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1.100 ARCHDIOCESAN LEVEL

1.101 ARCHBISHOP

POLICY

Approved: September 1, 2009

“The diocesan bishop has the right to watch over and visit the Catholic schools in his territory, even those which members of religious institutes have founded or direct. He also issues prescripts which pertain to the general regulation of Catholic schools; these prescripts are valid also for schools which these religious direct, without prejudice, however, to their autonomy regarding the internal direction of their schools.” (Canon 806 §1)

The Archbishop of Hartford has sole ecclesiastical authority to recognize and designate a school as “Catholic” within the Archdiocese. Written approval shall be obtained from the Archbishop before a school may be designated as a Catholic school.

The Archbishop shall have primary responsibility for and authority over the Catholic schools, and he may promulgate policies and implement procedures governing the schools in his jurisdiction.

1.102

SUPERINTENDENT OF CATHOLIC SCHOOLS

POLICY

Approved: September 1, 2009

The Superintendent is appointed by and responsible to the Archbishop and represents him in those educational matters assigned to him by the Archbishop.

“Directors of Catholic Schools [Superintendent] are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area.”
(Canon 806 §2)

The Superintendent, under the authority of the Archbishop, shall be responsible for the establishment and implementation of Archdiocesan policies governing Catholic schools and for the direction of the Office of Catholic Schools in providing guidance and support services to Catholic schools in the Archdiocese.

The Superintendent is the Executive Secretary of the Archdiocesan School Board, with the responsibility to formulate educational policy for the Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop. The Superintendent shall implement Archdiocesan School Board policies and develop administrative procedures and regulations in order to implement said policies. The Superintendent shall have discretionary authority to make administrative decisions consistent with approved Archdiocesan policies.

1.103 OFFICE OF CATHOLIC SCHOOLS

POLICY

Approved: September 1, 2009

The Office of Catholic Schools implements policies approved by the Archbishop and coordinates services to Catholic schools within the Archdiocese.

The Superintendent has administrative authority over the Office of Catholic Schools. The Superintendent shall appoint the Assistant Superintendent(s) after consultation with and approval by the Archbishop. The Assistant Superintendent(s) shall have responsibility and authority, as determined and assigned by the Superintendent, in the administration and supervision of the schools. The Superintendent shall employ and dismiss all employees of the Office of Catholic Schools.

1.104 ARCHDIOCESAN SCHOOL BOARD

POLICY

Approved: September 1, 2009

The Archdiocesan School Board is established by the Archbishop to be consultative to him and the Superintendent.

The Archdiocesan School Board, with the Archbishop's approval and with the input of the Superintendent, shall establish board policies.

PROCEDURE

Approved: September 1, 2009

The Board is appointed by the Archbishop from a list of candidates screened by the nominating committee of the Board.

When approved by the Archbishop, policies recommended by the Board are binding on the Superintendent, Pastors, school administrators, school boards, and school employees.

The by-laws of the Board are available from the Office of Catholic Schools' website.

1.105 PRINCIPALS ADVISORY COUNCIL FOR ELEMENTARY SCHOOLS

POLICY

Approved: September 1, 2009

The Principals Advisory Council for Elementary (PACE) schools shall advise the Office of Catholic Schools in the operation of Catholic schools within the Archdiocese of Hartford.

PROCEDURE

Approved: September 1, 2009

Membership shall be comprised of the Superintendent, Assistant Superintendents, and the Principal representatives.

Each Principal member must have a minimum of four years experience as an administrator in the Archdiocese. The term of membership is two years, renewable one time, totaling four years.

The members shall be elected by the Principals of each district during the district meeting held in the spring, and take office the following school year.

The Superintendent shall appoint three members at large for a term of two years, renewable one time, totaling four years.

1.106

THE CONNECTICUT FEDERATION OF CATHOLIC SCHOOL PARENTS

POLICY

Approved: September 1, 2009

The Federation shall advocate public policy actions that shall reaffirm the importance of Catholic schools in the community and strengthen the schools' quality and services.

Each school shall appoint a Federation liaison to work directly with the Director of the Connecticut Federation of Catholic School Parents in grassroots efforts to secure legislative initiatives for Catholic schools.

PROCEDURE

Approved: September 1, 2009

The Connecticut Catholic School Superintendents serve as members on the Board of Trustees of the Federation, and shall have input into all public policy actions taken by the Federation.

