

Policy # 2010.0

Membership in the Diocesan and Parochial Schools

Effective: May 1983

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

The diocesan and parochial schools of the Diocese of Columbus are those that meet all of the following conditions:

1. Are recognized by the Bishop of Columbus,
2. Are responsible to the Diocesan Superintendent of Schools for such matters as have been determined by the Bishop of Columbus, and are subject to the Superintendent's regulations,
3. Are governed by the Diocesan School Policies and Regulations,
4. Have written belief and mission statements which identify the school as Catholic,
5. Have a program of religious education which conforms to the standards determined by the Office of Catholic Schools and the Office of Religious Education and Catechesis, and
6. Are chartered by the State of Ohio.

Request for New School Openings

Effective: August 2019

Revised:

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

Any group wishing to open a Catholic school in the Diocese of Columbus must first comply with the following procedures:

1. Discuss the proposal with the Superintendent of Catholic Schools and obtain approval before initiating any formal steps in the process of opening such a school. In cases where the group is not a parish entity, written permission to enter the Diocese must be obtained from the Bishop prior to discussing the proposal with the Superintendent.
2. Submit to the Superintendent a written proposal, which includes a professional feasibility study estimating support, projected enrollment, financial resources, and other pertinent information that may be requested.
3. If, after reviewing the proposal and supporting data, the Superintendent determines that the proposal has sufficient merit, the Superintendent will recommend to the Bishop that he approve the request to establish such a school. Only with the approval of the Bishop may a school call itself “Catholic” or use the term “Catholic” in its title and/or communication with the public.
4. If the proposal includes construction, the Facilities Office of the Diocese must also be consulted.

Policy # 2030.0

Request for School Closing

Effective: August 2019

Revised:

- Elementary
- Secondary
- Both
- Policy
- Regulation

Any consideration of permanently closing or substantially changing the enrollment of a Catholic school must be initiated in writing by the pastor or appropriate administrator of the school to the Superintendent prior to December 1 of the school year prior to the proposed change. The Office of Catholic Schools, at the direction of the Superintendent, will direct a thorough study of the situation and alternatives. The Superintendent will then present recommendations to the Bishop and to the Pastor of the elementary school. The actual decision to close a secondary school is made by the Bishop. The actual decision to close an elementary school is made by the Pastor.

Sufficient time should be provided in announcing the closure to allow faculty to seek employment and for student enrollment opportunities at other Catholic schools.



Changing the Organizational Structure and Status of a School

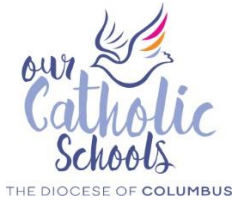
Effective: November 1972

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

If a school experiences a significant decline in enrollment and/or financial viability, the Superintendent of Schools must be notified before any steps are taken to change the organizational structure and status of the school. No change in the organizational structure and status of any school can be made without the approval of the Bishop.

Possible resolutions of these conditions include: closing of the school, consolidation with another school, or continuing with a diminished number of grades. The decision to implement any of these resolutions must be a cooperative effort. The Office of Catholic Schools, in conjunction with the principal (and pastor for elementary schools) and all other stakeholders will be involved in the evaluation and decision-making process. The Office of Catholic Schools shall utilize the systematic steps and timetable as authorized by the Bishop to implement the change.



Policy # 2040.05

Changes in School Configuration

Effective: August 1971

Revised: May 2019

- Elementary
- Secondary
- Both
- Policy
- Regulation

Major changes in the school’s configuration require prior approval by the Office of Catholic Schools and the Bishop. Such changes include: the addition or closing of a kindergarten or other grades; splitting off the school’s middle grades or junior high to form a separate school; or to merge these grades with another school. The school, when granted approval for such configuration will then follow the process established by the Ohio Catholic Schools Accrediting Association to implement the change.

Appointment of Principals

Effective: November 1982

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

Principals shall be appointed according to the procedure established by the Office of Catholic Schools. Principals of elementary schools are hired by the pastor from candidates approved by the Office of Catholic Schools in consultation with the local search committee. Principal/Presidents of secondary schools are hired by the Bishop through the Superintendent in consultation with the local community and feeder school pastors. Principals are hired subject to the contract arrangements set forth in Policy 2211.12.

To qualify for a Diocesan principalship, a person must:

1. be an active, participating Catholic
2. hold or be working toward the appropriate administrative license for the State of Ohio.
3. hold a Master’s degree, preferably in Educational Administration
4. meets BCI and FBI requirements from the State of Ohio
5. complete “Protecting God’s Children”
6. have submitted an application to the Office of Catholic Schools and have been screened and approved by the Office of Catholic Schools. This item (#6) does not apply to principals who are members of religious orders serving by appointment of a religious community operating within the Diocese with the permission of the Bishop.

