

## **ADMINISTRATION: 2000 SERIES**

This series deals with the organizational structure of the Diocese of Jackson, as well as uniform policies and regulations which govern the administration of all Catholic schools/centers in the Diocese.

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**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Administration: Bishop of the Diocese	08/15/92	2100
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The Bishop of the Diocese has the responsibility not only for the spiritual formation of the people, but also for other factors which contribute to the development of the Catholic community.</p> <p>The Second Vatican Council redefined the role of the Bishops in the Dogmatic Constitution on the Church, and the Decree on the Bishop's Pastoral Office in the Church. Both documents clarify the Bishop's role as "true and authentic teacher of the faith."</p> <p>In his function as teacher, the Bishop is officially responsible for all the educational programs within the Diocese of Jackson. In order to discharge this duty, he delegates individuals and agencies to assist him in this task.</p>		

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Administration: Educational Role of the Bishop	08/15/92	2101
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The Diocesan Bishop is the chief teacher in the Catholic Diocese of Jackson. He exercises this responsibility for Catholic education personally, by delegation, and through shared responsibility with the Department of Education, with Pastors, with local School Advisory Councils and with the Principals/Directors of schools and centers in the Diocese.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<p><b>POLICY DESCRIPTION:</b></p> <p>Administration: Diocesan Department of Educational Services/</p>	<p><b>ISSUE DATE:</b></p> <p>08/15/92</p>	<p><b>SERIES:</b></p> <p>2200</p>
<p>The Bishop has delegated the direction of the educational programs and institutions within the Diocese to the Director of the Department of Educational Services, who by reason of his/her appointment by the Bishop shares in the teaching authority of the Bishop.</p> <p>The Superintendent of Schools, together with her/his staff, is responsible to oversee the operation of all elementary and secondary schools and early childhood centers in the Diocese. The Office of Catholic Schools, a division of the Department of Educational Services, has a staff of consultants to assist each school/center to achieve its mission and purpose by planning, coordinating and guiding it in the areas of school personnel, curriculum, and administration. These consultants are available in an advisory capacity.</p>	<p><b>AMENDED DATE:</b></p>	<p><b>DELETION DATE:</b></p>

<p><b>POLICY DESCRIPTION:</b></p> <p>Administration: The Director of Educational Services</p>	<p><b>ISSUE DATE:</b></p> <p>08/15/92</p>	<p><b>SERIES:</b></p> <p>2201</p>
<p>Appointed by the Bishop, the Director of Educational Services shall be responsible for all educational services provided by the Diocese of Jackson.</p> <p>The Director shall delegate responsibilities for the operation of Catholic schools/centers to the Superintendent of Schools and the responsibility for religious education and adult faith formation programs to the <u>Director of Faith Formation</u>.</p>	<p><b>AMENDED DATE:</b></p> <p>9/30/06</p>	<p><b>DELETION DATE:</b></p>

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Superintendent of Schools	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2202
<p>Appointed by the Director of Educational Services with the approval of the Bishop, the Superintendent is responsible to ensure that all elementary and secondary schools maintain an effective and high level of academic excellence in secular and religious education; that all schools and early childhood programs meet the requirements of State educational and other appropriate accrediting agencies; that schools/centers have qualified administrators and faculty and that they have an adequate system to evaluate curriculum, student performance and program development.</p> <p>The Superintendent is responsible to communicate with and to interpret for pastors, administrators and other school/center personnel, the <i>Policies and Regulations for the Educational Institutions of the Catholic Diocese of Jackson</i> as well as regulations of the State Department of Education and Department of Health as they apply to schools and early childhood centers. The Superintendent is also accountable to and implements the policies of the Diocesan School Advisory Council.</p>	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

<b>POLICY DESCRIPTION:</b>  Administration: Associate Superintendent	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2202.1
<p>Appointed by the Superintendent of Schools with the approval of the Director of Educational Services, the Associate Superintendent shall be responsible for all duties assigned by the Superintendent. He/she administers the Office of Catholic Schools in the absence of the Superintendent.</p>	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Assistant Superintendent	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2202.2
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Appointed by the Superintendent of Schools with the approval of the Director of Educational Services, the Assistant Superintendent shall be responsible for specific assignments within the Office of Catholic Schools. These duties shall be assigned by the Superintendent of Schools.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Director of <u>Faith Formation</u>	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2203
	<b>AMENDED DATE:</b> 9/30/06	<b>DELETION DATE:</b>
<p>Appointed by the Director of Educational Services with the approval of the Bishop, the Diocesan Director of <u>Faith Formation</u> shall be responsible for all aspects of religious education in Catholic schools, parish schools of religion <u>and adult faith formation activities.</u></p>		

