



2010.00

ELEMENTARY

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BOTH

ADMINISTRATION

MEMBERSHIP IN THE DIOCESAN AND PAROCHIAL SCHOOLS

The diocesan and parochial schools of the Diocese of Columbus are those which 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.



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APPOINTMENT OF PRINCIPALS

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 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 certificate/license for the State of Ohio
3. meets BCII and FBI requirements from the State of Ohio
4. complete "Protecting God's Children"



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CERTIFICATION OF SCHOOL PRINCIPALS AND ASSISTANT PRINCIPALS IN RELIGION

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.



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POSTING OF OPENINGS

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



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CONTRACT ARRANGEMENTS FOR ELEMENTARY PRINCIPALS

1. A principal's contract will consist of a period of twelve months beginning July 1. 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.
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 normally for one year. Contracts for two or three years are permitted, at the pastor's discretion, provided these conditions are met:
 - a. The principal has elementary principal certification/licensure.
 - b. The principal has Advanced Certification in religion.
 - c. The principal has completed at least two years as principal for the school involved.
 - d. The local school advisory board (if there is one) agrees to the multiple year contract.
 - e. It is understood that the contract is void if the school is consolidated or closed for any reason. The principal of the closed or consolidated school has the right to interview for any available position for which he/she is certified/licensed.

A multiple year contract may leave financial conditions for the second (and third) year to be determined in an addendum to be added by April 1 of the year preceding the contract year. In such event, and if the financial terms are not mutually agreed upon by the principal and the pastor, the contract shall be terminated and neither party shall have any prospective obligation to the other.



2211.12 (cont'd)

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5. Principal contracts are to be offered by 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.

If a principal is not being reappointed, the pastor must notify the principal in writing by March 1 preceding the contract year. Salary level shall not be a factor in the decision.

6. Except as provided herein, a pastor may only 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).
7. All contracts for individuals of a religious order require the signature of the community as well as the signature of the religious.



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ADMINISTRATION

CONTRACT ARRANGEMENTS SECONDARY PRINCIPALS/PRESIDENTS

1. A principal/president's contract will normally consist of a period of twelve months beginning July 1. 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.
2. Principal/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/president 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 normally for one year. Contracts for two or three years are permitted, at the Superintendent's discretion, provided these conditions are met:
 - a. The principal/president has secondary principal certification.
 - b. The principal/president has Advanced Certification in religion.
 - c. The principal/president has completed at least two years as principal for the school involved.
 - d. The local school advisory board (if there is one) has been consulted regarding the multiple year contract.
 - e. It is understood that the contract is void if the school is involved in a consolidation or closes for any reason. The principal/president of the closed school has the right to interview for any available administrative secondary opening.

A multiple year contract may leave financial conditions for the second (and third) year to be determined in an addendum to be added by April 1 of the year preceding the contract year. In such event, and if the financial terms are not mutually agreed upon by the principal/president and the Superintendent, the contract shall be terminated and neither party shall have any prospective obligation to the other.



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5. Principal/president contracts are to be offered by March 15 preceding the contract year. The principal/president is to return the signed contract to the Superintendent by April 1. Failure to do so shall be considered a resignation.

If a principal/president is not being reappointed, the Superintendent must notify the principal/president in writing by March 1 preceding the contract year. Salary level shall not be a factor in the decision.

6. Except as provided herein, the Superintendent may only 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 or the standards of performance as outlined in the Administrative Standards (Diocesan Regulation 2211.215).
7. All contracts for individuals of a religious order require the signatures of the community as well as the signature of the religious.



2211.13

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ADMINISTRATION

SALARY FOR A LAY PRINCIPAL, INDIVIDUAL OF A RELIGIOUS ORDER, OR ASSISTANT PRINCIPAL OF ELEMENTARY SCHOOLS

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 percent 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) size of school - \$2.00 per student
 - b) merit/effectiveness as evidenced by the formal evaluation of the principal
--\$500 to \$1500
 - c) administrative certification/licensure
--\$750 for a principal who holds a valid, standard Ohio elementary school principal's certificate/license;
--\$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 teachers 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. The above formula can serve as a guide in determining salary.



