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## **2000 ADMINISTRATION**

### **2100 CENTRAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

#### **2110 BISHOP**

The Bishop as chief pastor of the Diocese of Fresno is officially responsible for all Catholic educational programs. This responsibility includes all elements that contribute to the development of the total Christian community. Under the revised Code of Canon Law, he has full authority to regulate all that pertains to Catholic religious formation and education.

*For his own diocese the local ordinary has the right of vigilance over and visitation of the Catholic schools located in his territory, even those schools which have been established or are being directed by members of religious institutes: he is likewise competent to issue prescriptions dealing with the general regulation of Catholic schools: such prescriptions are also operative for those schools which are directed by religious, with due regard for their autonomy regarding the internal management of their schools. (Canon 806)*

The Bishop of Fresno delegates the administration of Catholic schools to the following:

- A. The Superintendent of Catholic Schools
- B. The Pastor/Administrator of parish schools
- C. The Rector of diocesan high school
- D. School Principals

#### **2120 SUPERINTENDENT OF CATHOLIC SCHOOLS**

The Superintendent is appointed by the Bishop to be the Chief Executive Officer of the Office of Catholic Education (OCE) and is responsible to the Bishop for the organization, administration, and supervision of the elementary and secondary schools of the diocese.

The Superintendent, in consultation with the Bishop, appoints qualified personnel for the OCE. The staff of OCE forms an administrative team that is responsible to the Superintendent to devise the best methods for ensuring professional and instructional excellence in the Catholic schools of the diocese.

The Superintendent will report directly to the Bishop and the Diocesan Advisory Board of Education in all matters affecting the schools in the diocese. The Superintendent is also responsible for the dissemination and execution of all diocesan policies in the Catholic schools of the diocese.

#### **2121 RESPONSIBILITIES OF THE SUPERINTENDENT**

The Superintendent is responsible to:

- A. Develop and clarify the aims and goals of Catholic schools within the total teaching ministry of the Diocese of Fresno.
- B. Provide for qualified, professional personnel in the schools.

#### **2122 ADMINISTRATIVE LEEWAY IN ABSENCE OF POLICY**

In cases where emergency action must be taken within the schools and where the Diocese of Fresno has provided no guidelines for administrative action, the Superintendent of Catholic Schools shall have authority to act.

#### **2130 DIOCESAN ADVISORY BOARD OF EDUCATION**

The Diocesan Advisory Board of Education (DABE) is appointed by the Bishop to serve as a source of counsel and advice in matters related to the elementary and secondary schools in the diocese.

The DABE shall act in this advisory capacity to the Bishop and Superintendent of Catholic Schools. The body is governed by a constitution approved by the Bishop. All board decisions, when ratified by the Bishop, are binding upon the Superintendent, all parish and other school boards, the pastors, school principals, and all personnel associated with the Catholic school system (See policy 7000 and following).

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### **2131 RESPONSIBILITIES OF THE DABE**

The responsibilities of the DABE include, but are not limited to, discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education; promotion of effective public relations on behalf of Catholic education.

### **2140 OFFICE OF CATHOLIC EDUCATION**

The Office of Catholic Education shall consist of a Superintendent who shall be the Chief Administrative Officer. All staff positions will be designated as the Superintendent may deem appropriate for the efficient operation of the office. The Superintendent shall have a term of office as determined by the Bishop. All employees of the OCE shall receive salary and benefits in keeping with diocesan policy.

### **2150 EDUCATION SERVICE FEES**

To fund the services of the Office of Catholic Education, an annual per capita tax based on the year's fall enrollment at each school, both elementary and secondary, will be set and payable to the Office no later than October first of each school year.

### **2160 RELIGIOUS COMMUNITIES**

All Religious Communities staffing schools are to sign a contract with the diocese. The clauses, conditions, and benefits of the contract are approved by the Bishop of the Diocese of Fresno and mutually agreed upon by the Diocese of Fresno and the Religious Community. The Religious Community, in collaboration with the Superintendent, is responsible for providing religious personnel to the school.

### **2161 ANNUAL CONSULTATION**

Superiors of the Religious Community are to consult annually with the Superintendent regarding the personnel of the schools.

### **2162 ADMINISTRATIVE CHANGES**

The Superintendent is always to be consulted prior to any administrative changes in the school.

## **2200 LOCAL ADMINISTRATION**

### **2210 PASTOR**

The pastor is the spiritual, as well as administrative, leader of the parish and is responsible for its total mission. As the Bishop delegates the responsibility of schools to the Superintendent, so the pastor delegates the administration of the parish school to the principal.