Certification of School Principals and Assistant Principals in Religion

Effective: May 1985

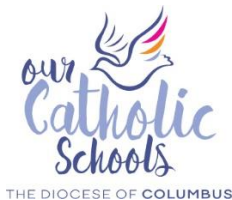
Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

Elementary and secondary principals and assistant principals of the Diocese must possess Advanced Certification from the Office of Religious Education and Catechesis. New principals and assistant principals will be given a period of three years to acquire this certification. In unique circumstances, the Office of Religious Education and Catechesis may extend this period of time by application of the principal or assistant principal.

Principals and assistant principals must maintain Advanced Certification by attending one of the following, in catechetically related areas, every three years: (a) one course; (b) an institute; (c) lectures of in-services of approximately six clock hours.

New principals and assistant principals shall be given credit toward certification or updating of certification for attendance at courses, workshops, or institutes under the auspices of an organization or school, as well as the Office of Religious Education and Catechesis. Credit will be determined by the Office of Religious Education and Catechesis.



Policy # 2211.11

Posting of Openings

Effective: May 1985

Revised: May 2019

- Elementary
- Secondary
- Both
- Policy
- Regulation

At a minimum, available openings for principals of elementary and secondary schools will be posted on the Office of Catholic Schools website at education.columbuscatholic.org. Anyone possessing the qualifications may apply or be recruited for the position of principal. Formal application shall be made to the Office of Catholic Schools.

Contract Arrangements for Elementary Principals

Effective: May 1982

Revised: May 2019

<input checked="" type="checkbox"/>	Elementary	<input type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input checked="" type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

1. A principal's contract will normally consist of a period of twelve months beginning July 1 and shall be for a term no longer than one year. If a principal is hired after July 1, the contract term shall be shortened and the salary prorated so that the contract term concludes on June 30. It is to be signed by the elementary principal and the pastor (or a designee of the pastor in the case of consolidated schools). The superintendent's signature is optional. A copy of the contract is to be filed with the Office of Catholic Schools. Principals are required to maintain appropriate licensure throughout the term of their contract.
2. Principals are entitled to five weeks of vacation time to be taken at their discretion between the close of school in June and one week before the re-opening of school in August/September. School holidays during the year are also holidays for the administrator if he/she chooses to take them.
3. Reappointment of an elementary principal and/or the offer of a new contract is at the prerogative of the pastor. In making the decision to reappoint a principal, the pastor should, but is not obligated to, take into account any recommendation from the local school board, together with any information from formal evaluations facilitated by the Office of Catholic Schools.
4. Principal contracts are to be offered on or before March 15 preceding the contract year. The principal is to return the signed contract to the pastor by April 1. Failure to do so shall be considered a resignation. Alternatively, the pastor may decide to communicate a delay in the decision to offer a contract. A written notification of the delay must be communicated to the principal on or before March 15 along with a date by which the contract decision will be made.

If a principal is not being reappointed, the pastor must notify the principal in writing on or before March 15 preceding the contract year unless a written notification of delay has been provided to the principal as described above. Salary level shall not be a factor in the decision.
5. Except as provided herein, a pastor may terminate a principal during the term of an existing contract only for cause. Cause shall include, but is not necessarily limited to, failure to comply with the tenets and beliefs of the Catholic Church, the policies and regulations of the Diocese and/or local parish, or the standards of performance as outlined in the Administrative Standards (Diocesan Regulation 2211.215).
6. All contracts for individuals of a religious order require the signature of the superior of the community as well as the signature of the hired individual.

Contract Arrangements for Secondary Principals/Presidents

Effective: May 1982

Revised: May 2019

<input type="checkbox"/>	Elementary	<input type="checkbox"/>	Policy
<input checked="" type="checkbox"/>	Secondary	<input checked="" type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

1. A principal's contract will normally consist of a period of twelve months beginning July 1 and shall be for a term no longer than one year. If a principal is hired after July 1, the contract term shall be shortened and salary prorated so that the contract term concludes on June 30. It is to be signed by the secondary principal and the Superintendent with the approval of the Bishop. A copy of the contract is to be filed with the Office of Catholic Schools. Principals are required to maintain appropriate licensure throughout the term of their contract.
2. Principals/presidents are entitled to five weeks of vacation time to be taken at their discretion between the close of school in June and one week before the re-opening of school in August/September. School holidays during the year are also holidays for the administrator if he/she chooses to take them.
3. Reappointment of a secondary principal/president and/or the offer of a new contract is at the prerogative of the Superintendent. In making the decision to reappoint a principal, the Superintendent should, but is not obligated to, take into account any recommendation from the local school board, together with any information from formal evaluations facilitated by the Office of Catholic Schools.
4. Principal/president contracts are to be offered on or before April 15 preceding the contract year. The principal/president is to return the signed contract to the Superintendent by May 1. Failure to do so shall be considered a resignation. Alternatively, the Superintendent may decide to communicate a delay in the decision to offer a contract. A written notification of the delay must be communicated to the principal/president on or before April 15 along with a date by which the contract decision will be made.