1.200 LOCAL LEVEL

1.201 PASTOR

POLICY

Approved: September 1, 2009

The Pastor, in accordance with Canon Law, and at the appointment of the Archbishop, has overall responsibility for the parish school, including responsibility for the implementation of Archdiocesan policies and procedures regarding schools.

The Pastor is, in accordance with Canon Law, ultimately responsible for the fiscal and plant management of the parish school.

The Pastor of the school shall particularly attend to matters within the school that affect worship, the ministry of the Word and the spiritual welfare and moral formation of the students and staff. It shall be his duty to see that the teachings of the Church are clearly and accurately presented.

PROCEDURE

Approved: September 1, 2009

The Pastor delegates to the Principal the direction of the school program and the ordinary administration of the school. The Pastor with the Principal shall establish the terms of such delegation and the means of regular and formal communication on school matters.

The Pastor has final approval over policies of the parish school. He fulfills this function guided by Archdiocesan policies and procedures and in close collaboration with the Principal, the school board, the finance and pastoral councils of the parish, and the Office of Catholic Schools.

The Pastor is responsible for the fiscal operations of the school. The Pastor should support the parish school from parish resources according to a reasonable formula, with due consideration for the mission and the operating needs of the school and the resources and mission of the parish.

The Pastor approves and supervises the school budget according to policies and procedures of the Office of Catholic Schools and the Archdiocesan Fiscal Office.

The Pastor is responsible for appointing, on recommendation of the local search committee, a qualified Principal in accordance with the policies and procedures of the Office of Catholic Schools.

The Pastor is responsible for hiring, on recommendation of the Principal, qualified staff for the school in accordance with the policies and procedures of the Office of Catholic Schools.

The Pastor shall utilize the appropriate ministry agreement set forth by the Office of Catholic Schools when hiring the Principal or the instructional staff.

A Pastor shall not terminate a staff member without first consulting with the Superintendent or an Assistant Superintendent.

Pastors shall not engage or dismiss any religious congregation without permission of the Archbishop.

The Pastor and Principal shall be responsible for efforts to ensure that the school is operated in compliance with applicable state, federal, and local laws, as well as the standards of the New England Association of Schools and Colleges, accrediting agency, and the procedures and policies of the Office of Catholic Schools.

1.202

PRESIDENT/PRINCIPAL QUALIFICATIONS

POLICY

Approved: September 1, 2009

No candidate may be appointed President/Principal of a school unless he or she meets the qualifications of the office, and the procedures for approval and appointment have been followed.

PROCEDURE

Approved: September 1, 2009

The President/Principal must be a practicing Catholic with a commitment to on-going faith formation in catechetical leadership development.

The President/Principal must possess a master's degree from a regionally accredited college/university in educational administration, preferably in Catholic school leadership.

Lacking an approved course of study in Catholic school leadership, the President/Principal must enroll in such a program at a regionally accredited Catholic college/university, as required by the Superintendent.

Lacking an approved course of study in faith formation, the President/Principal must enroll in such a program of study as required by the Superintendent.

The President/Principal shall be evaluated according to the process and procedures developed by the Office of Catholic Schools.

1.203

APPOINTMENT OF THE PRESIDENT/PRINCIPAL

POLICY

Approved: September 1, 2009

All new and transfer applicants for President/Principal must be interviewed and approved by the Office of Catholic Schools before being offered the position of President and/or Principal of a school.

The Pastor of a school appoints the Principal.

The Archbishop appoints the President/Principal of an Archdiocesan high school, and delegates his supervision to the Superintendent.

PROCEDURE

Approved: September 1, 2009

No appointment of the Principal by the Pastor can be made without the approval of the Superintendent.

No appointment of an Archdiocesan high school President/Principal by the Superintendent can be made without the approval of the Archbishop.

The Office of Catholic Schools shall screen and interview applicants for the position of President/Principal and assist in the establishment of a local search committee. Where a religious community contract is in effect, the Principal is ordinarily assigned by the major superior, with the approval of the Pastor and the Superintendent.

In the event that a principalship must be filled on a temporary basis, the procedure shall be that the Pastor appoints a temporary replacement with the advice and prior approval of the Superintendent. In such a case, approval shall be based on a review of the nominee's personal and professional administrative qualifications, both academic and experiential. In a school where there is a contract with a religious community, the Pastor should consult the major superior to determine whether or not the community shall provide a replacement.

