

§100 ADMINISTRATION

Both the parish and the Archdiocese have a responsibility for selecting and evaluating principals of Archdiocesan 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 following policies regarding principal contracts reflect the reality that we are one Archdiocese and no one ministers alone.

§110 PROFESSIONAL QUALIFICATIONS OF PRINCIPALS

110.1. Policy The principal must be a practicing Catholic who evidences knowledge and understanding of the Catholic faith. The principal must hold a masters degree in school supervision and/or administration.

Procedures

- a) The principal shall give active witness to the Catholic Tradition including post Vatican II teaching.
- b) The principal shall have or be working toward certification as Coordinator of Religious Education as stipulated by the Office of Catholic Schools.
- c) The principal shall have a minimum of three years of professional experience in a Catholic school, e.g., teacher, administrator, counselor.

§111 RESPONSIBILITIES OF THE PRINCIPAL

111.1. Policy The principal is the administrator, faith and instructional leader of the local school and executive officer of the local school advisory board.

§112 SELECTION OF THE PRINCIPAL

112.1. Policy The process outlined by the Office of Catholic Schools shall be followed in the interviewing, selecting, and hiring of the school principal.

Procedures

The Principal Selection Process document outlines the process to be followed by new and transfer principal applicants as well as by the pastor and the local school advisory board.

112.2. Policy All new and transfer principals, religious or lay, must have prior approval of the Archdiocesan Office of Catholic Schools before applying for the position of principal in a local school.

Procedure

The process for the approval of a new or transfer principal applicant is outlined in the Principal Selection Process document.

112.3. Policy The pastor, after receiving a recommendation from the local school advisory board, shall present his preference for principal to the Superintendent, following *Policy § 113 Principal Contract*.

§113 PRINCIPAL CONTRACT

113.1. Policy The principal contract shall be signed by the principal, the pastor and the Superintendent of Schools. The Contract shall not be valid until it has been signed by all three persons.

Procedures

- a) A one year contract shall be given to a principal who is new to a school.
- b) 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 principal who has been employed in the school for at least one year and who has had a positive written evaluation.

113.2. Policy The principal shall be evaluated in writing each year by the pastor and the Office of Catholic Schools by January 31st. The Superintendent of Schools, or the Superintendent's delegate, shall be provided with a copy of the completed evaluation by February 15th.

Procedure

The principal evaluation process of the Office of Catholic Schools shall be followed.

113.3. Policy A principal contract shall not be terminated or non-renewed without the consent and approval of both the pastor and the superintendent of schools.

Procedures

- a) In determining contract renewal, the Archdiocesan principal contract renewal process shall be followed. The decision to renew or not renew shall be communicated to the principal no later the March 1.
- b) In the event that there is a need for a delay in the timeline, the principal shall be notified in writing by the pastor or superintendent of Catholic schools.

§114 DISCIPLINE/DISMISSAL OF PRINCIPAL WITHIN TERM OF CONTRACT

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

In the event that the principal does not improve, the pastor/superintendent may impose a suspension, with or without pay. In appropriate circumstances dismissal of the 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.*

§115 CONFLICT MANAGEMENT

115.1. 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 Services arranges the formal conciliation process for the conflicting parties.

§116 ASSISTANT PRINCIPAL

116.1. Policy Each school shall have an assistant principal, selected by the principal, who shall assume responsibility of the principal in the principal's absence.

Procedures

- a) The assistant principal shall be a certified teacher who is a practicing Catholic.
- b) Each principal selects the assistant principal who, where possible, will have no regularly scheduled teaching assignment.
- c) The principal shall determine specific tasks for the assistant principal and negotiate salary accordingly.
- d) The assistant principal shall sign an annual teacher contract form.

§152 COMMUNICABLE DISEASES

152.1. 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.

152.2. Policy The principal 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.

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

152.4. 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.