<b>DIOCESAN REGULATION:</b> 2203R	
<b>DESCRIPTION:</b>	
Administration: Parish Director of Religious Education/Faith Formation	
<p>The principal is responsible for the entire school curriculum including religious education.</p> <p>The relationship of the school principal and the parish director of religious education shall be established on the local parish level. This relationship, as well as specific responsibilities for the faith formation of students, shall be stated in their respective job descriptions.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: The Pastor	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2300
	<b>AMENDED DATE:</b>  07/10/02	<b>DELETION DATE:</b>

Canonically, the pastor is the head of the parish. He is the leader of the parish faith community and of the Christian education community within that parish (see Policy #2101). He is assisted in his educational ministry by the administrator of the school/center and members of the School Advisory Council.

At the local level, the pastor is the spiritual and temporal head of the parish and the school or early childhood center. Where an interparochial school exists, the final authority for the school is shared among participating pastors. In these situations, one pastor is designated by his peers to act as the canonical administrator.

As spiritual leader of the school/center, the pastor/canonical administrator shares with the administrator and the faculty his vision of religious education; he is involved in sacramental programs and worship experiences for students and their parents; he is present in the school/center to whatever degree and in whatever way seems most natural and advantageous to all and he will work to develop, nourish, strengthen and support the faith community among school/center staff. He delegates to the administrator the direction of the instructional program and the implementation of policy. He encourages interest in the school/center on the part of parents and other members of the parish.

The pastor/canonical administrator is an ex-officio non-voting member of the School Advisory Council. The ultimate responsibility for decisions rests with the pastor/canonical administrator according to Canon Law.



## THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON

<b>DIOCESAN REGULATION: 2300R</b>	
<b>DESCRIPTION:</b>	
Administration: The Role of the Pastor/Canonical Administrator	
<p>The jurisdiction of the pastor/canonical administrator in parish/interparochial education programs flows from his status in canon law and in civil law.</p> <p>A. The pastor/canonical administrator is responsible for the final decision in the recruitment and the employment of a new administrator. He is also responsible to evaluate the performance of the administrator on an annual basis.</p> <p>B. While the pastor/canonical administrator delegates the hiring of employees to the administrator, he still retains the right of consultation. The pastor/canonical administrator will maintain a satisfactory working relationship with the administrator and school/center employees.</p> <p>C. All cases of expulsion of students need the approval of the pastor/canonical administrator.</p> <p>D. Educational activities which involve publicity or fundraising shall have the prior approval of the pastor/canonical administrator.</p> <p>E. While the pastor/canonical administrator delegates the financial management of the school/center to the administrator and his/her staff, he is responsible for the proper financial administration of the educational program. This includes payment of all salaries, legal requirements regarding withholding tax, social security, and state tax, and Diocesan regulations regarding health insurance and retirement.</p> <p>F. The pastor/canonical administrator is obligated to uphold and abide by the <i>Policies and Regulations for the Educational Institutions of the Catholic Diocese of Jackson</i>.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Diocesan School Advisory Council	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2400
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

The Diocesan School Advisory Council serves as a unified body representing Catholic education and addresses the mutual concerns of Catholic schools and early childhood programs of the Diocese. The Diocesan School Advisory Council functions with the authority given to it by the Bishop of the Diocese. The Council adopts policies and guidelines necessary to achieve the educational and formational goals of the Catholic school system of the Diocese. Policy decisions of the School Advisory Council are officially communicated to the Bishop by the Superintendent. After reviewing recommendations, the Bishop specifies policy approval, modification or nullification.

**PURPOSES**

- 1) To formulate policies and guidelines which deal with the concerns of the Educational Institutions of the Diocese
- 2) To work for quality education in all Catholic schools/centers of the Diocese
- 3) To emphasize the uniqueness of Catholic schools/centers in the Diocese and assist them in achieving and maintaining that uniqueness
- 4) To serve as a support group for administrators, pastors and local School Advisory Councils
- 5) To assume its proper role in Dispute/Grievance Procedures as designated by the Superintendent of Schools (see #1614R).
- 6) To provide training opportunities for the development of leadership skills of local School Advisory Council members as well as to provide orientation sessions for new members
- 7) To promote visibility in regard to strong Catholic, Christian education and formation.

