

DISMISSAL OF A PRINCIPAL OR PRESIDENT

The Principal and/or President as a senior administrator of a Catholic school is expected to conduct himself or herself at all times in accordance with Catholic morality and the rules and regulations of the school and the Diocese of Harrisburg and to avoid any embarrassment or scandal to the individual school or the Diocese.

Under ordinary circumstances, in an elementary school, the Pastor/Executive Pastor, in consultation with the Secretary for Education, or, in a secondary school, the Secretary for Education, in consultation with the President of the Board of Directors, reserves the right to terminate the employment of a Principal or President for reasons of professional incompetence, inadequate performance, violation of the rules and regulations of the school or the Diocese, or improper behavior, provided two formal written notices have been given to the Principal.

Procedures for Termination

- a. If the Pastor/Executive Director in an elementary school or the diocesan Superintendent of Schools in the case of a secondary school judges the Principal or President to be exhibiting professional incompetence, inadequate performance, violation of the rules and regulations of the school or the Diocese, or improper behavior, he/she must discuss this deficiency with the Principal or President as soon as possible. A formal written notice stating clearly the specific action, deficiency, or behavior that gave rise to the Pastor/Executive Pastor's or the Superintendent of Schools' concern and what the future expectations are for the Principal or President, including an anticipated time frame, when appropriate, for correcting the deficiency, must be given to the Principal or President.
- b. If the Principal or President has not shown improved performance/behavior in the area specified in the first written notice or demonstrates professional incompetence, inadequate performance, violation of the rules and regulations of the school or the Diocese, or improper behavior in another area, a second formal written notice must be given to the Principal or President by either the Pastor/Executive Pastor or the Superintendent of Schools. This second written notice must state clearly the specific action, deficiency or behavior that gave rise to the concern. This second formal written notice must once again specify what is expected of the Principal or President.
- c. In each of the two formal written notices, the Principal's or President's signature is requested, indicating that the person acknowledges having seen it. If the Principal or President is unwilling to sign it, this should be noted on the form and, if possible, a witness should be asked to verify that the notice was shown to the person.

- d. If, after two formal written notices, the Principal or President continues to exhibit professional incompetence, inadequate performance, violation of the rules and regulations of the school or the Diocese, or improper behavior, the Principal or President may be terminated.

Post Termination Review

In the event of termination, the Principal or President may petition for a review of the case. Such an appeal must be made in writing and within ten days to the Secretary for Education. A review of the circumstances may be performed by a committee of the local Board of Education of the elementary school or the Board of Directors of the secondary school. In the event that such a committee does not exist, the appeal shall be referred to the Secretary for Education who will authorize the establishment of a committee for the review.

Termination of Religious

In the case of the termination of a Religious, in addition to following the procedures outlined above, the Secretary for Education will notify the proper religious superior.

Immediate Termination

If the Principal or President engages in conduct in or out of the workplace which, in the judgment of the Employer, constitutes a violation of civil law, serious or public immorality, sacrilege, lewd conduct, endangerment of health or safety, abusive conduct, public scandal or the rejection of, or the holding up to doubt or question of, the official teaching, doctrine or laws of the Catholic Church, the Principal or President may be terminated immediately, without prior notice, on the elementary level, by the Pastor/Executive Pastor after consultation with the Secretary for Education or, on the secondary level, by the Secretary for Education after consultation with both the Superintendent of Schools and the President of the Board of Directors.

A Principal or President whose employment is terminated pursuant to the above paragraph may, within seven (7) days of his or her termination, petition the Bishop of the Diocese of Harrisburg to, at his discretion, review the termination decision. Petition to the Bishop shall be the sole and exclusive means of review of immediate terminations.

The Bishop of the Diocese of Harrisburg shall have the final authority to review and approve the immediate termination of a Principal or President.

Policy

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July 1, 2019

RWG/Bishop of Harrisburg