If a principal/president is not being reappointed, the Superintendent must notify the principal in writing on or before April 15 preceding the contract year unless a written notification of delay has been provided to the principal as described above. Salary level shall not be a factor in the decision.

5. Except as provided herein, the Superintendent may terminate a principal during the term of an existing contract only for cause. Cause shall include, but is not necessarily limited to, failure to comply with the tenets and beliefs of the Catholic Church, the policies and regulations of the Diocese and/or local parish, or the standards of performance as outlined in the Administrative Standards (Diocesan Regulation 2211.215).
6. All contracts for individuals of a religious order require the signature of the superior of the community as well as the signature of the hired individual.

Job Description for Assistant Principals of High Schools

Effective: November 1981

Revised: May 2019

<input type="checkbox"/>	Elementary	<input type="checkbox"/>	Policy
<input checked="" type="checkbox"/>	Secondary	<input checked="" type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

1. **QUALIFICATIONS.** Candidates for assistant principal positions shall be active participating Catholics with administrative licensure (or be working toward licensure).
2. **JOB DESCRIPTION.** The job description for each assistant principal position is developed by the principal/president and approved by the Superintendent. The job description should meet these three standards:
 - a. Clearly outline responsibility for the school in the principal/president’s absence. If there is more than one assistant principal in a school, there would be some ranking of responsibility in this respect.
 - b. Significant responsibilities in at least two of these areas: personnel (e.g. supervision of the teachers), finances, enrollment management, public relations, development, advancement, curriculum development, discipline, and routine operations (e.g. scheduling, assemblies, fire drills).
 - c. The individual should have not more than a half-time teaching responsibility.
3. **PROCEDURE FOR APPOINTMENT.** Once the need for an assistant principal is assessed, the appointment is made by the Superintendent in consultation with the principal. The contract is co-signed by the principal and the Superintendent.
4. **ACCOUNTABILITY.** The assistant principal is directly accountable to the principal.
5. **EVALUATION.** At the local level the principal is responsible for an annual written evaluation of the assistant principal. A copy of this evaluation signed by the principal shall be submitted to the Superintendent. In addition, Policy 2211.26 may apply.
6. **REAPPOINTMENT.** Assistant principals receive one-year contracts. Reappointment is made by the Superintendent in consultation with the principal/president following a review of the assistant principal’s performance and the results of his/her evaluation.
7. **CONTRACTS.** Assistant principal contracts are to be offered by April 15 preceding the contract year. The assistant principal is to return the contract by May 1. Failure to do so shall be considered a resignation. Alternatively, the Superintendent may decide to communicate a delay in the decision to offer a contract. A written notification of the delay must be communicated to the principal/president on or before April 15 along with a date by which the contract decision will be made.

If the assistant principal is not being reappointed, the Superintendent must notify the principal in writing on or before April 15 preceding the contract year unless a written notification of delay has been provided to the assistant principal as described above. Salary level shall not be a factor in the decision.

8. SALARY. The assistant principal's salary is determined by the Superintendent per policy 2211.13.

Salary for Lay Principal, Individual of a Religious Order, or Assistant Principal of an Elementary School

Effective: May 1982

Revised: May 2019

<input checked="" type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

The salary paid to a lay principal or individual of a religious order of an elementary school in the Diocese of Columbus shall be determined according to the following formula:

1. Use as a base 125% of the amount that the principal would receive as a teacher in that school
2. Add to this base an amount negotiated between pastor and principal on the basis of these factors:
 - a. merit/effectiveness as evidenced by the formal evaluation of the principal
 - i. Recommended to be between \$1,000 and \$4,000
 - b. administrative certification/licensure
 - i. Recommended to be \$750 for a principal who holds a valid, standard Ohio elementary school principal's certificate/license and \$350 for a principal who is actively pursuing such certification/licensure
3. In no case shall the salary a principal receives be less than \$40,000.
4. A principal shall receive full credit on the teacher's salary scale for teaching/administrative experience in the Diocese of Columbus.

Assistant principals in elementary schools serve a wide variety of functions, and have varying responsibilities. Each assistant principal position must have a job description. The above formula may serve as a guide in determining salary but the salary should be no more than 15% and no less than 7.5% of what the assistant principal would receive if he or she served as a teacher in that school.

