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4.100 PROGRAM AND SERVICES

4.101 CURRICULUM DESIGN

POLICY

Approved: September 1, 2009

Curriculum design shall be understood to include every learning experience (academic and co-curricular) sponsored by the school.

The subjects included in the curriculum shall meet and/or exceed the requirements of Connecticut state law, as applicable to private schools, and Archdiocesan policies and procedures.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

Curriculum design and development is not merely a course of study or a listing of goals and objectives, but rather it encompasses all of the learning experiences that students receive under the direction of the school and the Office of Catholic Schools.

In implementing the curriculum, each school shall consider the needs of the students, the abilities of the staff, and the requirements of time allotments, according to Archdiocesan and applicable state regulations.

If there are any curriculum changes that could effect a substantial shift in the educational program in the school, the Principal shall consult with Assistant Superintendent.

The Catholic schools in the Archdiocese are encouraged to implement and monitor an integrated curriculum infused with Gospel values and a global view, which recognizes that students learn in different ways.

Each elementary school maintains a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology must be integrated into all curricular areas.

Teachers are viewed as facilitators of learning, demonstrating to students the importance of lifelong learning, how to learn in various disciplines, and how to solve various problems through research and analysis.

4.101

CURRICULUM DESIGN (CON'T)

Through the curriculum, students are taught to be critical thinkers, effective communicators, productive moral citizens, and spiritual leaders. Schools within the Archdiocese are encouraged to develop integrated programs, projects, and schedules that facilitate this type of learning.

The Office of Catholic Schools recommends that unnecessary duplication of work among the various school levels be eliminated, and that courses of study and syllabi be coordinated effectively.

Developmental Curriculum

A developmental curriculum respects all the stages of growth of the student, leading him/her from mastery of basic skills to abstract thinking to creative insight. Education is more than information-gathering. Therefore, students must be helped to see the ramifications of facts, to draw inferences, to conceptualize and ultimately to synthesize. To accomplish this, teachers must know their students and differentiate instruction and assessment to meet the needs of all students.

Integrated Curriculum

Each aspect of the curriculum must be seen in relation to the whole, each subject area in relation to all others. Interdisciplinary planning is absolutely necessary to minimize compartmentalization and fragmentation. The thinking skills needed to discover solutions – personal, social, moral – must include the facility to interrelate knowledge of oneself and others with facts and concepts from several different disciplines.

Integration of Faith

Catholic school, by its very definition, must offer a curriculum that strives to integrate with religious truths, with life, and the teachings of the Catholic Church as outlined in the *Catechism of the Catholic Church*. The curriculum should be designed to provide excellent instruction and learning experiences, not only in human knowledge and skill, but also in Catholic truths and reason.

Global Citizenship

The curriculum in a Catholic school must develop awareness of students' citizenship in the world community and consequent responsibilities as Catholics, who believe that all people are children of one God.

4.102

CURRICULUM STANDARDS

POLICY

Approved: September 1, 2009

All schools shall follow curriculum standards published by the Office of Catholic Schools.

PROCEDURE

Approved: September 1, 2009

Curriculum standards are formulated by the Office of Catholic Schools in consultation with a committee of educators of that subject area and approved by the Superintendent.

Religion curriculum standards are formulated by the Office of Catholic Schools in consultation with a committee of educators and the Superintendent, and approved by the Archbishop.

4.103

TEXTBOOKS

POLICY

Approved: September 1, 2009

All basic textbooks, programs, and materials shall be selected from the current textbook list published by the Office of Catholic Schools in consultation with a committee of educators.

PROCEDURE

Approved: September 1, 2009

The selection of textbooks, workbooks, and materials from the Approved Programs and Texts document shall be the responsibility of the Principal in consultation with the faculty. The school's goals and objectives, the needs of individual students and the financial resources of the school community shall be used as guidelines in the selection process.

Continual updating of texts and instructional materials shall be part of each school's long-range strategic plan. No school should be using instructional materials with copyrights dating back 10 years or more.

4.104**LESSON PLANS***POLICY*

Approved: September 1, 2009

Every teacher shall have documented standards-based plans for instruction, giving the basic steps contained in each lesson.

The appropriate administrator/department chairperson shall review these plans on a regular basis. This review shall be included in the process of the teacher observation and/or performance appraisal.