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2500
	<b>AMENDED DATE:</b>  9/30/06	<b>DELETION DATE:</b>

Every Catholic school/center in the Diocese of Jackson shall have a School Advisory Council which is called into being by a parish or parishes and given a mission. The School Advisory Council functions in an advisory capacity to the pastor/canonical administrator and to the principal/director and is, therefore, different from a public school Board which is regulatory.

School Advisory Council members act with authority only as a total body. The School Advisory Council is not involved in the implementation of policy or in the day-to-day operations of the school/center (i.e. student discipline, personnel issues, and curriculum matters.)

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Minutes	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2500.1
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The School Advisory Council shall meet monthly during the regular school/center session. Minutes of official business shall be maintained, dated and signed by the School Advisory Council president and the School Advisory Council secretary. Copies of all minutes shall be available for public review in the administrator’s office. Copies of all minutes are also to be sent to the Diocesan Advisory Council liaison and to the Superintendent of Schools.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Responsibilities	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2501
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The local School Advisory Council develops policies that are compatible with the school/center philosophy, that give direction to the school/center through short and long-range planning, and that enable the institution to reach its goals.</p> <p>The local School Advisory Council shall annually review, revise and approve a balanced financial budget and determine funding sources.</p> <p>The local School Advisory Council shall participate in the selection of a new administrator. The selection of the principal/director candidate shall follow procedures specified by the Superintendent and be accomplished in one or a combination of the following ways:</p> <ol style="list-style-type: none"> <li>1) In the case of a Diocesan Priest, the Bishop will make the appointment based on recommendations.</li> <li>2) In the case of a lay person, a religious order priest, sister or brother, the Superintendent will review and verify applicants’ qualifications and provide local School Advisory Councils with names of approved applicants. Designated search committees shall select from approved applicants and make their recommendation to the School Advisory Council who then make the formal recommendation to the pastor/canonical administrator for approval. Final approval is conferred by the Bishop of the Diocese of Jackson through the Superintendent of Schools.</li> </ol>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Policies	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2502
	<b>AMENDED DATE:</b>  07/10/02	<b>DELETION DATE:</b>

The local School Advisory Council, deriving its authority from the Bishop through the Office of Catholic Schools, formulates policies, sets goals and defines the purposes of the school/center in accordance with the written philosophy of the Catholic Diocese of Jackson and the local educational institution.

A revision of policy or a new policy shall not be voted on unless it has been introduced and discussed at a previous School Advisory Council meeting. Each new or revised policy needs to indicate the date of the Advisory Council's approval.

Policies developed by the School Advisory Council shall have the approval of the pastor(s) before being forwarded to the Diocesan School Advisory Council for review. After Diocesan approval, the new policy is promulgated and implemented on the local level.

All policies and major decisions officially recommended by the School Advisory Council are maintained in either a local School Advisory Council Policy Manual or in the Diocesan Policy Manual. School Advisory Councils should annually review local policies to evaluate their effectiveness and to verify compliance with Diocesan Policy.

<b>POLICY DESCRIPTION:</b>  Administration: Principal/Director	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2503
	<b>AMENDED DATE:</b>  07/10/02	<b>DELETION DATE:</b>

The principal/director is the administrative head of the school/center. This individual is also the executive officer of the local School Advisory Council but is not a voting member.

The administrator develops regulations for implementation of the School Advisory Council's policies. He/she is assigned all executive duties and responsibilities for the operation of the school/center. He/she is licensed by the State of Mississippi or is in the process of qualifying for this license.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Absence of Advisory Council Policy	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2504
	<b>AMENDED DATE:</b>  07/10/02	<b>DELETION DATE:</b>
<p>In the absence of policy, the administrator has the power of discretionary action. The administrator shall notify the Advisory Council of the action taken and the need for a new policy</p> <p>If additions or changes are needed in any Diocesan policy, this information/request should be directed to the Superintendent of Schools.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council & Personnel Matters	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2505
	<b>AMENDED DATE:</b>  11/01/06	<b>DELETION DATE:</b>
<p>The School Advisory Council does not have jurisdiction in personnel matters (see # 2500)</p> <p><u>If a faculty or staff member relates a concern to an Advisory Council member, the faculty/staff member should be directed to the administrator of the school/center. If a satisfactory conclusion cannot be reached, the faculty/staff member should present the concern to the pastor/canonical administrator.</u></p>		

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Membership	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2506
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

The Constitution and By-laws of each School Advisory Council shall establish the number and qualifications of its members. The size of the Advisory Council should be reflective of the school/center enrollment and is usually between five to fifteen members.