Parish School Principals

A one-year ministry agreement shall be given to the Principal who administers a parish school.

The Pastor must notify the Principal, in writing, by March 1 of his intent to renew the ministry agreement.

The Principal must notify the Pastor, in writing, by March 15 of his/her intent to continue employment with the school.

Archdiocesan High Schools

The Superintendent shall offer an employment letter to the President/Principal upon hire.

Either party (employer or employee) may elect to terminate employment, upon giving the other party 90 days notice.

The Archdiocese reserves the right to terminate employment and provide the President/Principal with three months' salary and benefits severance in lieu of 90 days notice.

1.204

LEAD TEACHER, ASSISTANT/VICE PRINCIPAL OR ADMINISTRATIVE DEAN

POLICY

Approved: September 1, 2009

Parish schools with enrollment below 400 students shall have an individual who serves as a lead teacher in the absence of the Principal in addition to his/her normal teaching duties.

Parish schools with PK-8 enrollments above 400 shall have a full-time Assistant Principal.

If an Assistant Principal is to be appointed, the Pastor shall hire him/her, after consultation with the Principal. The Assistant Principal shall have responsibility and authority as assigned by the Principal.

If a Vice Principal or Administrative Dean is to be appointed in the Archdiocesan high schools, he/she shall be hired after consultation with and approval by the Superintendent.

PROCEDURE

Approved: September 1, 2009

The Assistant Principal, Vice Principal or Administrative Dean must be a practicing Catholic with a commitment to ongoing faith formation.

The Assistant Principal, Vice Principal or Administrative Dean must possess a master's degree from a regionally accredited college/university in educational administration.

The Assistant Principal, Vice Principal or Administrative Dean must have three to five years of teaching experience.

ARCHDIOCESAN HIGH SCHOOL*POLICY*

Approved: September 1, 2009

It is recognized that the Archdiocese of Hartford, directed by the Archbishop, and through the Superintendent, has and shall continue to retain, whether exercised or not, the sole and exclusive right, responsibility and prerogative to control, manage, supervise, and direct the operation of the Archdiocesan high schools in all respects, with due regard to those areas affected by contract. These rights, responsibilities, and prerogatives are subject to delegation in whole or in part to the Chief Administrators of the Archdiocesan high schools.

PROCEDURE

Approved: September 1, 2009

The prerogatives of the Archdiocese include, but are not limited to, the following:

- a) Maintaining the schools and such educational activities related thereto as in its judgment would best serve the interests of the Archdiocese and the people that it serves
- b) Determining the need for school facilities
- c) Determining the care, maintenance and operation of buildings, lands, apparatus, and other property used for school purposes
- d) Determining the number and qualifications of the pupils to be admitted into each school
- e) Determining the number and qualifications of teachers to teach in the school
- f) Employing and assigning teachers and/or administrators
- g) Suspending or dismissing teachers and/or administrators
- h) Designating the schools, which the various children within the Archdiocese shall attend
- i) Determining boundaries for marketing and advertisement
- j) Determining the annual school calendar
- k) Prescribing rules for the schools' administration, curriculum, and discipline

- l) Deciding the materials of instruction to be used
- m) Making rules for the use of the school libraries and media centers; to approving the use of the school libraries and media centers; and to approving the books and programs selected
- n) Determining plans for the construction and alterations of school buildings and facilities
- o) Extending, limiting, or curtailing the schools in whole or in part
- p) Using its sole discretion in expending monies appropriated by the Archdiocese for the operation of the schools, and making such transfers of funds within the appropriated budget, as it shall deem desirable
- q) Approving rental of properties, and third-party contracts

1.206**CHIEF ADMINISTRATOR OF AN ARCHDIOCESAN HIGH SCHOOL***POLICY*

Approved: September 1, 2009

In schools where there is a President/Principal model, the President is the Chief Administrator of the school, and the Principal is the internal officer of the school. In such a model, the Principal reports directly to the President. The President reports directly to the Superintendent and his/her designee.

In schools where one person serves as Chief Administrator, that person reports directly to the Superintendent and his/her designee.

The Chief Administrator (President/Principal) of the high school is the executive officer of the high school board.

PROCEDURE

Approved: September 1, 2009

The Chief Administrator is responsible for implementing school policies and procedures which have been established at the Archdiocesan level and by the local school board.

