

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**ADMINISTRATION**

**Steps Involved in Closing a School and/or Discontinuing a Grade or Grades**

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 Catholic Schools Board and the Bishop.

1. The pastor (canonical administrator) and/or the local board chair person must inform the Diocesan Superintendent.
2. The Diocesan superintendent shall meet with the pastor, administrator and local board of education to assess the status of enrollment, demographics, marketing, recruitment, support, budget issues in order to make recommendations for improvement throughout the entire process in order to keep the Bishop informed.
3. Meetings with the parish and school leadership plus parents and parishioners to receive input concerning improvement plans and support plus an accompanying time line will be developed in which additional marketing and recruitment efforts are to be implemented.
4. At the conclusion of the time line, a careful assessment of the current situation will be made with parental and parish input.
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. If a decision is made to recommend the closure or discontinuation of a grade or grades by the local board it must be approved by the pastor.
8. Any local recommendation to close or discontinue a grade or grades must be presented to the Diocesan Catholic Schools Board.
9. The Diocesan Catholic Schools Board will determine a recommendation to be forwarded to the Bishop for his final approval.

Regulation Adopted: March 25, 2013

Regulation Reviewed: May 21, 2018