The pastor/canonical administrator is a non-voting member of the Advisory Council. (See #2300)

The principal/director is the executive officer of the School Advisory Council but is not a voting member.

Individuals receiving compensation from the school, as well as members of their immediate families (spouses, parents, children, brothers, and sisters), are not eligible for School Advisory Council membership.

Members of the School Advisory Council shall be as representative as possible of the parish(s) and parents of the students that they represent.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Selection of School Advisory Council Members	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2508
	<b>AMENDED DATE:</b>  11/1/06	<b>DELETION DATE:</b>
<p>Selection of local School Advisory Council members shall be in consultation with the administrator and subject to the approval of the Pastor(s). This is accomplished in one or more of the following ways:</p> <ol style="list-style-type: none"> <li>1) Election or nomination by the Parish Council or School Advisory Council</li> <li>2) Election in the parish</li> <li>3) Other procedures, previously approved by the Diocesan School Advisory Council which are documented in the local Council's constitution</li> </ol>		

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Meetings	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2509
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Local School Advisory Council meetings shall be held monthly during the regular school/center session.</p> <p>Regularly scheduled meetings shall be open meetings to allow for adequate community involvement. Procedures for attendance should be outlined in the School Advisory Council Constitution.</p> <p>The president or chair of the local School Advisory Council may call for a closed executive session as part of a regularly scheduled meeting or as a special meeting itself.</p>		



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Agenda	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2510
	<b>AMENDED DATE:</b>  07/10/02	<b>DELETION DATE:</b>
<p>The work of developing the agenda for School Advisory Council meetings is the joint responsibility of the Executive Committee, chaired by the Advisory Council President and the Administrator.</p> <p>The official agenda of the upcoming meeting, minutes from the previous Advisory Council meeting, committee and administrator reports shall be prepared and distributed prior to the scheduled meeting. The distribution of the agenda, minutes and reports is the responsibility of the Administrator.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Constitution	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2511
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Each local School Advisory Council shall establish a Constitution.</p> <p>Any Amendments to the Constitution and By-Laws must be submitted and approved by the Diocesan School Advisory Council.</p> <p>Local School Advisory Councils shall approve the Constitution and By-Laws of all organizations that are integral to the operation of the school/center, (e.g., Home School Associations, Parent-Teacher Associations, Booster Clubs, etc.)</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Formational Activities	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2512
	<b>AMENDED DATE:</b>  07/10/02	<b>DELETION DATE:</b>
<p>Local School Advisory Councils shall provide orientation and training for new Advisory Council members as well as participate in an annual inservice/retreat which is usually held in the first semester.</p> <p>Each School Advisory Council shall also be involved in a variety of prayer and spiritual formation experiences.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Non-Discrimination Policy	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2513
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The School Advisory Council follows all applicable state and federal laws related to non-discriminatory practices in the operation of the school/center.</p> <p>The school/center operates without discrimination on the basis of race, color, sex, age, disability or national origin in accordance with federal and state laws.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council Finances	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2514
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The local School Advisory Council shall ensure that the school/center operates on a financially sound basis according to guidelines provided by the Diocesan Department of Administration and Finance and the Office of Catholic Schools.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Diocesan Orientation for New Advisory Council Members	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2515
	<b>AMENDED DATE:</b>  07/10/02	<b>DELETION DATE:</b>
<p>Newly appointed School Advisory Council members shall participate in an orientation/training session planned by the Diocesan School Advisory Council. New members are not eligible to vote on official Advisory Council business until they have attended this Diocesan training session.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Performance Reviews	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2516
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Each School Advisory Council shall adopt the assessment instruments prepared by the Office of Catholic Schools for:</p> <ol style="list-style-type: none"> <li>1) formal review of Advisory Council responsibilities</li> <li>2) review of the Administrator's service to the Advisory Council.</li> </ol>		

