A-436
P-CDOP

PROCESS FOR SCHOOL CLOSINGS AND ALTERNATIVE PROVISIONS

Whenever it is determined at the local level that an existing school might need to be closed, the Office of Catholic Schools shall be asked to conduct an evaluation of its vitality. Recommendations will then be given to the Bishop, who will make the final determination regarding the closing of the school.

If it is judged by competent authority that an existing school can no longer be maintained, alternatives for Catholic school education and/or religious education programs must be made available.

A-436
AR-OCS

PROCESS FOR SCHOOL CLOSINGS

Students

1. The Office of Catholic Schools will assist the principal of the closing school and the principals of the closest Catholic schools to schedule and prepare presentations on those schools to interested parents and students at the closing school.
2. The principal shall encourage parents to send their children to other Catholic schools, and provide the necessary assistance and support.

Teachers

1. Staff from the Office of Catholic Schools will visit the school to interview all faculty members in preparation for making their names and other pertinent information available to other school principals. Teachers and staff will be considered for openings in other schools, but no guarantee of employment is offered by the Office of Catholic Schools.
2. The principal is to forward all teacher files to the Office of Catholic Schools along with letters of recommendation, if appropriate, at the end of the school year.
3. Any questions regarding termination of benefits should be referred to the Office of Human Resources at the Catholic Diocese of Peoria.
4. The principal is to notify the Office of Human Resources of the names of employees who will no longer be employed by the school on a Termination Report.

Student Permanent Record Cards

1. The principal shall send only up-dated, original permanent record cards to the Diocesan Archives by July 30th. Other information contained in a student's file (the temporary record) is to be destroyed. Permanent record cards should be sent in banker boxes.
2. A copy of each student's up-dated record card is to be sent to the school the child will be attending.
3. Each school shall maintain student temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school.

Health Records

For record keeping purposes, health records [physical exams, immunization information] are considered part of the student's permanent record and must be kept for a period of 60 years. The original copy of each student's health record is to be sent to the school the child will be attending by July 30th. When transferring the original record, a copy of the health record should be made. Copies of student health records are to be forwarded by July 30th to the Diocesan Archives. In the event the student's new school is undecided, the original copy of the health record must be forwarded to the Archives by July 30th.

Textbooks

The principal shall notify the LEA about the closing of the school as soon as possible and ask for specific information and direction concerning textbooks obtained through the Illinois Textbook Loan Program.

Federal Entitlement Books, Materials and Equipment (including Computers, Audio-Visual, etc.)

1. The principal shall notify the LEA about the closing of the school as soon as possible and ask for specific information with regard to these materials.
2. The principal shall prepare a written inventory of the materials when they are transferred to the LEA.
3. A copy of the inventory and the destination of materials shall be sent to the Office of Catholic Schools.

Disposition of School-Owned Books, Equipment, Furniture, Etc.

The principal shall prepare a notice for the Office of Catholic Schools to advertise the availability of books, furniture, equipment and other school-owned materials for sale or gift. The Office of Catholic Schools will circulate this notice to all school principals. The pastor and principal can disperse these materials in an appropriate manner to these schools. Items left may be disposed of in any way considered appropriate by the pastor and principal.