Salary for Lay Principal, Individual of a Religious Order, or Assistant Principal of a Secondary School

Effective: May 1982

Revised: August 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input checked="" type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

The salaries paid to a lay principal/president, individual of a religious order, or assistant principal of a secondary school in the Diocese of Columbus shall be determined by the Superintendent of Schools. In arriving at salary figures, consideration will be given to the following factors:

- size of school;
- distribution of administrative responsibilities;
- academic credentials;
- number of years of service in present assignment;
- number of years of service in the diocese;
- number of years of service in education;
- average increase for teachers in the building;
- salary figures of public school officials in the geographic area

Fringe Benefits for Principals/Presidents, and Assistant Principals

Effective: May 1982

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

Fringe benefits provided to teachers in a school, whether by contract, policy, or recognized custom, shall be extended also to the school principal/president and assistant principal, i.e., health insurance, sick leave, child rearing leave, life insurance, personal days, Family Medical Leave, retirement benefits, tuition assistance, etc.

Graduate Study

Effective: May 1982

Revised: May 2019

- | | |
|--|--|
| <input type="checkbox"/> Elementary | <input checked="" type="checkbox"/> Policy |
| <input type="checkbox"/> Secondary | <input type="checkbox"/> Regulation |
| <input checked="" type="checkbox"/> Both | |

All principal/presidents and assistant principals are expected to continue their professional growth/development through courses, workshops, conferences, etc. Principal/presidents and assistant principals are eligible for fee waivers (if available) for this coursework and for course work required for renewal of certification. To the extent that fee waivers are not available, provision should be made in the school budget to assist the principal/president or assistant principal with at least 50% of the course fees.

If satisfactory grade is not obtained, or if principal/president fails to complete requirements the school shall be reimbursed.



Licensure and Professional Development

Effective: September 1998

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

All certificated/licensed employees of the schools in the Diocese of Columbus are subject to the requirements outlined on the Office of Catholic Schools website at education.columbuscatholic.org under “Licensure and Professional Development” Handbook for the Diocese of Columbus. Failure to meet these standards according to the timeline established by the State of Ohio and/or Diocese of Columbus voids any signed contractual agreement.

Job Security

Effective: April 1982

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

In cases where the principal/president or assistant principal chooses to leave administration upon the expiration of a contract, the Office of Catholic Schools shall make a reasonable effort to relocate the individual in some available teaching position upon the terms of employment applicable to teachers. Allowance will be made to grant credit for at least five (5) years of teaching experience on the salary scale.

Grievance Procedure for Elementary School Administrators

Effective: May 1982

Revised: May 2019

<input checked="" type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

A grievance is a claim that there has been a violation or misapplication of the provisions of an administrator’s contract, or any regulation, order or policy of the Diocesan School Office, or any school of the Diocese that applies to administrators. The process for handling the grievance will depend on the type of grievance at issue. For purposes of the process, there are two types of grievances:

1. Church Teaching Grievance

A Church Teaching Grievance is a claim that arises out of discipline or termination related to an alleged violation of Catholic doctrine/morals or Catholic Church teachings. The Pastor will specifically notify the administrator if the disciplinary action or termination arises out of an alleged violation of Catholic doctrine/morals or Catholic Church teachings, and if it does, will cite the specific Catholic doctrine/morals or Catholic Church teaching that was allegedly violated. The designation by the Pastor that the disciplinary action or termination arose out of a violation of Catholic doctrine/morals or Catholic Church teachings is determinative of any subsequently filed grievance being a Church Teaching Grievance.

2. Standard Grievance

A Standard Grievance is any grievance that is not a Church Teaching Grievance.

Reappointment of elementary principals is at the prerogative of the Pastor(s). The only basis for a grievance regarding reappointment will be that the timeline for reappointment as outlined in the regulation 2211.12 was not followed and the grievant was prejudiced by the failure to adhere to the timeline. Other than the issue of salary level, the reasons or merits of a decision not to reappoint a principal, or not to offer a contract, are final and are not subject to this grievance procedure.

Termination of an elementary principal during the term of an existing contract is subject to the grievance procedure.

Grievance Ground Rules

Binding Process

The parties to the grievance each agree that any controversy or claim arising out of or relating to a grievance shall be conclusively resolved by utilization of the grievance procedure set forth in Policy 2211.18. The parties expressly agree that the grievance procedure displaces and extinguishes all common law and/or statutory rights of either party to pursue claims in any other forum.

Timely Pursuit of Grievance

The failure of an administrator to act on a grievance within the prescribed time limits shall bar any further appeal of said grievance. The Pastor’s or Diocese’s failure to give a decision within the time limits shall permit

the grievant to proceed to the next step. However, the time limits at any level may be extended by mutual agreement.

Initiation of Grievance

From the date of the communication of the disciplinary action/termination to the administrator, the administrator shall have two (2) calendar weeks in which to formally notify in writing the Pastor(s) of the administrator's grievance, the specific grounds or basis for which the grievance is being filed, and the remedy requested. A copy is also to be sent to the Superintendent. After formal notification of said grievance, the calendar of events, as outlined below, will commence. The administrator's failure to notify the Pastor(s) in writing within two (2) calendar weeks will preclude any further action on the alleged grievance.