PERFORMANCE APPRAISAL FOR PRESIDENT AND PRINCIPAL

POLICY

Approved: September 1, 2009

The Office of Catholic Schools shall conduct formal performance appraisals of all first-year parish school Principals.

The Office of Catholic Schools shall conduct formal performance appraisals every three years of parish school Principals following the first year performance appraisal.

The Office of Catholic Schools, at the written request of the Pastor with a school, or at its own initiative, may conduct a formal performance appraisal at any time.

The Office of Catholic Schools shall conduct formal performance appraisals annually of the President and Principal of Archdiocesan high schools.

PROCEDURE

Approved: September 1, 2009

Input from various constituents, such as but not limited to, Pastor, faculty, school board, parent organization officers, and the Office of Catholic Schools shall be included in the performance appraisal of the President and Principal.

The President and Principal shall have an opportunity to self-evaluate as part of their performance appraisal.

A signed copy of the performance appraisal shall be on file in the President's or Principal's personnel file in the Office of Catholic Schools.

1.208

TERMINATION OF ADMINISTRATOR (PRESIDENT OR PRINCIPAL)

POLICY

Approved: September 1, 2009

The Pastor of a school shall consult with and seek support of the Superintendent before imposing administrative leave, terminating, or non-renewing the Principal.

The Superintendent shall consult with the Archbishop and seek his support before imposing administrative leave or terminating an Archdiocesan high school President/Principal.

PROCEDURE

Approved: September 1, 2009

If the administrator violates Archdiocesan policies and procedures, or otherwise fails to perform designated responsibilities, ordinarily the administrator shall be given written warning that performance must improve within a reasonable length of time. If the violation or failure is serious, the administrator may be suspended or otherwise disciplined.

Parish School Principal

In appropriate circumstances, the Pastor, in accordance with the signed ministry agreement and in consultation with the Superintendent, reserves the right to impose administrative leave on, terminate, or non-renew the Principal.

The Pastor of the school shall maintain written documentation of all steps of the process. Throughout the process, the Pastor shall consult with the Superintendent and the Archdiocesan Attorney.

After careful review of the case and with the support of the Superintendent, the Pastor's decision to terminate is final.

Archdiocesan High School President/Principal

In appropriate circumstances, the Superintendent reserves the right to terminate the President/Principal immediately for cause.

The Superintendent shall maintain written documentation of all the steps of the process. Throughout the process, the Archbishop and Archdiocesan Attorney shall be consulted.

After careful review of the case and with the support of the Archbishop, the Superintendent's decision to terminate is final.

1.209

SCHOOL BOARDS (LOCAL)

POLICY

Approved: September 1, 2009

There shall be a committee-driven school board in every school.

The board shall be established according to the guidelines issued by the Office of Catholic Schools.

The parish school board is established by the Pastor and is to be consultative to him and the Principal, and may recommend policies for the Pastor's consideration. No policies may be recommended by the board, or approved by the Pastor, which conflict with Archdiocesan policies and procedures.

The Archdiocesan high school board is established by the Archbishop and is to be consultative to him, the Superintendent, and the Chief Administrator. The policies recommended by the board require the Chief Administrator's and Superintendent's approval. At times, such recommended policies shall be deferred to the officers of the corporation for approval. No policies may be recommended or approved which conflict with Archdiocesan policies and procedures.

PROCEDURE

Approved: September 1, 2009

The school board shall have the following responsibilities: to advance the Catholic mission and the Catholic identity; recommend local policies consistent with Archdiocesan policies and procedures; develop, implement and monitor strategic planning; support school advancement, public relations, and marketing endeavors; engage in board development; recommend adoption of an annual budget and monitor that budget; assist in the evaluation process of the President and Principal; assist in the search process when hiring a President/Principal.

The school board business, discussion, and decision-making (independent of committee work) must be conducted within the context of regular meetings. The board shall have no fewer than four regular meetings annually. Any non-member who wishes to speak at a board meeting must submit a request in writing to the Chairperson. The request shall be honored only if the business is appropriate to the board's responsibilities and agenda. A time limit for the presentation shall be established.

In Archdiocesan high schools, at an annual meeting of the school board, the Chief Administrator shall submit, in writing, an annual report of the school's activities for review and approval by the board. This report shall be forwarded to the Superintendent as part of the corporation report for the Corporation Officers

(Archbishop, Vicar General, Chancellor, and Superintendent) to review at their annual meeting.