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ADMINISTRATION

SALARY FOR A LAY PRINCIPAL/PRESIDENT, INDIVIDUAL OF A RELIGIOUS ORDER, OR ASSISTANT PRINCIPALS OF SECONDARY SCHOOLS

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



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FRINGE BENEFITS FOR PRINCIPAL/PRESIDENTS, AND ASSISTANT PRINCIPALS

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.



2211.15

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ADMINISTRATION

GRADUATE STUDY

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.



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ADMINISTRATION

LICENSURE AND PROFESSIONAL DEVELOPMENT

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 www.cdeducation.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.



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JOB SECURITY

In cases where the principal/president or assistant principal chooses to leave administration upon the expiration of a contract, the Diocesan Director of School Personnel 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.



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GRIEVANCE PROCEDURE

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 which 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:

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(s) 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(s) that the disciplinary action or termination arose out of a violation of Catholic doctrine/morals or Catholic Church teaching is determinative of any subsequently filed grievance being a Church Teaching Grievance.

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 policy/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.



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GRIEVANCE PROCEDURE

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 school'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

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



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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, in Level One, provide a written statement of his/her grievance to the Superintendent of Schools, 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 of Schools is not satisfactory, either party (the Pastor(s) or the grievant) within one calendar week of receipt of such decision may notify the Superintendent of Schools in writing of his/her desire to proceed to binding arbitration. Upon receipt of such notice, the Superintendent of Schools will make arrangements to implement the arbitration procedure. The parties will request a list of seven labor arbitrators from the American Arbitration Association. From this list the arbitrator shall be selected by alternate striking of names by the Pastor(s) and Administrator. The first turn to strike shall be decided by a coin flip. The procedures for arbitration shall be those set forth in the Labor Arbitration Rules of the American Arbitration Association. Parties may have counsel at the arbitration hearing.



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GRIEVANCE PROCEDURE

Either party, at their expense, may have a court reporter transcribe the testimony at the hearing. No tape recording shall be permitted.

The arbitrator will conduct a hearing and will issue a written decision, which will be final and binding on all parties to the proceedings.

Costs for arbitration will be divided equally by the parties involved in the grievance.

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(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 (1) calendar week of the written decision, in Level One, provide a written statement of his/her grievance to the Superintendent of Schools, or his/her designated representative, who shall have one (1) calendar week within which to render a written decision on the grievance.



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GRIEVANCE PROCEDURE

Level Three: If the decision of the Superintendent of Schools 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 of Schools in writing of his/her desire to proceed to advisory arbitration for ultimate submittal to the Bishop of the Diocese of Columbus. Upon receipt of such notice, the Superintendent of Schools will make arrangements to implement the advisory arbitration procedure. The parties will request a list of seven labor arbitrators from the American Arbitration Association. From this list the arbitrator shall be selected by alternate striking of names by the Pastor(s) and administrator. The first turn to strike shall be decided by a coin flip. The procedures for arbitration shall be those set forth in the Labor Arbitration Rules of the American Arbitration Association (but with an advisory, rather than binding, decision from the arbitrator). Parties may have counsel at the arbitration hearing. Either party, at their expense, may have a court reporter transcribe the testimony at the hearing. No tape recording shall be permitted.

The arbitrator will conduct a hearing and will issue a written advisory decision addressing the facts as established by the record, and whether those facts support a conclusion that the grievant's acts violated the specific Catholic doctrine/morals or Catholic Church teaching cited by the Pastor(s). The disciplinary action or termination shall be considered proper if the evidence demonstrates a violation of the specific Catholic doctrine/morals or Catholic Church teaching cited by the Pastor(s) (regardless of uniform enforcement or arguably disparate treatment).

The arbitrator'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 arbitrator's findings, and whether the disciplinary action or termination imposed by the Pastor(s) was appropriate. The Bishop's decision shall be final.

Costs for arbitration will be divided equally by the parties involved in the grievance.



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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 which 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:

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.

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.



