

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

ADMINISTRATION

Closing of a School and/or the Discontinuation of a Grade or Grades

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that any consideration to close a Catholic school or discontinue a grade or grades must follow the directives contained in Regulation 327.1 and be approved by the Bishop

Policy Adopted: March 25, 2013
Policy Reviewed: May 21, 2018
Policy Revised: July 30, 2021

Closing of a School and/or Discontinuation of a Grade or Grades
Regulation 327.1

If the closure of a school or the discontinuation of a grade or grades is under consideration, these directives must be followed and completed prior to submission of a request to the Superintendent and the Bishop.

1. The pastor (canonical administrator) must inform the Diocesan Superintendent of the desire to close a school or discontinue grades.
2. The Diocesan Superintendent shall meet with the pastor/canonical administrator and administrator to assess the status of enrollment, demographics, marketing, recruitment, support, budget issues. The Superintendent of Schools will share information with the Bishop to keep him informed of the process.
3. Meetings with the parish, school, and stakeholders to receive input concerning improvement plan, plus an accompanying time line, will be developed in which additional marketing and recruitment efforts are to be implemented. The Superintendent is to collaborate with the administrator and pastor/canonical administrator.
4. At the conclusion of the time line, a careful assessment of the current situation will be made and shared with the Bishop.
5. If insufficient improvement has not occurred, a study to determine continued operation or a change in the operation will be initiated.
6. The study must include current and potential budget trends, current and potential enrollment patterns and trends, current and potential staffing needs, and recommended solutions.
7. Any local recommendation to close or discontinue a grade or grades must be presented by the pastor/canonical administrator to the Bishop and Superintendent.
8. The Bishop will make final approval.

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