1.210

PARENT ORGANIZATION

POLICY

Approved: September 1, 2009

Each school shall have a parent organization (Home School Association or similar organization) with bylaws drawn up according to the policies and procedures of the Archdiocese and approved by the Pastor/Chief Administrator.

All disbursements from income raised by parent organizations at a parish school are to be determined by the Pastor in collaboration with the Principal and the parent organization.

All disbursements from income raised by parent organizations at an Archdiocesan high school are to be determined by the Chief Administrator in collaboration with the parent organization.

All income raised for a specific purpose must be disbursed for that specific purpose, unless alternative disbursements were set forth at the time the income was raised.

PROCEDURE

Approved: September 1, 2009

Any parent organization shall be required to follow the fiscal policies and procedures of the Office of Catholic Schools and Archdiocesan Fiscal Office.

It is recommended that, whenever funds are raised for a specific purpose, it also be made known that if the specific purpose is met, or the specific purpose cannot be carried out, that the funds shall be used for the general advancement of the school.

1.211

CLASSIFICATION OF SCHOOLS

POLICY

Approved: September 1, 2009

Schools located in the Archdiocese are classified as parish (inter-parish), Archdiocesan, or private.

PROCEDURE

Approved: September 1, 2009

A parish school is a school that is owned by the parish corporation, is supported by the parish, and that shares in the ministry outreach of the parish. All of the school's activities are under the leadership and guidance of the Pastor of the parish.

An Archdiocesan school is operated under the terms of an agreement between the Archdiocese and the named school corporation. The Archbishop is the ultimate authority in the school and is represented by the Superintendent.

A private Catholic school is one that exists in the Archdiocese with the approval and recognition of the Archbishop. The school is governed and supported by the religious order or a board of trustees that operates the school.

The Superintendent respects the independent nature of private Catholic elementary and secondary schools. However, the Superintendent represents the Archbishop in preserving and promoting the teaching of Catholic doctrine in regard to faith, morals, and liturgical policies.

1.212

LEGAL REQUIREMENTS FOR SCHOOLS

POLICY

Approved: September 1, 2009

All schools of the Archdiocese shall observe the applicable legal requirements regarding the operation of Catholic schools in the State of Connecticut.

1.213 ACCREDITATION

POLICY

Approved: September 1, 2009

Revised May 17, 2010

All schools shall seek and maintain accreditation by the New England Association of Schools and Colleges.

Schools that apply for a School Readiness Program shall seek and maintain accreditation by the National Association for the Education of Young Children (NAEYC).

STANDARDS FOR SCHOOL PARENTS AND GUARDIANS*POLICY*

Approved: September 1, 2009

It is the parents'/guardians' responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, the school may require parents/guardians to withdraw their children and sever their relationship with the school.

PROCEDURE

Approved: September 1, 2009

Parents/Guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children, and are expected to participate actively in the life of their parish by attending Mass, contributing financially to the support of the parish (appropriate to their resources), and conscientiously developing a sense of Catholic community among the students, parents/guardians, faculty, and parish.

1.215

VOLUNTEERS

POLICY

Approved: September 1, 2009

Every volunteer serving in a position where he/she may have regular contact with children or young people must undergo a background check, which shall include a check of criminal convictions. No individual shall be permitted to volunteer in any position where there may be regular contact with children or young people without undergoing this background check.

Training must be conducted for volunteers who have regular contact with students. The coordinator for volunteers, if any, may supervise volunteers at the discretion of the Principal, and may be delegated as their immediate supervisor.

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011

Volunteers cooperate with the Principal in providing a positive educational climate for the student. Volunteers are directly accountable to the Principal. Volunteers agree to abide by established policies and procedures of the Archdiocese.

The administration reserves the right to accept or decline any offer of volunteer service.

AFFILIATION AS A CATHOLIC SCHOOL

POLICY

Approved: September 1, 2009

All Catholic pre-school through twelfth grade schools in the Archdiocese are responsible to the Archbishop as provided in Church law and Archdiocesan policies and procedures. The Archbishop has sole authority to recognize and designate a school as “Catholic.”

PROCEDURE

Approved: September 1, 2009

Each Catholic school shall be affiliated with the Archdiocese in one of two ways:

Category One

Schools in this category are affiliated with the Archbishop through the Office of Catholic Schools.