Grievance Process

1. Church Teaching Grievance

Level One: Upon receipt of a Church Teaching Grievance, the Pastor(s) shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Pastor(s). During the conference, the grievant shall be provided an opportunity to present his/her grievance. The grievant may bring witnesses to the conference to provide statements on grievant's behalf. The Pastor(s) may make inquiries of either the grievant or the witnesses during the conference. Neither party shall be represented by counsel at the conference. The Pastor shall render a written decision within three (3) calendar weeks from the date of the conference.

Level Two: If a satisfactory disposition of the grievance is not reached at Level One, the grievant must, within one (1) calendar week of the written decision, provide a written statement of his/her grievance to the Superintendent, or the Superintendent's designated representative, who shall have one (1) calendar week within which to render a written decision on the grievance.

Level Three: If the decision of the Superintendent is not satisfactory, either party (the Pastor(s) or the grievant), within one (1) calendar week of receipt of such decision may notify the Superintendent in writing of his/her desire to proceed to request a hearing with the Vicar General of the Diocese of Columbus, or his designee. The Vicar General shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Vicar General. During the conference, the grievant shall be provided an opportunity to present his/her grievance. The Vicar General may make inquiries of the grievant during the conference. Neither party shall be represented by counsel at the conference and no witnesses are permitted.

The Vicar General's findings shall be submitted to the Bishop of the Diocese of Columbus who then will decide, in his sole discretion, whether to accept or reject the findings, and whether the disciplinary action or termination imposed was appropriate. The Bishop's decision shall be final.

Standard Grievance

Level One: Upon receipt of a Standard Grievance, the Pastor(s) shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Pastor(s). During the conference, the grievant shall be provided an opportunity to present his/her grievance. The grievant may bring witnesses to the conference to provide statements on grievant's behalf.

The Pastor(s) may make inquiries of either the grievant or the witnesses during the conference. Neither party shall be represented by counsel at the conference. The Pastor(s) shall render a written decision within three (3) calendar weeks from the date of the conference.

Level Two: If a satisfactory disposition of the grievance is not reached at Level One, the grievant must, within one (1) calendar week of the written decision, provide a written statement of his/her grievance to the Superintendent, or the Superintendent's designated representative, who shall have one (1) calendar week within which to render a written decision on the grievance.

Level Three: If the decision of the Superintendent is not satisfactory, either party (the Pastor(s) or grievant) within one (1) calendar week of receipt of such decision may notify the Superintendent in writing of that party's desire to proceed to a panel hearing. Upon receipt of such notice, the Superintendent and the Episcopal Moderator for Administration and Personnel will make arrangements to convene a panel composed of five (5) members. The panel shall consist of two (2) Pastors of parishes with schools selected by the Pastor(s) and two (2) principals of Diocese of Columbus elementary schools chosen by the grievant. Each of these participants must be a full time employee of the Diocese of Columbus with more than one full year of service to the Diocese. The final member of the panel will be the Episcopal Moderator for Administration and Personnel, who will chair the panel. Neither party shall be represented by counsel at the panel hearing and no witnesses are permitted. The panel will conduct a hearing and will issue a written decision within one (1) calendar week.

Level Four: If the decision of the panel hearing is not satisfactory, either party (the Pastor(s) or the grievant) within one (1) calendar week of the written decision, provide a written statement of his/her grievance to the Vicar General of the Diocese of Columbus. The Vicar General or his designee will review the submission and has the right to request an in person hearing with either party. If this request is made, neither party shall be represented by counsel and no witnesses are permitted. The Vicar General's findings shall be submitted to the Bishop. Within one (1) calendar week, the Bishop or his designee shall render a written decision on the grievance. This decision will be final and binding on all parties to the proceedings.

Grievance Procedure for Secondary School Administrators

Effective: May 1982

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input checked="" type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

A grievance is a claim that there has been a violation or misapplication of the provisions of an administrator's contract, or any regulation, order or policy of the Diocesan School Office, or any school of the Diocese that applies to administrators. The process for handling the grievance will depend on the type of grievance at issue. For purposes of the process, there are two types of grievances:

1. Church Teaching Grievance

A Church Teaching Grievance is a claim that arises out of discipline or termination related to an alleged violation of Catholic doctrine/morals or Catholic Church teachings. The Superintendent will specifically notify the administrator if the disciplinary action or termination arises out of an alleged violation of Catholic doctrine/morals or Catholic Church teachings, and if it does, will cite the specific Catholic doctrine/morals or Catholic Church teaching that was allegedly violated. The designation by the Superintendent that the disciplinary action or termination arose out of a violation of Catholic doctrine/morals or Catholic Church teachings is determinative of any subsequently filed grievance being a Church Teaching Grievance.

2. Standard Grievance

A Standard Grievance is any grievance that is not a Church Teaching Grievance.

