

# STANDARDS FOR SUBSTANTIVE CHANGE IN CONTINUING PRESCHOOLS, ELEMENTARY SCHOOLS, AND HIGH SCHOOLS

## Goal

The Department of Catholic Schools provides these standards to address the need for substantive changes in schools throughout the Archdiocese. These standards respect the teaching mission of the Catholic Church and, in the case of parish schools, respect the role of the pastor in all aspects of the process. The process also considers the impact any substantive change might have on other local schools as well as in the entire region.

## Substantive Changes

1. Substantive changes are as follows:
  - 1.1. The consolidation or merging of campuses
  - 1.2. The addition of grade levels or the number of classes in a current school
  - 1.3. The expansion of a school's territory to increase enrollment
  - 1.4. The reduction of grade levels or the number of classes in a current school
  - 1.5. Changing a single gender school to a coeducational facility, or coeducational to single gender
  - 1.6. Change in the educational/organizational model (i.e., year-round program, major shift in curriculum, or move to president/principal model)

## Initiating the Request

2. The request to study a substantive change in any of the Los Angeles schools shall be initiated in the following ways:
  - 2.1. The pastor of a parish school, in consultation with the principal, and if available, the school advisory council, the Parish Council, and any committee empowered to review such changes shall submit a letter addressed to the Regional Bishop requesting permission to proceed with a viability study. A copy of this letter should be sent to the archdiocesan Chancellor and the appropriate superintendent.
  - 2.2. The appropriate superintendent of elementary or high schools shall submit a letter addressed to the archdiocesan Chancellor and Regional Bishop requesting permission to proceed with a viability study.

## Reviewing the Request

3. The archdiocesan Chancellor, appropriate superintendent of schools, and the Regional Bishop will make an initial review of the request. This review will address the following areas:
  - 3.1. The conceptual viability of the substantive change
  - 3.2. The impact of the change on the parish or other local constituents
  - 3.3. The impact of the change on the local deanery or region



- 3.4. School compliance with the appropriate Department of Catholic Schools Standards
- 3.5. Review of the most recent WCEA/WASC evaluation

### **The Process**

4. If the request for change is approved in (3) above, a subcommittee will need to be formulated with membership representing:
  - 4.1. The parish or parishes impacted by the change
  - 4.2. The school administration
  - 4.3. The parent/guardian community
  - 4.4. All other schools (elementary and high schools) potentially impacted by the change
  - 4.5. The alumni association (if one exists)
  - 4.6. Department of Catholic Schools
5. The process to create the substantive change plan will be initiated and address these issues:
  - 5.1. Mission and philosophy of the school
  - 5.2. Governance of the new or changed facility
  - 5.3. Enrollment and tuition schedules in the current school year and after the proposed change
  - 5.4. Financial impact of the change and methods to address those changes
  - 5.5. Financial stability of the school in the current school year and after the change
  - 5.6. Demographics impacting the school before and after the change
  - 5.7. Curriculum modifications required by the change
  - 5.8. Staffing modifications required by the change
  - 5.9. Site and building modifications required by the change
6. The substantive change plan will be refined to reflect:
  - 6.1. Opportunities facing the school and how the substantive change plan addresses them
  - 6.2. How the school's strengths and weaknesses are addressed in the substantive change plan
  - 6.3. The critical issues facing the school in the next three to five years
7. Develop an implementation process for the substantive change plan:
  - 7.1. Define who is responsible for overseeing the substantive change plan's implementation process
  - 7.2. Define who is responsible for developing the reporting process
  - 7.3. Establish a meeting schedule from the beginning to the completion of the project with the dates of major milestones noted
8. Develop an annual review process for the substantive change plan to account for:
  - 8.1. Reviewing the external factors that have impacted the substantive change plan



- 8.2. Reviewing the internal factors that have impacted the substantive change plan
  - 8.3. Revising the substantive change plan to account for the new information
9. Prepare a package for submission to the Department of Catholic Schools and the Archdiocesan School Council that includes:
  - 9.1. The substantive change plan
  - 9.2. The implementation process for the substantive change plan
  - 9.3. The annual review process for the substantive change plan
10. The Department of Catholic Schools will review the substantive change plan and make a recommendation to the Archbishop.
11. If the Archbishop approves the recommendation, the pastor (if applicable), the appropriate superintendent, and the principal will begin the implementation process of the substantive change plan.