While the ordinary administration and supervision of the education program belongs to the principal, the pastor is the ex-officio chief administrative officer of the parish school and is delegated by the Bishop to:

- A. Establish and maintain a Christian atmosphere in the school always making certain that the students are receiving religious instruction according to the diocesan guidelines;
- B. Appoint a principal in accordance with diocesan guidelines;
- C. Evaluate the performance of the principal in cooperation with the Superintendent;
- D. Establish a local advisory school board in accordance with diocesan policy;
- E. Collaborate with the principal and local advisory school board in formulating its constitution and by-laws to conform to the diocesan guidelines;
- F. Approve a school budget through consultation with the principal and the advisory school board in accordance with the financial policies and procedures established by the diocese;
- G. Provide for the adequate maintenance and repair of the school and convent where applicable;
- H. Maintain public liability and other insurance, including health, fire and safety for the school and the convent according to the regulations of the diocese; and
- I. Participate in school programs and activities through attendance at student gatherings, parent meetings, and classroom visits.

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The rights of the Pastor include the right:

- A. To be consulted prior to the expulsion of any student;
- B. To approve or disapprove the employment, non-renewal, or termination of all school employees;
- C. To be consulted before the school undertakes any activity which may involve publicity or fund raising; and
- D. To be an ex-officio member of the school's advisory board and its finance committee, parent-teacher organization, and any groups organized for the support of the school.

## **2220 PRINCIPAL**

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The principal, in both elementary and secondary schools, is delegated by the Pastor (Rector) to be the school's chief administrative officer (CAO) and the Executive Officer of the school's Board of Education.

The principal is responsible for implementing the Catholic philosophy of the school in its daily operation.

The principal performs a ministry role in the school and, as such, must be an active and practicing Roman Catholic whose lifestyle, personal time activity, and professional conduct are in accord with the teachings and precepts of the Catholic Church.

## **2221 ELIGIBILITY REQUIREMENTS FOR THE POSITION OF PRINCIPAL**

The minimum requirements and conditions of employment for the position of principal are as follows:

The principal shall:

- A. Be an active and practicing Roman Catholic whose lifestyle, personal time activity, and professional conduct are in accord with the teachings and precepts of the Catholic Church;
- B. Be committed to the ministry, philosophy, and goals of Catholic school education;
- C. Have a BA or BS degree from an accredited college or university;
- D. Have a minimum of four (4) years successful teaching experience;
- E. Have a California teaching and/or Administrative Services credential or a predetermined plan to obtain these credentials; and
- F. Have a complete and accurate employment file held by the school and diocese.

Preference in hiring is normally given to candidates who not only meet the minimum requirements, but who possess the following:

- A. A MA or higher degree in education from an accredited college or university;
- B. Proven teaching and administrative experience in a Catholic school;
- C. Proven leadership skills; and
- D. A California teaching and/or Administrative Services credential or equivalent.

## **2222 APPOINTMENT OF A RELIGIOUS PRINCIPAL**

The religious principal of a school is appointed by the congregation's religious superior. Religious superiors must receive the approval of the school's pastor in consultation with the Superintendent prior to the appointment of a principal. All religious principals must be in compliance with the minimum requirements as given in policy 2221 (See policy 2160 and following).

## **2223 PROCEDURE FOR THE SELECTION OF LAY PRINCIPAL**

The school pastor (rector) shall notify the Office of Catholic Education when a change in school administration may occur. The Superintendent shall meet with the pastor and assist him in:

- A. Announcing the administrative change;
- B. Establishing and preparing a Search Committee composed of representatives from the school board and parish community;
- C. Obtaining a diocesan evaluation of individual candidate's qualifications measured against diocesan policy; and
- D. Selecting and hiring a new administrator.

## **2224 RESPONSIBILITIES OF THE PRINCIPAL**

The principal has, as the pastor's delegate, immediate responsibility for implementing the philosophy of the school in its regular operation. This responsibility has three basic aspects:

- A. Administering the entire school program,

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B. Supervising the staff and the instructional program, and

C. Relating with the parents, the parish, and the general public (See Appendix 2224).

## **2225 PRINCIPAL ACCOUNTABILITY**

The Professional Accountability Instrument developed by the OCE provides the principal with a tool for self-growth as well as an opportunity to gain information from other about his/her effectiveness as a Catholic educational leader. Professional growth must continue to occur throughout the careers of all administrators.

## **2226 CONTRACT**

### **2226.1 EMPLOYMENT**

Upon the approval of the pastor, the principal shall be a one-year contract from August 1 to July 30 by the Diocese of Fresno Education Corporation. The first contract year is considered probationary.

### **2226.2 CONTRACT OFFER FOR THE NEXT SCHOOL YEAR**

If the principal's performance meets the requirements of the contract and is judged to be a continuing asset to the philosophical and educational environment of the school and parish by the pastor (rector), he/she may be offered another one-year contract.

The principal shall be given a letter of intent not later than March 15 asking for their intent to return as principal or not for the coming year. A principal receiving a contract for the coming school year shall receive the contract no later than April 1. If the principal fails to sign and return this contract within 15 calendar days following the tendering of the contract to the principal by the pastor, it shall be presumed that the principal is not returning to the position and the position is now vacant. The pastor may now begin the hiring process. All terms and conditions of the contract are now null and void.