<b>POLICY DESCRIPTION:</b>  Administration: Local School Advisory Council and Salary Scales	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2517
	<b>AMENDED DATE:</b> 07/10/02	<b>DELETION DATE:</b>
<p>Each School Advisory Council shall adopt a salary scale for school/center employees that assures, at a minimum, equal pay for equal preparation, experience and responsibility. Each School Advisory Council should strive to reach a minimum of 85% of the local public school district pay scale each year.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: The Principal/Director	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2600
	<b>AMENDED DATE:</b> 07/10/02	<b>DELETION DATE:</b>
<p>The principal/director, in cooperation with the pastor/canonical administrator and the Office of Catholic Schools, is the chief administrator of the school/center and is responsible for the educational program of the institution. He/she fulfills the role of administrator and educational leader. In the administrative function, the principal/director establishes the structures and creates the climate for the execution of the policies developed by the local School Advisory Council. As educational leader, the principal/director, supervises, assists, and encourages all those involved in the instructional program. As spiritual leader, the principal/director assures the Catholic character and identity of the educational institution.</p> <p>The administrator must meet the respective licensing requirements of the Mississippi Department of Education or the Department of Health. Temporary exceptions regarding this requirement may be made with the approval of the Superintendent of Schools. The administrator must be a practicing Catholic, desire to serve in a committed leadership capacity within the Catholic School system, and act as an example and catalyst toward the fulfillment of the Christian philosophy of the school.</p> <p>According to procedures established by the Office of Catholic Schools, the School Advisory Council makes a recommendation to the pastor/canonical administrator of a particular candidate for the position of principal or director. The pastor/canonical administrator makes the final hiring decision regarding the principal or director.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Religious Order Candidates for Principal/Director	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2601
	<b>AMENDED DATE:</b> 07/10/02	<b>DELETION DATE:</b>
<p>The major superior of a religious order may nominate an administrator to any school/center administered by the same religious congregation. The candidate must meet the administrative qualifications as stated in Diocesan and State requirements.</p> <p>The religious order nominee will participate in the principal/director search procedures established by the Office of Catholic Schools (See# 2600).</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>DIOCESAN REGULATION: 2601R(a)</b>	
<b>DESCRIPTION:</b>	
Administration: Contracts of Religious Administrators	
Contracts for religious administrators will be renewed or not renewed according to the same guidelines as all administrators. (See #2615 and 2615R.) The pastor/canonical administrator is responsible to communicate frequently with the Superintendent and with the Religious Community involved before any action is taken to non-renew the religious administrator.	

<b>DIOCESAN REGULATION: 2601R(b)</b>	
<b>DESCRIPTION:</b>	
Administration: Dispute/Grievance Procedures for Religious Administrators	
The regulations and procedures with reference to grievances and to non-renewal of contract that apply to lay principals shall also apply to members of religious communities who are administrators. (See #2616)	

<b>DIOCESAN REGULATION: 2601R(c)</b>	
<b>DESCRIPTION:</b>	
Administration: Service of a Religious Community	
A religious community of sisters, brothers or priests may not be engaged nor dismissed from service in an educational institution of the Diocese without consultation with the Office of Catholic Schools and the permission of the Bishop.	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Responsibilities of the Principal	<b>ISSUE DATE:</b>  08/15/92	<b>SERIES:</b>  2602 #1 of 2
	<b>AMENDED DATE:</b>  07/10/02	<b>DELETION DATE:</b>

The principal shall accept responsibility to the following members of the school community:

- A. The Pastor/Canonical Administrator and School Advisory Council
  - 1. To strive to develop a Catholic school environment where religious truths and values are integrated with life, faith community is developed and nurtured, and service is rendered to others
  - 2. To encourage and promote programs of worship, activities and Christian social action in keeping with the philosophy and Catholic identity of the school
  - 3. To employ teachers and other staff who uphold values in accordance with a Catholic philosophy of education
  - 4. To serve as Executive Officer and non-voting member of the School Advisory Council who develops the Advisory Council agenda with the Executive Committee chaired by the Advisory Council President
  - 5. To assist in the development of the school budget and reflect fiscal responsibility in dealing with school resources
  - 6. To apprise the Pastor/Canonical Administrator and School Advisory Council of all matters concerning the welfare of the school
  
- B. The Faculty and Staff
  - 1. To provide a program of orientation for new teachers and staff
  - 2. To assist faculty and staff through regular classroom visitation, supervision and conferencing
  - 3. To schedule faculty meetings and provide opportunities for ongoing professional staff development
  - 4. To provide retreats, in-service days, days of reflection, and workshops in various academic areas in concert with the purpose of Catholic education
  - 5. To maintain personnel records for all employees in a secure manner
  
