

## §200 ADMINISTRATION

*Both the Archdiocese and the parish have a responsibility for selecting and evaluating the chief administrator of Archdiocesan secondary schools. The Archbishop has the responsibility under Canon Law for exercising vigilance over the schools in his diocese. By Canon Law, the parish is a juridical person and the pastor acts in the name and as its representative. The Superintendent acts in a parallel manner for the secondary schools sponsored by the Archdiocese. The following policies regarding the contract of the chief administrator of the secondary school reflect the reality that we are one Archdiocese and no one ministers alone.*

### §201 ADMINISTRATION

**201.1. Policy** All new and transfer applicants for president and principal of a secondary school must be approved by the Archdiocesan Office of Catholic Schools before being offered the position of president and/or principal.

#### ***Procedures***

- a. The administrative model for secondary schools may comprise a president and principal, whose duties are described in the *Handbook for Elementary and Secondary School Administrators*. In some schools, these positions are held by one person and in others, there is both a president and a principal.
- b. The Assistant Superintendent for Secondary Schools oversees the approval process for applicants for the positions of president and principal.
- c. The qualifications for the president and principal positions are delineated in the *Handbook for Elementary and Secondary School Administrators*.

**201.2.1. Policy** When a secondary school has one person who serves as both president and principal of the school, the contract for the employee shall be signed by the pastor, where applicable, and by the Superintendent of Schools.

**201.2.2. Policy** When a secondary school has both a president and a principal, the contracts for both administrators shall be signed by the employee, the pastor where applicable, and the Superintendent of Schools.

**Procedures**

- a) A one-year contract shall be given to a president or principal who is new to the school.
- b) In a parish secondary school, after the pastor and principal sign the contract, it shall be forwarded to the Superintendent of Schools for approval. Copies of the signed contract shall be sent to the pastor and principal by the Superintendent.
- c) A contract with a term of up to three years may be given to a president or principal who has been employed in the school for at least one year and who has had a positive written evaluation.

**201.3. Policy** The president and principal shall be evaluated in writing each year, according to procedures established by the Office of Catholic Schools.

**201.4. Policy** The president or principal contract shall not be terminated or non-renewed without consent and approval of the pastor, where applicable, and the Superintendent of Schools.

**§202 DISCIPLINE/DISMISSAL OF PRESIDENT/PRINCIPAL WITHIN DURATION OF CONTRACT**

**202.1. Policy** If a president/principal violates Archdiocesan policies or otherwise fails to perform designated responsibilities, ordinarily the president/principal shall be given written warning that performance must improve within a reasonable length of time.

In the event that the president/principal does not improve, the pastor/superintendent may impose a suspension, with or without pay. In appropriate circumstances dismissal of the president/principal may be warranted during the term of the contract with or without warning.

Written documentation of all steps of the process shall be maintained by the pastor/superintendent. Throughout the process the pastor shall consult with the Office of Catholic Schools.

Principal termination/non-renewal shall follow *Archdiocesan Personnel Policies, §700 section, Book II.*

## §203 CONFLICT MANAGEMENT

**203.1. Policy** Every school shall follow the Archdiocesan procedure for local conflict management.

### *Procedures*

**Step I)** The conflicting parties meet to seek resolution through one or more meetings, as is necessary or desired. If resolved, the process ends here.

**Step II)** If a resolution is not achieved in Step I, the conflicting parties may meet in the presence of a mutually agreed upon neutral third party facilitator who assists the disputing parties in their efforts to resolve the conflict. In the case of a principal/pastor conflict, the dean could be asked to become involved.

**Step III)** If resolution is not achieved in Step II, the conflicting parties may enter into formal conciliation under the direction of the Archdiocesan Office of Conciliation. The Office of Catholic Schools Coordinator of School Personnel Service arranges the formal conciliation process for the conflicting parties.

## §208 COMMUNICABLE DISEASES

**208.1. Policy** Faculty, staff and students who have been diagnosed with a communicable disease are not necessarily excluded from school unless their illness poses a significant health risk to others or renders them unable to perform their jobs adequately or to pursue their studies.

**208.2. Policy** The administration is responsible for providing appropriate educational opportunities to faculty, staff and students to reduce the risk of contracting or transmitting communicable diseases at school or in school-sponsored activities.

**208.3. Policy** The administration is responsible for complying with laws that protect the health and safety of faculty, staff and students at school and at school sponsored activities.

**208.4. Policy** The school shall handle information regarding faculty, staff and students with suspected or confirmed communicable diseases in accordance with state and federal law regarding the confidentiality of health records, while at the same time complying with applicable public health reporting requirements.