Reappointment of secondary principals is at the prerogative of the Superintendent with the approval of the Bishop. The only basis for a grievance regarding reappointment will be that the timeline for reappointment as outlined in the regulation 2211.125 was not followed and the grievant was prejudiced by the failure to adhere to the timeline. Other than the issue of salary level, the reasons or merits of a decision not to reappoint a principal, or not to offer a contract, are final and are not subject to this grievance procedure.

Termination of a secondary principal during the term of an existing contract is subject to the grievance procedure.

Grievance Ground Rules

Binding Process

The parties to the grievance each agree that any controversy or claim arising out of or relating to a grievance shall be conclusively resolved by utilization of the grievance procedure set forth in Policy 2211.185. The parties expressly agree that the grievance procedure displaces and extinguishes all common law and/or statutory rights of either party to pursue claims in any other forum.

Timely Pursuit of Grievance

The failure of an administrator to act on a grievance within the prescribed time limits shall bar any further appeal of said grievance. The Diocese's failure to give a decision within the time limits shall permit the grievant

to proceed to the next step. However, the time limits at any level may be extended by mutual agreement.

Initiation of Grievance

From the date of the communication of the disciplinary action/termination to the administrator, the administrator shall have two (2) calendar weeks in which to formally notify in writing the Superintendent of the administrator's grievance, the specific grounds or basis for which the grievance is being filed, and the remedy requested. After formal notification of said grievance, the calendar of events, as outlined below, will commence. The administrator's failure to notify the Superintendent in writing within two (2) calendar weeks will preclude any further action on the alleged grievance.

Grievance Process

1. Church Teaching Grievance

Level One: Upon receipt of a Church Teaching Grievance, the Superintendent shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Superintendent. During the conference, the grievant shall be provided an opportunity to present his/her grievance. The grievant may bring witnesses to the conference to provide statements on grievant's behalf. The Superintendent may make inquiries of either the grievant or the witnesses during the conference. Neither party shall be represented by counsel at the conference. The Superintendent shall render a written decision within three (3) calendar weeks from the date of the conference.

Level Two: If a satisfactory disposition of the grievance is not reached at Level One, the grievant must, within one (1) calendar week of the written decision, provide a written statement of his/her grievance to the Episcopal Moderator for Administration and Personnel, or to the Episcopal Moderator for Administration and Personnel's designated representative, who shall have one (1) calendar week within which to render a written decision on the grievance.

Level Three: If the decision of the Episcopal Moderator for Administration and Personnel is not satisfactory, either party (the Superintendent or the grievant), within one (1) calendar week of receipt of such decision may notify the Episcopal Moderator for Administration and Personnel in writing of his/her desire to proceed to request a hearing with the Vicar General of the Diocese of Columbus, or his designee. The Vicar General shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Vicar General. During the conference, the grievant shall be provided an opportunity to present his/her grievance. The Vicar General may make inquiries of the grievant during the conference. Neither party shall be represented by counsel at the conference and no witnesses are permitted.

The Vicar General's findings shall be submitted to the Bishop of the Diocese of Columbus who then will decide, in his sole discretion, whether to accept or reject the findings, and whether the disciplinary action or termination imposed was appropriate. The Bishop's decision shall be final.

2. Standard Grievance

Level One: Upon receipt of a Standard Grievance, the Superintendent shall arrange a conference with the grievant, at a mutually agreeable time, but no later than two calendar weeks from the time the grievance is received by the Superintendent. In the case that the Superintendent is the subject of the grievance, he/she

may designate a representative to hear the conference. During the conference, the grievant shall be provided an opportunity to present his/her grievance. The grievant may bring witnesses to the conference to provide statements on grievant's behalf. The Superintendent may make inquiries of either the grievant or the witnesses during the conference. Neither party shall be represented by counsel at the conference. The Superintendent shall render a written decision within three (3) calendar weeks from the date of the conference.

Level Two: If a satisfactory disposition of the grievance is not reached at Level One, the grievant must, within one (1) calendar week of the written decision, provide a written statement of his/her grievance to the Episcopal Moderator for Administration and Personnel, or the Episcopal Moderator for Administration and Personnel's designated representative, who shall have one (1) calendar week within which to render a written decision on the grievance.

Level Three: If the decision of the Episcopal Moderator for Administration and Personnel is not satisfactory, either party (the Superintendent or grievant) within one (1) calendar week of receipt of such decision may notify the Episcopal Moderator for Administration and Personnel in writing of that party's desire to proceed to a panel hearing. Upon receipt of such notice, the Episcopal Moderator for Administration and Personnel will make arrangements to convene a panel composed of five (5) members. The panel shall consist of two (2) Episcopal Moderators or Directors selected by the Superintendent and two (2) principals of Diocese of Columbus high schools chosen by the grievant. Each of these participants must be a full time employee of the Diocese of Columbus with more than one full year of service to the Diocese. The final member of the panel will be the Chancellor of the Diocese of Columbus, who will chair the panel. Neither party shall be represented by counsel at the panel hearing and no witnesses are permitted. The panel will conduct a hearing and will issue a written decision within one (1) calendar week.