- All parish and inter-parish elementary schools
- Archdiocesan-sponsored high schools

These schools shall follow the Archdiocesan policies and procedures.

These schools shall be eligible for all programs and services provided by the Office of Catholic Schools.

These schools shall be eligible for available funding collected by various revenue sources to support the ministry of Catholic school education.

These schools shall pay an annual assessment to the Office of Catholic Schools for programs and services. This fee is annually set and announced by the Office of Catholic Schools, along with the list of programs and services.

Category Two

Schools in this category are administered either by a board of trustees or by a religious congregation, but are responsible to the Archbishop of Hartford in matters of religious instruction.

These schools shall follow applicable standards, policies, and procedures in the area of religious instruction and liturgical and sacramental norms.

These schools shall be eligible for the programs and services listed by the Office of Catholic Schools, provided they follow the policies and procedures for those programs and services.

These schools shall pay an assessment to the Office of Catholic Schools. This fee is annually set and announced by the Office of Catholic Schools, along with the list of programs and services.

REQUIREMENTS FOR OPENING AND AFFILIATING NEW SCHOOLS*POLICY*

Approved: September 1, 2009

Any parish, religious congregation, or group of Catholics who wishes to open a Catholic elementary or secondary school in the Archdiocese is to submit to the Archbishop a written proposal for the new school. If the new school is to be a parish school or an inter-parish school, the proposal should include the signature(s) of the Pastor(s).

The Archbishop of Hartford has the sole ecclesiastical authority to approve the opening of a school and recognize its status as “Catholic.”

PROCEDURE

Approved: September 1, 2009

The proposal is to include the following items:

1. The name of the founding parish, religious congregation, or corporation (include name, address and telephone number of the contact person for the founding group)
2. A formal request that the Archbishop formally recognize the school as “Catholic,” with either a category one or two affiliation
3. The statement of the school’s mission and purpose, which should be in conformity with the Vision Statement of the Catholic Schools of the Archdiocese
4. The grade levels to be served initially and when the school is to be completely operational
5. Projected staffing needs and the projected student/faculty ratio
6. The description of the curriculum to be offered, which should meet or exceed the standards of the Office of Catholic Schools
7. The description of the curriculum for religious instruction, which should comply with the standards for religious instruction in the Archdiocese
8. A statement of intent to hire faculty, staff, and administrators who meet the criteria stipulated by Archdiocesan policy
9. The proposed location of the school
10. The plan for the lease, construction or purchase of building(s), including identification of the rooms to be used, and details of any plans to expand the facility if growth occurs in enrollment
11. The capital costs for beginning the school and the plan for raising those funds
12. A five-year projection of enrollment in areas from which students are to come

13. The projected operating budget with sources of funds for the first five years of operation (parish elementary schools must include the projected parish investment/subsidy and parish financials)
14. The organization of the school's governing board
15. Other items as requested by the Superintendent
16. A study and written report of the demographic and financial impact of the proposed school on existing schools in the area
17. A study and written report of the support of the proposed school by the parishes in the area to be served, and the families anticipated to be served by the new school, prepared, if necessary, by the Superintendent

Application Process

1. It is anticipated that the review required for approval of a new school shall take from 18 to 24 months to be approved.
2. The Superintendent shall review documents submitted by the school and determine, upon consultation with the Archdiocesan School Board, whether the Standards for Affiliation have been met. The Superintendent may, at his/her discretion, request further documents, or waive requirements for evidence of having met standards.
3. Upon the recommendation of the Superintendent, the Archbishop shall determine whether recognition as "Catholic" is to be granted, and shall acknowledge such recognition in writing.
4. All schools sponsored by a parish, a group of parishes, or the Archdiocese, shall be automatically considered to be affiliated with the Archdiocese, provided they have been established in accord with Archdiocesan policy.
5. Non-parish schools requesting affiliation for the first time shall be granted a "probationary" affiliation for two years. At the end of the second year, the school must request continuing affiliation, and the Superintendent shall determine what further steps, if any, must be taken to grant continuing affiliation.
6. Upon approval of affiliation for any new school, the Superintendent is to ensure the necessary compliance with appropriate Archdiocesan policies and regulations.
7. Upon approval, schools must seek and apply for accreditation by the New England Association of Schools and Colleges.