PROCEDURE

Approved: September 1, 2009

The lesson plans are the property of the school and contain a record of the curriculum covered by the teacher. As such, the plans must be turned into the school's office at the end of each academic year.

Lesson plans may be returned to the teacher at the discretion of the Principal at the beginning of the next school year for comparative purposes.

Care should be taken by the Principal to ensure that each teacher constructs new lesson plans that address the instructional needs of their current students.

4.105

HOMEWORK

POLICY

Approved: September 1, 2009

Homework shall be designed to serve a positive purpose, shall be assigned on a regular basis, and shall be closely integrated with classwork.

Each school shall establish and publish local procedures for the implementation of this policy in their Parent-Student Handbook.

PROCEDURE

Approved: May 17, 2010

Homework serving as a practice exercise must be assessed formatively.

4.106**RELIGIOUS EDUCATION***POLICY**Approved: September 1, 2009*

The religious education in the schools of the Archdiocese must conform to the Religion Curriculum Standards provided by the Office of Catholic Schools.

*PROCEDURE**Approved: September 1, 2009*

Fostering the religious and moral growth of all students shall be the responsibility of every member of the faculty, regardless of the teacher's particular assignment or subject area specialization.

While not diminishing the importance of content, all teachers must realize that they teach by the example of their lives, as well as by the content of what they teach. Religion teachers, because of the subject matter which they teach, must be especially cognizant of this duty.

Catholic morality shall be an integral part of the religion curriculum in each school. All teachers shall help make students aware of its implications and application.

4.107**CATHOLIC SOCIAL TEACHING***POLICY**Approved: September 1, 2009*

Catholic social teaching shall be integrated into curriculum standards and all teachers shall help make students aware of their implications and application across the curriculum.

*PROCEDURE**Approved: September 1, 2009*

It is essential that the Church's social teachings permeate discussions of practical human affairs (human rights, human dignity, justice, economics, distribution of goods and services, the environment, etc.). This demands awareness and creativity on the part of all teachers.

Service learning opportunities shall be offered to all students and supported by the principles of Catholic social teaching.

4.108

EVALUATION OF STUDENTS IN RELIGION

POLICY

Approved: September 1, 2009

Academic marks for religion shall be based on the student's knowledge of course content and not on any kind of assessment of the student's practice of faith or personal behavior.

PROCEDURE

Approved: September 1, 2009

No awards or prizes shall be given under any circumstances for observance of religious practices.

4.109**PRAAYER***POLICY*

Approved: September 1, 2009

The school day shall begin and end with prayer. Traditional prayers of the Church shall be taught. Informal prayer shall also be encouraged.

PROCEDURE

Approved: September 1, 2009

It is recommended that each class begin with a prayer. This allows the students to recognize that Jesus is the reason for our existence as a Catholic school.

4.110 RELIGIOUS VOCATIONS

POLICY

Approved: September 1, 2009

Vocations to the priesthood, diaconate, and consecrated religious life shall be encouraged and discussed at all grade levels.

PROCEDURE

Approved: September 1, 2009

Schools are encouraged to invite vocation directors of religious congregations and priests of the Archdiocese to speak to the students.

4.111**ECUMENISM***POLICY*

Approved: September 1, 2009

While affirming the truths of the Catholic faith, the school shall seek to develop in its students a genuinely ecumenical understanding and spirit of Christian love for other religious denominations.

4.112

MASS AND SACRAMENTS

POLICY

Approved: September 1, 2009

Catholic students shall be encouraged to practice their faith and particularly to receive the Sacrament of Penance/Reconciliation and Holy Eucharist in such a manner that they shall come to realize that spiritual growth is a matter of cooperation with divine grace.

PROCEDURE

Approved: September 1, 2009

Efforts should be made to encourage attendance at Mass and the sacraments, but students should not be intimidated by or embarrassed about such matters.

Ordinarily, the Sacrament of Penance/Reconciliation shall be provided to students by the school during the liturgical seasons of Advent and Lent.

Ordinarily, well-planned liturgical experiences in accordance with approved liturgical norms shall form an integral part of the religious education programs. Mass shall be celebrated monthly and on Holy Days of Obligation.

Attendance at Mass by the entire student body may be used as a substitution for religion classes on school days.