Level Four: If the decision of the panel hearing is not satisfactory, either party (the Superintendent or the grievant) within one (1) calendar week of the written decision, provide a written statement of his/her grievance to the Bishop of the Diocese of Columbus or his designee, such as the Vicar General of the Diocese of Columbus. The Bishop or his designee will review the submission and has the right to request an in person hearing with either party. If this request is made, neither party shall be represented by counsel and no witnesses are permitted. The Vicar General's findings will be submitted to the Bishop. Within one (1) calendar week, the Bishop or his designee shall render a written decision on the grievance. This decision will be final and binding on all parties to the proceedings.

Diocesan Standards for Administrators

Effective: August 2003

Revised: May 2019

<input type="checkbox"/>	Elementary	<input type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input checked="" type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

The Diocese of Columbus has established six school administrative standards that focus on student faith formation and academic success. They are:

Standard 1 - Catholic Identity:

As a leader in Catholic education, the school administrator promotes the success of all by acting with integrity, fairness, and in an ethical manner as a witness to the Gospel message.

Standard 2 - Continuous Improvement:

As a leader in Catholic education, the school administrator promotes continuous progress toward facilitating the development, articulation, and implementation of a vision and goals for learning and faith development that supports the school and the mission of the Catholic Church.

Standard 3 - Instruction:

As a leader in Catholic education, the school administrator supports the implementation of high quality standards-based instruction that results in higher levels of achievement for all students.

Standard 4 - School Operations, Resources and Learning Environment:

As a leader in Catholic education, the school administrator promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment in collaboration with the Church and community.

Standard 5 - Collaboration:

As a leader in Catholic education, the school administrator establishes and sustains a collaborative school culture for learning, grounded in the Gospel message that promote growth and achievement, and fosters staff professional development.

Standard 6 - Parents and Community Engagement:

As a leader in Catholic education, the school administrator promotes the success of all students by collaborating, understanding and responding to the interests and needs of the community being served and mobilizing available community resources to support student faith development and learning.

Part Time Teaching

Effective: April 1973

Revised: May 2019

- | | | | |
|-------------------------------------|------------|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | Elementary | <input checked="" type="checkbox"/> | Policy |
| <input type="checkbox"/> | Secondary | <input type="checkbox"/> | Regulation |
| <input type="checkbox"/> | Both | | |

In elementary schools with enrollments of 100 pupils or more, a principal shall not be required to assume classroom teaching responsibilities.

In-Service Training of Principals

Effective: May 1982

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

The Office of Catholic Schools provides in-service opportunities for principals throughout the school year. Principals are expected to be present for these sessions and to assist in the planning and evaluation of diocesan-sponsored in-service days.

In addition to the above in-service opportunities, the school should budget for other professional growth activities such as those provided by the NCEA (National Catholic Education Association) or a workshop or seminar of the principal's choice.

Professional Evaluation of Principals/Presidents and Assistant Principals

Effective: May 1982

Revised: May 2019

<input type="checkbox"/>	Elementary	<input type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input checked="" type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

The purposes of the diocesan plan for evaluation of principal/presidents and assistant principals are:

1. to maintain the principal/president's and assistant principal's accountability to others for his/her administrative performance.
2. to help the principal/president and assistant principal plan for improvement by providing information about how he/she is perceived and by assisting the principal/president and assistant principal in using this information to set goals and establish priorities.

All principal/presidents and assistant principals in the diocese are formally evaluated with instruments designed by the Office of Catholic Schools. These instruments provide for a self-evaluation by the principal/president and assistant principal and for evaluations by a variety of stakeholders. The evaluation is coordinated by a member of the Office of Catholic Schools staff. Results are held as confidential and are shared with the principal/president or assistant principal and pastor(s) on the elementary level and the principal/president or assistant principal and superintendent on the secondary level.

Central Administration Fee

Effective: June 1972

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

The annual fee for each elementary and secondary school is based on the school’s average daily membership (ADM) as determined by the enrollment during the first full week in October. Schools are notified by the Office of Catholic Schools of the amount of this fee in February of the preceding year so budgets can reflect the necessary amount.

This per student fee is for services provided to schools by the Office of Catholic Schools. In addition, the schools are called on to help fund fees charged on a Diocesan basis that are then allocated to schools.

