

Principal or Administrator Handbook



Diocese of Davenport

August 2016

NOTICE OF NONDISCRIMINATION

It is the policy of the Diocese of Davenport to provide equal employment and educational opportunities and not to discriminate.

The educational system of the Diocese of Davenport is committed to equal opportunities to the extent required by law, and does not discriminate on the basis on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in educational programs or activities which it operates. As a religious institution, we affirm the right to consider creed a bona fide qualification in certain cases. The educational system policy is not to discriminate in educational programs and activities extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school and parish administered programs.

Further, the Board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

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A Catholic School Administrator's Prayer

Dear Lord,

Help me to remember why I chose to be an administrator.

Give me wisdom, as I try to increase knowledge
among my charges any myself.

Give me discernment to know what is best
for every student, teacher, and parent.

Help me to have a sense of fairness
as I work with God's children.

Grant me peace in the midst of confusion.

Help me to be a stabilizer among those
who experience little consistency in this life.

Give me stamina sufficient to withstand all challenges.

Heavenly Father, make me see each student
as you see them:

As special creations made in Your image.

Please Lord, as I lead my staff,

Help me to remember that they need encouragement and support.

Bolster me with strength and courage.

Help me to build a warm community
where all feel welcome, embraced, and validated.

When my feet hurt, when my head aches,
and the challenges seem to multiply,

help me to remember that my school needs the best of me.

May my sense of humor overcome the desire
to take myself and others too seriously.

Help me to create a community of Christ.

Thank you for making me a Catholic school administrator.

May I keep you close to my heart in all things.

Amen

St Gregory the Great, Patron of Teachers, Pray for us!