4.113

ADMISSION TO SACRAMENTS

POLICY

Approved: September 1, 2009

The Pastor shall follow the norms of Church law and the policy of the Archdiocese in determining when the children of his parish shall be admitted to the sacraments.

Upon the Pastors approval, the school shall permit students from other parishes to be admitted to the sacraments in their own parish if their parents/guardians so desire.

4.114**RETREATS***POLICY*

Approved: September 1, 2009

Students in grades 7-12 shall participate in an annual formal retreat program sponsored by the school.

PROCEDURE

Approved: September 1, 2009

Retreats that are approved by the Principal shall be permitted as an integral part of the instructional program.

Any retreat off campus must follow the policy and procedures for field trips and students must obtain the permission of their parents/guardians.

There are no overnight retreats for students in elementary/middle schools.

4.115

EDUCATION IN HUMAN SEXUALITY

POLICY

Approved: September 1, 2009

Elementary/middle schools shall implement the program in Family Life Education adopted by the Office of Catholic Schools.

Elementary/middle schools shall implement the Lures Program adopted by the Archbishop.

Education in human sexuality shall conform to the teachings and spirit of the Catholic Church.

The teaching of chastity education shall be implemented into the Archdiocesan high school programs adopted by the United States Conference of Catholic Bishops.

PROCEDURE

Approved: September 1, 2009

Parents or guardians should be made aware of the curriculum content and be appropriately involved at all levels.

Parents' or guardians' decisions regarding the developmental readiness of their children for any aspect of this program must be respected.

4.116**LIBRARIES/MEDIA CENTERS***POLICY*

Approved: September 1, 2009

Every school shall establish its own central library/media center making the best use of technology for access to information resources.

Budgeted funds shall be allocated on a regular basis for the purchase of library/media materials.

PROCEDURE

Approved: September 1, 2009

The Principal shall develop rules for the use of the library/media center and approve all purchases of library books and materials, including technology programs and software.

Each school shall develop a faculty reference library. The total faculty shall be consulted for recommendations of books and periodicals for this library.

4.117

INSTRUCTIONAL AIDS

POLICY

Approved: September 1, 2009

The use of teaching aids, including a variety of technologies, shall be used insofar as they contribute to learning and help the teacher attain teaching objectives and goals pertinent to the curriculum.

Videos/DVDs whose rating by the film industry is not for “General Audiences” (G) must have a signed release from the parent/guardian before viewing.

PROCEDURE

September 1, 2009

Revised: May 17, 2010

Videos/DVDs which are not the property of the school shall be shown only with prior permission of the Principal.

Videos/DVDs are not to be shown for entertainment purposes only.

Videos/DVDs are to be age-appropriate and pertinent to the curriculum. The film industry rating sets the minimum standards. Videos/DVDs rated other than G must be previewed by the faculty member wishing to show the film and by the Principal if there is any questionable content. The Principal must approve any Videos/DVDs that are not G-rated before they may be shown to students.

Technology software programs shall be used only with the permission of the Principal/Chief Administrator (refer to policy # 4.203).

4.118**PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS***POLICY**Approved: September 1, 2009**Revised: May 17, 2010*

The Principal shall make the final decision regarding placement of students or continuation of students.

Schools should consider seeking available assistance from state or local government agencies, if appropriate for the student.

*PROCEDURE**September 1, 2009**Revised: May 17, 2010*

Care shall be given to the instruction of special needs students in terms of testing, placement, programs, and teaching or as specified in an Individual Educational Program (IEP), Individual Service Plan (ISP), or Private School Service Plan (PSSP).

4.119

GIFTED STUDENTS

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

The teacher shall recognize and challenge gifted students.

Schools should consider seeking available assistance from state or local government agencies, if appropriate for the student.

4.120

EARLY LITERACY ASSESSMENT

POLICY

Approved: September 1, 2009

Elementary schools shall perform systematic early literacy assessment of students at the primary level. The assessment instrument used shall be determined at the local level.

PROCEDURE

Approved: September 1, 2010

Revised: May 17, 2010

The components that must be assessed are by grade level:

- Kindergarten – Phonemic Awareness (Alphabet Knowledge), Phonics, Vocabulary, and Comprehension
- First Grade and Second Grade – Phonemic Awareness, Phonics, Vocabulary, Comprehension and Fluency

Any third grade reader experiencing difficulty shall also be assessed.