- C. Students, Parents, Community
  - 1. To foster cooperative pupil-teacher-parent relationships
  - 2. To facilitate good public relations with the school and community
  - 3. To develop procedures for screening, admission, grading, retention and promotion of students
  - 4. To oversee implementation of curriculum as established by the Office of Catholic Schools in conjunction with the State Department of Education
  - 5. To oversee implementation of the school's code of conduct and promulgate expectations around attendance, dress code and extra-curricular activities
  - 6. To provide for a healthy and safe environment for the school community

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>	<b>ISSUE DATE:</b>	<b>SERIES:</b>
Administration: Responsibilities of the Principal	08/15/92	2602 #2 of 2
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
	07/10/02	
<p>D. The Diocesan Office of Catholic Schools</p> <ol style="list-style-type: none"> <li>1. To make attendance at all scheduled Principal Meetings and other required Diocesan educational gatherings a priority</li> <li>2. To implement Diocesan policies and regulations as well as directives of the Superintendent of Schools and his/her staff</li> <li>3. To maintain school/center standards for licensing and accreditation</li> <li>4. To provide reports and materials as requested in a timely manner</li> </ol>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Responsibilities of the Director	<b>ISSUE DATE:</b>  07/10/02	<b>SERIES:</b>  2602.1
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The director of a pre-school or early childhood center accepts responsibility to the following individuals and groups:</p> <p>A. The Pastor/Canonical Administrator and School Advisory Council</p> <ol style="list-style-type: none"> <li>1. To strive to develop a Catholic Christian learning environment where religious truths and values are integrated with life</li> <li>2. To employ teachers and staff who uphold values in accordance with a Catholic philosophy of education</li> <li>3. To serve as the Executive Officer of the School Advisory Council by developing the Advisory Council agenda with the Advisory Council President</li> <li>4. To assist in the development of the budget and reflect fiscal responsibility in dealing with resources</li> <li>5. To apprise the Pastor and School Advisory Council of all matters concerning the welfare of the center or pre-school</li> </ol> <p>B. The Faculty and Staff</p> <ol style="list-style-type: none"> <li>1. To provide a program of orientation for new staff</li> <li>2. To assist faculty and staff through visitation, supervision and conferencing</li> <li>3. To conduct staff meetings and provide opportunities for on-going staff development</li> <li>4. To maintain personnel records for all employees in a secure manner</li> </ol> <p>C. Children, Parents, Community</p> <ol style="list-style-type: none"> <li>1. To coordinate the daily schedule for all age groups of children</li> <li>2. To foster cooperative relationships</li> <li>3. To facilitate good public relations with the parish and the community</li> <li>4. To provide for a healthy and safe environment for the children and staff</li> <li>5. To supervise the menu planning of balanced meals</li> </ol> <p>D. The Diocesan Office of Catholic Schools</p> <ol style="list-style-type: none"> <li>1. To implement Diocesan policies and regulations as well as directives of the Superintendent of Schools and his/her staff</li> <li>2. To maintain Department of Health standards for the annual licensing of the pre-school/center</li> <li>3. To provide reports and materials as requested in a timely manner</li> </ol>		



**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: The Principal's Role as Instructional Leader	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2603
	<b>AMENDED DATE:</b> 07/10/02	<b>DELETION DATE:</b>

The Principal of the school shall provide leadership for implementing and maintaining the vision, direction, and focus for student learning which assures:

- A. Student learning is defined by a curriculum that is based on the mission and beliefs of the Catholic education
- B. The written curriculum includes an instructional management plan for all grade levels and courses
- C. The instructional management plan specifies learning outcomes, teaching strategies, resources, and assessment procedures for student learning including:
  - 1. the competencies at each grade level and in each subject area as specified in the Mississippi Department of Education Curriculum Frameworks
  - 2. the goals and objectives as specified in the Diocese of Jackson Catechist Companion: A Curriculum for Catechesis and Religious Instruction
- D. Student learning and mastery is assessed, monitored, and reported quarterly
- E. Policies for student promotion, retention, and graduation requirements (secondary level only) are specified and followed
- F. A standardized assessment program is implemented annually
- G. The effectiveness of the instructional program is reviewed annually and that any revisions in the program are based on student learning needs
- H. A professional development plan that reflects needs as specified by an analysis of the instructional program is implemented
- I. Educators are properly licensed by the Mississippi Department of Education and/or the Diocese of Jackson (teachers of religious education only) as required for their teaching assignment