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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. A copy is also to be sent to the Episcopal Moderator for Education. 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

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



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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 Education, or the Episcopal Moderator for Education'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 Education or designated representative is not satisfactory, either party (the Superintendent or grievant) within one calendar week of receipt of such decision may notify the Episcopal Moderator for Education in writing of that party's desire to proceed to binding arbitration. Upon receipt of such notice, the Episcopal Moderator for Education will make arrangements to implement the arbitration procedure. The parties will request a list of seven labor arbitrators from the American Arbitration Association. From this list the arbitrator shall be selected by alternate striking of names by the Superintendent and administrator. The first turn to strike shall be decided by a coin flip. The procedures for arbitration shall be those set forth in the Labor Arbitration Rules of the American Arbitration Association. Parties may have counsel at the arbitration hearing. Either party, at their expense, may have a court reporter transcribe the testimony at the hearing. No tape recording shall be permitted.



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The arbitrator will conduct a hearing and will issue a written decision, which will be final and binding on all parties to the proceedings.

Costs for arbitration will be divided equally by the parties involved in the grievance.

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 (1) calendar week of the written decision, in Level One, provide a written statement of his/her grievance to the Episcopal Moderator for Education, or his/her 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 Education 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



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for Education in writing of his/her desire to proceed to advisory arbitration for ultimate submittal to the Bishop of the Diocese of Columbus. Upon receipt of such notice, the Episcopal Moderator for Education will make arrangements to implement the advisory arbitration procedure. The parties will request a list of seven labor arbitrators from the American Arbitration Association. From this list the arbitrator shall be selected by alternate striking of names by the Superintendent and Administrator. The first turn to strike shall be decided by a coin flip. The procedures for arbitration shall be those set forth in the Labor Arbitration Rules of the American Arbitration Association (but with an advisory, rather than binding, decision from the arbitrator). Parties may have counsel at the arbitration hearing. Either party, at their expense, may have a court reporter transcribe the testimony at the hearing. No tape recording shall be permitted.

The arbitrator will conduct a hearing and will issue a written advisory decision addressing the facts as established by the record, and whether those facts support a conclusion that the grievant's acts violated the specific Catholic doctrine/morals or Catholic Church teaching cited by the Superintendent. The disciplinary action or termination shall be considered proper if the evidence demonstrates a violation of the specific Catholic doctrine/morals or Catholic Church teaching cited by the Superintendent (regardless of uniform enforcement or arguably disparate treatment).

The arbitrator'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 arbitrator's findings, and whether the disciplinary action or termination imposed by the Superintendent was appropriate. The Bishop's decision shall be final.

Costs for arbitration will be divided equally by the parties involved in the grievance.



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DIOCESAN STANDARDS FOR ADMINISTRATORS

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.



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OUTSIDE SPEAKERS

1. The principal is responsible for guests who visit the school and speakers who address the student body, whether in individual classrooms or in a general assembly.
2. Teachers must consult with and receive approval from the principal before inviting outside speakers to the school.
3. When in the building outside speakers shall be accompanied by a staff member or adult volunteer at all times.



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ELEMENTARY PRINCIPALS - PART TIME TEACHING

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

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 4/73
Reviewed 6/88 6/93 8/98 8/03, 8/13
Revised 5/82, 8/08



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ADMINISTRATION

IN-SERVICE TRAINING OF PRINCIPALS

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 the OCEA (Ohio Catholic Education Association), the NCEA (National Catholic Education Association), or a workshop or seminar of the principal's choice.



2211.26

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

PROFESSIONAL EVALUATION OF PRINCIPAL/PRESIDENTS AND ASSISTANT PRINCIPALS

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.



2212.21

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

ASSISTANT PRINCIPALS OF HIGH SCHOOLS – JOB DESCRIPTION

1. **QUALIFICATIONS.** Candidates for assistant principal positions shall be active participating Catholics with administrative certification/licensure (or be working toward certification/licensure).
2. **JOB DESCRIPTION.** The job description for each assistant principal position would be 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. Major responsibilities in at least two of these areas: personnel (e.g. supervision of the teachers), finances, public relations, board relations, 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/president. The contract is co-signed by the principal and the Superintendent.
4. **ACCOUNTABILITY.** The assistant principal/president 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 assistant principal/president shall be submitted to the Superintendent. In addition Regulation 2211.26 may apply.