In the case of a pastor's decision to not offer the current principal a contract for the next school year, the pastor shall inform the principal in general terms the reasons for that decision. Nothing herein shall imply that cause is necessary for not offering a contract of employment because either the school or the employee has the right to decline an offer of a contract of employment for any reason or no reason.

### **2226.3 IMMEDIATE TERMINATION**

If the performance of a principal does not meet the requirements of the contract, he/she may be terminated. The established diocesan guidelines for termination shall be followed (See policy 3295 and following).

## **2230 VICE PRINCIPAL**

The vice principal shall be an appointed member of the administration who serves at the discretion of the principal. The vice principal shall have a written job description that shall include the authority of the vice principal in the absence of the principal.

## **2240 LOCAL SCHOOL BOARD**

The role of the local school board is defined in the Diocese of Fresno as advisory in character. Its judgments are subject to the approval of the pastor and principal. The effectiveness of a board greatly depends on the structure of its organization and the orderly conduct of its business. The board shall always understand and respect its relationship to the school administration and to the organizational and corporate structure of the diocese of which the school is an integral part (See policy 7000 and following).

## **2300 ADMINISTRATIVE PUBLICATIONS**

### **2310 ADMINISTRATIVE HANDBOOK, DIOCESE OF FRESNO**

The *Administrative Handbook* contains the majority of diocesan-approved school policies and regulations. It is to be readily available to all pastors with schools, principals, teachers, local boards, and members of the Diocesan Advisory Board of Education.

Prior to signing a contract teachers shall have access to the *Administrative Handbook*. In the course of the annual faculty orientation process, the principal shall further acquaint teachers with the existence, scope, and character of the *Handbook*.

### **2311 PRINCIPALS' GUIDEBOOK**

The *Principals' Guidebook* is a resource and information manual for administrators, updated annually by the Office of Catholic Education. It contains guidelines, procedures, and regulations that change yearly. It is a companion to the *Administrative Handbook* in which cross-references are indicated.

### **2320 LOCAL SCHOOL HANDBOOK**

The principal with the faculty prepares the local school handbook annually. It should be published well in advance of the school term. The *Administrative Handbook* sets general policy while requesting specifically that local handbooks provide details for items to be addressed in the local school handbook.

The following matters should be included in the local school handbook:

- A. The school's Philosophy
- B. Authority and responsibilities of administrators (pastor and principal), committees, boards, and other school related organizations
- C. Responsibilities of teachers
- D. Admission policies (prerequisites and priorities; non discrimination)
- E. Disciplinary procedures and rules
- F. Suspension, expulsion, and transfer procedures;
- G. Conflict resolution procedures
- H. Parental obligations (financial, participatory, attitudinal)
- I. Homework
- J. Schedule (calendar, hours)
- K. Uniform & dress Code
- L. Attendance
- M. Grading and reporting system
- N. Release of student records to parents - procedures
- O. Safety (traffic patrol, bicycle and automobile traffic plans, etc.)
- P. Emergency procedures
- Q. Health regulations, including child abuse procedures
- R. Other school policies, regulations, and practices

### **2330 OFFICE OF CATHOLIC EDUCATION AND/OR SUPERINTENDENT'S BULLETINS**

The e-mails and letters issued by the Office of Catholic Education to the schools' faculties shall be made available to all faculty members if relevant.

### **2400 PARENT AND STUDENT DISPUTE RESOLUTION PROCESS**

*This policy and process does NOT apply to:*

1. *Disputes between a school employee and employer (see policy 3297); and*
2. *Dispute involving illegal harassment (including sexual harassment), safe environment, retaliation, reporting suspected child abuse, or hostile work place (see policies 3710, 3711, 3261, 3254).*

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

#### **TO RESOLVE DISPUTES:**

**STEP ONE:** Disputes shall be presented within ten (10) school days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. The disputing party must declare that he/she is presenting a dispute according to policy 2400. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

**STEP TWO:** If the dispute cannot be resolved at Step One to the satisfaction of the disputing party, the complaining party within ten (10) school days of the response given at Step One may present his/her dispute to

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the principal for review and decision according to policy 2400. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as he/she sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) school days of the referral described in this Step.

**STEP THREE:** If the dispute cannot be resolved at Step Two, the complaining party within ten (10) school days of the principal's decision in Step Two may present the dispute to the school's pastor (rector for diocesan high schools) for his review and decision. The pastor/rector shall conclude his review of the dispute and render his decision within ten (10) school days of the referral to him described in this Step.

**STEP FOUR: DIOCESAN REVIEW:** If the dispute cannot be resolved at Step Three, the disputing party, within ten (10) school days of the pastor's/rector's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor/rector in writing within ten (10) school days of receiving the written petition unless the Superintendent determines that additional time is required to adequately investigate and resolve the dispute. Normally, the school pastor's/rector's decision is the final ruling on a dispute.

**LENGTHEN DEADLINES:** Any request to lengthen the time deadlines set by this policy must be submitted in writing to the Superintendent for his/her approval.