<b>POLICY DESCRIPTION:</b>  Administration: State Requirements for Accreditation/Licensing	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2604
	<b>AMENDED DATE:</b> 07/10/02	<b>DELETION DATE:</b>

Each school shall be in compliance with all approval requirements issued by the Mississippi Department of Education. The principal shall see to it that these requirements are implemented in school procedures and practices and are properly documented.

The director of early childhood programs shall assure that the learning center or pre-school is in compliance with Department of Health requirements and that all staff meet State requirements.

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Principal's Role in Curriculum	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2605
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The principal shall coordinate the school curriculum so that teachers are aware of what has been taught in previous grades and what will be taught in subsequent grades.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Principal's Role in Student Remediation	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2606
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The principal shall facilitate the development of remediation plans by the staff to provide compensatory work for students who fail to meet the criteria for instructional objectives.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Principal's Role in Disciplinary Procedures	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2607
	<b>AMENDED DATE:</b> 07/10/02	<b>DELETION DATE:</b>
	<p>The principal shall implement school wide disciplinary practices that foster self-discipline. These practices should be published in both the student and parent handbook.</p>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: The Principal's Role Regarding Student Activities	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2608
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The principal shall ensure that students do not participate in school activities that cause them to miss more than twenty class periods in courses in which grades/units are issued, nor have more than five planned absences in the same class periods in courses in which grades/units are issued.</p> <p>The principal shall develop a procedure for monitoring student participation in activities.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: The Administrator's Role Regarding Safety Procedures	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2609
	<b>AMENDED DATE:</b> 07/10/02	<b>DELETION DATE:</b>
<p>Each educational institution shall have an updated School Safety Plan which is reviewed with the staff on a yearly basis each fall. A copy of this plan should also be forwarded to the Superintendent of Schools. A safety audit by someone other than the administrator or maintenance person should be conducted annually.</p> <p>The school/center shall conduct at least one (1) tornado drill during each semester of the year.</p> <p>The school/center shall conduct at least ten (10) fire drills during the school year. An exact record of the date of the drills and time needed to complete them must be kept on file in the administrator's office.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: The Administrator's Role Regarding Purchase and Delivery of School Materials	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2610
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The administrator shall develop procedures to assure that the purchase and the delivery of equipment, supplies, and materials is made in a timely fashion and is coordinated with users' needs.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Student/Staff Incentives	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2612
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The administrator shall develop and maintain an incentive recognition plan for both students and staff members.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Renewal/Non-Renewal of School/Center Personnel	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2613
	<b>AMENDED DATE:</b> 07/10/02	<b>DELETION DATE:</b>
<p>The final decision in the dismissal, renewal of employment, or non-renewal of employment of school personnel is made by the administrator of the school/center in consultation with the Superintendent of Schools.</p> <p>The principal/director shall abide by the policies, guidelines and procedures of the Diocese of Jackson. (See # 4501 and # 4501R (a)). Professional employees must be notified of nonrenewal of their contracts by April 15<sup>th</sup>.</p> <p>Negotiations for the renewal of individual contracts of professional employees should begin after April 15<sup>th</sup>. Licensed professional employees who are offered a contract renewal have until May 1<sup>st</sup> to respond. The timeline for negotiations for all other at-will employees will be determined by the principal/director.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: The Administrator's Role Regarding Physical Environment	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2614
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Through a regular schedule of inspection and appropriate maintenance and housekeeping, the administrator shall provide a safe, sanitary and attractive physical learning environment for students and staff.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: Performance Review of the Principal/Director	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2615
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Administrators receive a Performance Review each year. This is done using procedures outlined by the Office of Catholic Schools.</p> <p>Review of the administrator's performance is a shared responsibility of the Office of Catholic Schools, the local School Advisory Council, and the pastor.</p>		

<b>DIOCESAN REGULATION: 2615R</b>	
<b>DESCRIPTION:</b>	
Administration: Notification of Non-renewal	
<ol style="list-style-type: none"> <li>1. In consultation with the Superintendent, the pastor must inform the administrator by February 15<sup>th</sup> of the non-renewal of his/her contract</li> <li>2. An administrator who does not plan to return to his/her administrative position the following year must notify the Superintendent by January 15<sup>th</sup> of the current year and the Pastor and School Advisory Council no later than February 15<sup>th</sup>.</li> </ol>	