Elementary School Administration

Effective: May 1982

Revised: May 2019

<input checked="" type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

1. As a ministry of the parish, the elementary school is under the jurisdiction of the pastor. He has the responsibility to ensure that an effective religious education program is maintained in the school and implemented by the principal. The immediate direction of the school and its instructional program is to be delegated to the principal.
2. The principal shall implement the policies and regulations of the Diocesan Catholic Schools Advisory Commission and the Superintendent of Schools. The principal is also to observe OCSAA (Ohio Catholic Schools Accrediting Association) and state regulations relative to the operation of the school.
3. It is strongly recommended that the pastor share his responsibility for the parish school with a representative group of parents and parishioners. This group (Local School Advisory Board) is charged with the formulation of policies to govern the operation of the school. These policies must be consistent with those set by the Diocesan Catholic Schools Advisory Commission.
4. The maintenance of the buildings and grounds is the ultimate responsibility of the pastor; however, he may delegate this responsibility to the principal.
5. In inter-parochial schools, the role of the pastor is either shared by the pastors of the participating parishes or delegated to one of them, or delegated to a Governing Board.

Accountability of Elementary School Principals

Effective: May 1982

Revised: May 2019

<input checked="" type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

The principal of the elementary school is directly accountable to both the pastor and the Superintendent of Schools in fulfilling the principal’s job description, in observing the operating standards of the Ohio Catholic Schools Accrediting Association as approved by The State of Ohio, and in implementing the Diocesan School Policies and Regulations and the local school advisory board policies.

Accountability of Principal/President Secondary Schools

Effective: August 2013

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input checked="" type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

The principal/president of the secondary school is directly accountable to both the Bishop of the Diocese of Columbus and the Superintendent of Schools in fulfilling the principal/president’s job description, in observing operating standards of the Ohio Catholic Schools Accrediting Association as approved by the State of Ohio, and in implementing the Diocesan School Policies and Regulations and the local school advisory board policies. Accountability may vary with the approval of the Bishop.

Local School Advisory Boards

Effective: May 1982

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

Catholic advisory boards exist to give the Catholic lay community a voice in educational decision-making and to advise Catholic educators in providing academic and religious programs for students.

Advisory boards are canonically advisory in nature, advisory to the Bishop and Superintendent on the diocesan level, to the Pastor and Principal on the elementary level, and to the Principal on the secondary school level. Bylaws should be developed for all advisory boards and must be approved by the Pastor (elementary level) or Superintendent (secondary level) before implementation. All bylaws may be reviewed by the Superintendent and the Office of Catholic Schools. Catholic advisory boards operate most effectively when they perform in all of the following roles:

Polymaking: providing clear guidelines for discretionary action by the principal when a Diocesan policy does not exist

Advisory: in areas in which the principal (and at the elementary level the pastor) requests advice

Evaluative: of its policies, of its executive officer (the principal), and of the Board's activities

The advisory board's functions could include but are not limited to:

- setting goals for itself and for the education program;
- participating in the evaluation of the educational program;
- participating in the hiring and the evaluation of the principal;
- making and evaluating local policies;
- participating in the creation of the operational budget and proposals for capital expenditures;
- receiving and reviewing quarterly financial reports of the school's income and expenditures to date;
- advising the principal (and at the elementary level the pastor), upon request; and
- promoting Catholic education within the community

These functions of the school advisory board may also be performed at the parish level by an education committee or other representative group, depending upon the local parish structure.

School Advisory boards have no role in:

- hiring, firing, or evaluating staff (e.g. teachers, school guidance counselors, coaches);
- making or changing school regulations;
- dealing with cases involving student discipline (except expulsions);
- budget approval
- authorizing capital expenditures;
- selecting textbooks or deciding other specifics of the educational program.

Secondary School Advisory Boards

Effective: August 1971

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input checked="" type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input type="checkbox"/>	Both		

Each Diocesan secondary school shall have a local school advisory board. This board shall be composed of the pastors of the parishes whose students attend the high school (except St. Charles who will have representative pastors) and representative laypersons. The principal of the high school may act as executive secretary of the board.

Diocesan Catholic Schools Advisory Commission

Effective: December 1980

Revised: May 2019

<input type="checkbox"/>	Elementary	<input checked="" type="checkbox"/>	Policy
<input type="checkbox"/>	Secondary	<input type="checkbox"/>	Regulation
<input checked="" type="checkbox"/>	Both		

The mission of the Diocesan Catholic Schools Advisory Commission is to support and promote Catholic schools permeated by the Gospel message in the Catholic tradition within the Diocese of Columbus.

To fulfill this mission, the Commission of the Diocese has the following responsibilities:

1. Planning – contributing to the establishment of long-range goals and strategies to ensure that the Catholic schools are available, accessible, and affordable.
2. Policy Development – helping to formulate policies that give general direction for administrative action.
3. Finance – assisting in the development of goals and strategies to finance the education programs including tuition and development plans, to ensure that resources are allocated appropriately, to monitor those plans.
4. Public Relations – communicating with various publics about the education program and promoting the educational program.
5. Evaluation – helping to determine whether the goals and plans listed above are being met.