES SHALL RECEIVE BENEFITS UNDER THE DIOCESE'S BENEFIT PLANS, AS DETERMINED BY THE DIOCESE.**

(See Diocesan Human Resources Policies and Procedures for employee benefits.)

### **3-1.3.25 NON-TENURE**

**THE DIOCESE HAS NO SYSTEM OF TENURE. PARISH SCHOOLS AND DIOCESAN SCHOOLS ARE UNDER NO OBLIGATION TO OFFER A NEW CONTRACT TO SCHOOL EMPLOYEES.**

### **3-1.3.26 HARASSMENT POLICY**

**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, OR ENVIRONMENTAL. ANY EMPLOYEE WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.**

(See Diocesan Human Resources Policies and Procedures.)

### **3-1.3.27 PERSONNEL RECORDS**

**ALL SCHOOLS SHALL FOLLOW DIOCESAN REGULATIONS REGARDING PERSONNEL RECORDS.**

#### **A. Diocesan Records**

The following teacher records shall be sent to the Catholic Schools Office:

1. A copy of each teacher's signed employment contract, a copy of each teacher's Arizona State Teaching Certificate and fingerprint card, and a copy of each teacher's Personal Profile form shall be sent to the Catholic Schools Office on an annual basis.
2. A copy of any Notice of Termination of an employee shall be sent to the Catholic Schools Office within five days of the date that the Notice was signed by the Principal.

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3. Upon termination of a teacher, the original teacher's file, including all items listed in 3-1.3.27 B, shall be sent to the Catholic Schools Office within 10 days of such termination, unless the terminated teacher is hired by another school within the diocese by June 30.

**B. Local Records**

The following information is to be kept in the local school office for each teacher or administrative staff member and in the Catholic Schools Office for each Principal or Preschool Director:

Retained in employee's file:

1. Employment application;
2. References;
3. Official transcripts of all college credits (undergraduate and graduate Career Placement File or a minimum of two letters of recommendation);
4. Arizona Teaching and/or Administrative Certificates;
5. Copy of Fingerprint clearance card (both sides);
6. Ongoing Record of Teacher Placement on Salary Schedule, documentation for placement on Salary Schedule (transcripts, other documentation);
7. Signed Employment Contract(s);
8. Signed Job Description;
9. Current Personal Profile;
10. Annual record of professional growth, particularly workshops, seminars and conferences (includes information for recertification and for salary movement);
11. Signed verification of knowledge of Harassment Policies and Procedures;
12. Signed Code of Ethics, signed verification of training on Safe Environment Training and Code of Conduct and Diocese of Phoenix Policy and Procedures for the Protection of Minors;
13. Annual evaluation(s);

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14. Immunization record information;
15. Verification of Catechist Formation Certification;
16. Signed Profession of Faith; and
17. Signed Photo Release Form.

Retained in Separate Office File:

1. Record of teacher absences;
2. Employment Benefit forms including Beneficiary card;
3. Employment Eligibility Form (I-9 Immigration and Naturalization); and
4. E-Verify approval for those hired after January 1, 2008.

### **3-1.3.28 RECONCILIATION PROCEDURES/ GRIEVANCES**

**ANY GRIEVANCE CONCERNING ANY MATTER RELATING TO A PARISH OR DIOCESAN SCHOOL SHALL BE PROCESSED IN ACCORDANCE WITH DIOCESAN HUMAN RESOURCE POLICIES AND PROCEDURES.**

### **3-1.3.29 TRAINING AND SCREENING OF VOLUNTEERS**

**ALL VOLUNTEERS AT PARISH AND DIOCESAN SCHOOLS SHALL COMPLY WITH THE DIOCESE'S APPLICATION, INTERVIEW AND SCREENING PROCESS PRIOR TO VOLUNTEERING ON A PARISH OR DIOCESAN SCHOOL CAMPUS. PARISH AND DIOCESAN SCHOOLS SHALL FOLLOW THE PROCEDURES SET FORTH IN THE DIOCESE POLICY AND PROCEDURES FOR THE PROTECTION OF MINORS IN TRAINING AND SCREENING SUCH VOLUNTEERS.**

A. Application, interview and screening

All Parish and Diocesan Schools shall follow the Diocese's application, interview and screening processes to determine that a volunteer is eligible to participate in school activities involving children.

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

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B. Orientation and training

All Parish and Diocesan Schools shall provide volunteers with orientation and training in instruction, discipline, child psychology and basic first aid and safety procedures.

C. Safe Environment Training and Policy and Procedures for the Protection of Minors

All Parish and Diocesan Schools shall ensure that each volunteer shall receive training on Safe Environment practices and on the CATHOLIC DIOCESE OF PHOENIX POLICY AND PROCEDURES FOR THE PROTECTION OF MINORS, and shall require that the volunteer signs and produces a verification of training.

D. Harassment Policy

All Parish and Diocesan Schools shall provide each volunteer with training on the Diocesan Harassment Policy.

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