Acceptable examples of early literacy assessments are:

- DIBELS (Dynamic Indicators of Basic Early Literacy Skills)
- Gates-MacGinite Reading Tests: Kindergarten - Adults
- DRA (Developmental reading Assessment): Kindergarten – Grade 8
- AIMSWeb – benchmark progress monitoring system: Kindergarten – Grade 8 (includes DIBELS component)

4.121**NON-ENGLISH-SPEAKING CHILDREN***POLICY*

Approved: September 1, 2009

Revised: May 17, 2010

Care shall be given to the instruction of non-English-speaking children in terms of testing, placement, programs, and teaching.

Schools should consider seeking available assistance from state or local government agencies, if appropriate for the student.

PROCEDURE

Approved: September 1, 2009

Non-English speaking students must be at grade level or above within three years of entrance.

4.122

SERVICE LEARNING

POLICY

Approved: September 1, 2009

Each school shall establish in its curriculum a program for service learning.

PROCEDURE

Approved: September 1, 2009

The service learning should follow the principles of Catholic social teaching.

Ordinarily, service programs in parish schools should be limited to after-school hours; peer tutoring or buddy-class projects may take place during school hours.

4.123

INDIVIDUAL LEARNING DIFFERENCES

POLICY

Approved: September 1, 2009

Students should be accepted into Catholic schools only if there are curriculum resources to meet their needs.

Students must be at grade level and functioning independently or with resources as required within three years of entrance.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

As much as possible within the resources of the school and the philosophy of its academic program, variance in the academic ability and levels of development of students should be recognized and addressed in the curriculum.

Teachers shall differentiate instruction to meet the learning needs of all students accepted into the schools.

Scientific research-based instructional strategies and/or interventions shall be implemented and documented in all classrooms.

When a student requires intervention, a progress monitoring system shall be in place to ensure student success toward pre-determined goals.

CULTURAL ENRICHMENT PROGRAMS

POLICY

Approved: September 1, 2009

Revised: May 17, 2010

Culturally-rich opportunities for students are encouraged, and may include assemblies, speakers, and musical and cultural programs. These programs should be scheduled for all students during the school year.

SCHOOL-SPONSORED ACTIVITIES AND FIELD TRIPS*POLICY*

Approved: September 1, 2009

The Principal is responsible for the coordination of all activities of the school, including student activities outside the school building or school day. If delegated, it should be clearly stated to whom the responsibility for the event is delegated.

The Principal is responsible for establishing clearly defined procedures to be used by student organizations for management of their funds. All funds must be deposited in the school account.

The Principal must approve any school-sponsored social activity. These activities must have a clear purpose, be carefully planned, and be well-supervised by staff. For such activities, all the areas of responsibility should be clearly defined.

All field trips must have the enrichment of the curriculum as their core purpose and must be carefully planned as an extension of the classroom experience.

PROCEDURE

Approved: September 1, 2009

The following procedures must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old;
- The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company;
- Students must wear seatbelts at all times; and

The Principal must ensure that adequate insurance coverage is in place for all school-sponsored activities and field trips. The insurance carrier should be consulted regarding requirements for coverage.

Permission slips should be retained for one year after the trip. If a charter bus is used for transportation, Principals must keep a copy of the signed contract on file in the school office.

Verbal permission to travel on a field trip is not permitted.

Permission must be written on the field trip permission form required and approved by the Archdiocese.

A completed permission slip received by fax is acceptable.

The Principal always reserves the right to exclude a student from participation in a field trip.

Children not enrolled in the school may not accompany the class field trip.

Preparation for the field trip shall include: a description of the place; an explanation of its relationship to current curriculum topics; a specification of what is to be learned; an explanation of any homework or follow-up assignments.

The field trip must be adequately supervised. Parents may assist in the supervision.

No student shall be permitted to go on a field trip unless his/her parent/guardian has given written permission, submitted on the official form. Written notes that do not contain the exact language of the form shall not be accepted.

Parents shall be informed of the date, purpose, destination, means of transportation, and probable time of return.

Principals must check with Catholic Mutual Group, the Archdiocesan insurance office, to see whether additional coverage is required.

School-sponsored overnight trips shall not be permitted in elementary/middle schools.

No student shall be denied a trip because of parental inability to pay.