2212.21 (cont'd)

ELEMENTARY

SECONDARY

BOTH

POLICY

REGULATION

ADMINISTRATION

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 March 15 preceding the contract year. The assistant principal is to return the contract by April 1. Failure to do so shall be considered a resignation. If a contract is not to be renewed, the Superintendent must inform the assistant principal by March 1 preceding the contract year. Reasons may be given in writing if so requested by the assistant principal. Salary level attained may not be a reason for non-renewal of an assistant principal's contract.
8. SALARY. The assistant principal's salary is determined by the Superintendent.



2400.00

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

CENTRAL ADMINISTRATION FEE

The annual assessment 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.

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 6/72
Reviewed 6/93, 8/08
Revised 10/77, 5/82, 6/88, 8/98, 8/03, 8/13



2410.00

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

CHANGING THE ORGANIZATIONAL STRUCTURE AND STATUS OF THE SCHOOL

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.

Possible resolutions of these conditions include: closing of the school, consolidation with another school, 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 and Office of Religious Education and Catechesis, 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.

No change in the organizational structure and status of any school can be made without the approval of the Bishop.

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 11/72
Reviewed 6/93, 8/98, 8/08, 8/13
Revised 10/77, 4/82, 6/88, 8/03



2410.05

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

CHANGES IN SCHOOL CONFIGURATION

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.

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 8/71
Reviewed 8/07, 8/08, 8/13
Revised 1/82, 5/84, 5/90, 8/97, 8/02



2421.1

ELEMENTARY

SECONDARY

BOTH

POLICY

REGULATION

ADMINISTRATION

ELEMENTARY SCHOOL ADMINISTRATION

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.

**Office of Catholic Schools
Catholic Diocese of Columbus**

Adopted 5/82
Reviewed 8/13
Revised 6/88, 6/93, 8/98, 8/03, 8/08



2421.2

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

ACCOUNTABILITY OF THE PRINCIPAL - ELEMENTARY

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.



2421.3

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

ACCOUNTABILITY OF PRINCIPAL/PRESIDENTS - SECONDARY

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.



2430.0

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

LOCAL SCHOOL ADVISORY BOARDS

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. Catholic advisory boards operate most effectively when they perform in all of the following roles:

- Policymaking: 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, as requested;
- 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.



2430.0 (cont'd)

ELEMENTARY

SECONDARY

BOTH

POLICY

REGULATION

ADMINISTRATION

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.



2430.01

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

SECONDARY SCHOOL ADVISORY BOARDS

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.



2430.05

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

POLICIES

Policies are public documents; therefore they are available to all stakeholders. Local policy must always be aligned with the Diocesan policies.

Printed or digital handbooks for parents, students and faculty will be reviewed annually and revised as needed based on stakeholder input. Handbooks must be published and distributed to the appropriate stakeholders annually.



2430.10

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

DIOCESAN CATHOLIC SCHOOLS ADVISORY COMMISSION

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:

- A. Planning – establishing long-range goals and strategies to ensure that the Catholic schools are available, accessible, and affordable.
- B. Policy Development – formulating policies which give general direction for administrative action.
- C. Finance – developing goals and strategies to finance the education programs including tuition and development plans, to ensure that resources are allocated appropriately, to monitor those plans.
- D. Public Relations – communicating with various publics about the education program and promoting the educational program.
- E. Evaluation – determining whether the goals and plans listed above are being met.



2450.1

ELEMENTARY

POLICY

SECONDARY

REGULATION

BOTH

ADMINISTRATION

CONFERENCES

All schools in the Diocese of Columbus operate on the principle of subsidiarity in relationships and structure. Therefore, disagreements or complaints should be dealt with and solutions sought at the lowest possible level. This means by those persons involved in the disagreement and/or with that person to which the complaint has been made in a conference setting. Since the goal in these situations is to achieve a reconciliation of differences, and so that an adversarial situation does not occur, no legal counsel for either party will be permitted to attend said conference. This applies to all conferences through and including those held at the Diocesan level.