

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

ADMINISTRATION

Steps Involved for a Possible Major Change in a School Operation or Academic Programs

The steps to be followed if a school proposes a major change in its operation or academic programs are:

1. The administrator must obtain permission of the pastor/canonical administrator to explore the major change.
2. The administrator must present to the local board of education the steps the school will follow in order to investigate the possible change. Which include educating the staff, parents and students and, if necessary, the parishioners.
3. Approval must be obtained from the local board of education to proceed.
4. The administrator must inform the diocesan superintendent of schools about the possible change who in turn will inform the Bishop.
5. If approval to proceed is given by the Bishop, the following education and investigation processes are to take place:
 - a. Conduct research citing both the pros and cons including academic success or evidence to demonstrate that the proposed change is not harmful.
 - b. Hold a series of informational meetings for pastor/canonical administrator, staff, local board, parents, parishioners, if needed, in order to educate people about the possible change.
 - c. Provide opportunities for Q & A sessions
 - d. Contact other school administrators and faculty, preferably from Catholic schools, which have experience with the proposed change.
 - e. Conduct a financial impact study that contains all of the income and expenditures involved with the possible change and compare it with the income and expenditures for the same academic year without the proposed change included.
 - f. Share the results of the financial impact study with the pastor/(canonical administrator, members of the local board of education and parish finance committee. The input of the pastoral council and parish finance committee are extremely important in the decision process.
6. Upon completion of the above steps, the administrator must present the results to the pastor/canonical administrator and local board of education/school board in order to determine whether the school may continue to pursue the possibility of implementation of the proposed change.

7. If the pastor/canonical administrator and local board of education/school board indicate the school can continue to pursue the proposed change, the proposal must be presented to all current parents to avoid the loss of enrollment due to the proposed change. (Any change may result in loss of some students; however, each school must determine during the investigation process how many students it can lose without damaging its viability, cause undue financial burdens, etc.)
 - a. A secret and confidential vote must be conducted, tallied and the results presented to the pastor/canonical administrator, local board of education/school board and superintendent of schools
8. Based on the parent vote, the pastor/canonical administrator and local board must decide whether to recommend implementation of the proposed change to the Diocesan Catholic Schools Board. Upon local board approval of the proposed change, it, along with the supporting information, and a time table for implementation must be brought to the Diocesan Catholic Schools Board for its recommendation to the bishop.
9. If approval of the recommended change is granted by the Diocesan Catholic Schools Board, the proposed change must be presented to the Bishop for the final decision.

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