1.218 REQUEST TO CLOSE A PARISH SCHOOL

POLICY

Approved: September 1, 2009

Revised: May 19, 2011

Ordinarily, requests for permanent school closure must be submitted to the Superintendent the summer before the anticipated June 30 closure. If it becomes apparent, by no later than October 1 based upon the submission of a complete Final Budget and a complete Census Report in any given academic year, that enrollment trends and economic resources might not support a reopening the following August, permission may be granted by the Superintendent to begin the procedural study for an anticipated school closing or reallocation of resources. This procedural study may be initiated by the Office of Catholic School or by the local Pastor of the parish school.

At no time shall a school be given permission to close once the academic year is under way, except for natural disasters or other extreme occurrences.

The closing of a school must be thoroughly studied by the Pastor and Principal of the parish school and the Office of Catholic Schools, using a broad-based consultation process.

The parish and school must show that every effort has been made to attract a sufficient student population, sufficient staffing, and sufficient economic resources in order to maintain the school's operation.

The Superintendent shall consult with the Archdiocesan School Board and follow all procedures provided for making a recommendation to the Archbishop, who makes the final decision.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010; May 19, 2011

1. The Superintendent will assign an Assistant Superintendent to gather data and facilitate the process for broad-based consultation.
2. An initial meeting is convened by the Superintendent in dialogue with the local Vicar of the area in which the school resides and the Pastor of the school to discuss the data and obtain support for broad-based consultation.
3. A meeting with the Pastor and Principal is convened by the Superintendent to discuss data and process for board-based consultation.

4. Broad-based consultation, scheduled by the Pastor and Principal, shall include listening sessions and responses from the constituents who are most likely to be affected.
5. A comprehensive written report that includes data, findings, and a rationale for each recommendation for school reconfiguration and/or the reallocation of school resources is reviewed and approved by the Superintendent, Pastor, Principal, local Vicar, and Archdiocesan School Board.
6. The Superintendent forwards the report to the Archbishop, who reviews and approves the recommendations.
7. The Archbishop's communicates his decision to the Pastor and Superintendent, who communicates the reason and decision to the parish and school, including the school board.

1.219

EXPANDING OR CONSOLIDATING GRADES IN PARISH SCHOOLS

POLICY

Approved: September 1, 2009

The Superintendent must approve the expansion or consolidation of grades.

PROCEDURE

Approved: September 1, 2009

Expanding Grades

Prior to submitting a request for expanding grades, the parish must show that expanding grades serves the best interest of the parish and of its education program.

The parish must show that the expense of expanding grades is affordable according to the parish's debt load and other indications.

Through demographic evidence and other means, the parish must show that expanding grades shall not adversely affect other Catholic schools in neighboring parishes.

The parish school board, the Office of Catholic Schools, the Pastors and Principals of other local Catholic schools (if applicable), and the Archdiocesan School Board shall study the proposal.

Based on the committee's recommendation, the Superintendent shall make the final decision on the proposal regarding the expansion of grades.

Reducing/Consolidating Grades

Prior to submitting a request for reducing/consolidating grades, the requesting school must comply with the following conditions:

The school must show that reducing or consolidating grades shall not decrease the quality of the education program.

The school must show that every effort has been made to attract a sufficient student population, sufficient staffing, and sufficient economic resources in order to maintain the school's current grade structure.

The parish school board, the Office of Catholic Schools, and the Archdiocesan School Board shall study the proposal.

Based on the committee's recommendation, the Superintendent shall make the final decision on the proposal regarding the reduction/consolidation of grades.

1.220

ANNUAL STATE OF THE SCHOOL REPORT

POLICY

Approved: May 19, 2011

Each parish elementary and middle school shall conduct a comprehensive annual state of the school meeting each academic year for parents/guardians and parishioners no later than December 1 of any given year.

The purpose of this annual report is to provide a comprehensive report of all the financial actuals for the previous three years and a review of the final current year budget submitted by October 1; a comprehensive report of the enrollment patterns and an analysis of the patterns for the last three years, including retention rates from grade to grade, the current enrollment pattern as submitted on the Census Report of October 1; a population and demographic analysis of the town; and a comprehensive report of all facets of the school including the curriculum design and extra-curricular activities.

PROCEDURE

Approved: May 19, 2011

In conjunction with the School Board, the Pastor and Principal will prepare and deliver the Annual Report at a meeting so designated for this purpose.

In addition to the meeting forum, information from the report will be made available through the school newsletter, parish bulletin, and web sites.