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Guidelines for Dispute/ Grievance Resolution Procedures for Administrators	<b>ISSUE DATE:</b>  07/10/02	<b>SERIES:</b>  2616 #1 of 2
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>

**I. DEFINITIONS**

- A. Grievance: a claim that there has been a violation, misinterpretation, or misapplication of any provision of the administrator’s Employment Contract, or any rule, order or regulation applicable to the administrator.
- B. For other definitions applicable to this procedure see 4601R.

**II. GENERAL PROCEDURES**

- A. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may, from time to time, affect the welfare and working conditions of administrators. These proceedings shall be kept confidential and as informal as may be appropriate at any level of the procedure.
- B. Since it is important that disputes/grievances be resolved as rapidly as possible, every effort shall be made to expedite the dispute resolution process. However, time limits may be extended by mutual and written agreement. All documents, written communications and records dealing with a grievance shall be filed in a confidential grievance file in the Superintendent’s Office and shall not be kept in the personnel file of the grievant.
- C. If the dispute/grievance is not written or lodged within five working days after the administrator knew, or should have known, of the condition which led to the dispute/grievance, the grievance shall be null and void.
- D. This Dispute Resolution procedure shall not apply to any matter which is prescribed by state or federal law and/or regulations. Dismissal, suspension or nonrenewal of administrators are not subject to this procedure.
- E. Nothing in this procedure is to be seen as removing the canonical rights and responsibilities of the pastor [Canons 519, 532].

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<p><b>POLICY DESCRIPTION:</b></p> <p>Administration: Guidelines for Dispute/ Grievance Resolution Procedures for Administrators</p>	<p><b>ISSUE DATE:</b></p> <p>07/10/02</p>	<p><b>SERIES:</b></p> <p>2616 #2 of 2</p>
	<p><b>AMENDED DATE:</b></p>	<p><b>DELETION DATE:</b></p>
<p><b>III. PROCEDURES FOR PROCESSING A DISPUTE/GRIEVANCE</b></p> <p><b>Level One</b></p> <p>Administrator shall first discuss the dispute/grievance directly and informally at the local level with the pastor/canonical administrator. This shall be done within five working days of the experience being disputed. Every effort should be made to settle the matter at this lowest level. Two (2) calendar weeks is the time limitation for the resolution of the dispute/grievance at Level I.</p> <p><b>Level Two</b></p> <p>If the dispute/grievance cannot be resolved informally at Level One, the administrator shall, within five (5) working days, submit a written statement to the pastor/canonical administrator specifying the unresolved dispute/grievance and the remedy requested. The pastor/canonical administrator shall respond with a decision and resolution in writing within five (5) days of receipt of the administrator's dispute/grievance. Copies of all documentation from both parties should be forwarded to the Superintendent.</p> <p><b>Level Three</b></p> <p>If unsatisfied with the decision of the pastor/canonical administrator, the administrator may appeal in writing to the Superintendent within five (5) days of the pastor/canonical administrator's response. The Superintendent shall review the dispute/grievance documentation and may at his/her discretion conduct an independent investigation and/or request additional evidence or information from the parties. Within ten (10) working days of receipt of the appeal, the Superintendent shall issue a written decision and resolution. The decision of the Superintendent is final.</p> <p><b>Note:</b> If the dispute/grievance involves decisions or interpretations of policy by the Superintendent of Schools, the administrator should contact the Director of Educational Services for appeal procedures.</p>		

**THE EDUCATIONAL INSTITUTIONS OF THE CATHOLIC DIOCESE OF JACKSON**

<b>POLICY DESCRIPTION:</b>  Administration: Assistant Principal/Director	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2700
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>The assistant principal/director assists the administrator in the administration of the school/center.</p>		

<b>POLICY DESCRIPTION:</b>  Administration: School Executive Management Institute	<b>ISSUE DATE:</b> 08/15/92	<b>SERIES:</b> 2701
	<b>AMENDED DATE:</b>	<b>DELETION DATE:</b>
<p>Licensed principals are required to attend the School Executive Management Institutes made available by the State Department of Education in order to maintain their administrative licenses.</p>		