No employee shall participate in any trip, including an overnight trip, where the majority of the participants are students from the employee's school, without obtaining the permission of the Principal. This prohibition applies even if the trip is not a school-sponsored trip.

School employees shall not drive students on school-sponsored activities and field trips.

4.126**ATHLETICS***POLICY**Approved: September 1, 2009*

In the design of the athletic program, the widest possible participation of students shall be encouraged. Students who participate in sports must meet the behavioral and academic standards the school sets for membership on sports teams or leagues.

The Principal/Chief Administrator has final responsibility for and authority over all athletic teams.

Coaches shall be chosen for their character and willingness to abide by school policies, as well as for their coaching skills. They shall be directly accountable to the Athletic Director (except in those schools where there is no such position) and ultimately accountable to the school Principal/Chief Administrator.

Over emphasis on competitive athletics shall be avoided on the elementary level, and interscholastic sports programs shall not interfere with the regular academic program at the high school level.

4.127

SUPERVISION OF INSTRUCTION

POLICY

Approved: September 1, 2009

The Principal/Chief Administrator and the Office of Catholic Schools shall be responsible for the supervision of instruction and the continuing improvement of the instructional program.

4.128

THE AMERICAN FLAG

POLICY

Approved: September 1, 2009

Each school shall display the American flag outside the building during school session. The American flag shall also be displayed in every classroom.

PROCEDURE

Approved: September 1, 2009

The Pledge of Allegiance to the Flag shall be included in the opening exercises of each day.

4.129

TIME ALLOTMENT FOR ELEMENTARY/MIDDLE SCHOOLS

POLICY

Approved: September 1, 2009

The Office of Catholic Schools shall publish the minimum weekly time allotment for subjects taught and accompanying procedures.

Schools that deviate from these regulations must seek approval, in writing, from the Superintendent before making any change to the required time allotment.

Religion class must be offered every instructional day with the exception of full student body participation in Mass or the Sacrament of Penance/Reconciliation.

4.130**SECONDARY CREDIT REQUIREMENT***POLICY*

Approved: September 1, 2009

Revised: May 17, 2010

Each school shall develop college preparatory courses aligned with Archdiocesan standards that support the required credits for graduation in an Archdiocesan high school.

PROCEDURE

Approved: September 1, 2009

Revised: May 17, 2010

All students must earn a minimum of 24 credits to graduate from a Catholic high school. Included in the required minimum of 24 credits shall be four credits in religion, four credits in mathematics, four credits in English, and the additional subject area credits required by Archdiocesan procedures and by the Catholic high school.

Each student must earn a minimum of six credits during freshman, sophomore, and junior years in order to progress to the status of sophomore, junior, or senior in the following school year.

Students who are taking six full-credit courses and who fail one of these full-credit courses must make up the course in a summer school program approved by the high school Principal or through a tutor approved by the high school Principal.

Students transferring from a non-Catholic high school are exempt for the missed credits in the teaching of religion.

A credit shall be deemed to consist of a required amount of time for each school day of a school year. Only courses taken in grades 9 through 12, or the equivalent thereof, shall satisfy this graduation requirement.

Any student who presents a certificate from a physician stating that participation in physical education is medically contraindicated shall be excused from the physical education requirement, provided the credit is fulfilled by an elective.

4.131

SECONDARY SEMESTER EXAMINATION

POLICY

Approved: September 1, 2009

Archdiocesan high schools shall set aside days each semester for semester examinations.

PROCEDURE

Approved: September 1, 2009

Semester examinations shall not exceed 20% of the semester average.

The high school may set local policies for exempting from semester examinations seniors whose semester grade average is considered to be exemplary or superior.

Students shall not be excluded from semester examinations on the basis of delinquent tuition.

4.132

CLASS SIZE

POLICY

Approved: September 1, 2009

The local school shall employ a sufficient number of qualified teachers to maintain the required teacher/student ratio.

Non-compliance with maximum class size must have written approval of the Superintendent.

PROCEDURE

Approved: September 1, 2009

Maximum class size is as follows:

- Pre-kindergarten: 20-25 students with one teacher and one full-time aide.
- Kindergarten: 20 students with one teacher and one part-time aide, or 21-30 students with one teacher and one full-time aide.
- Grades 1 - 12: 30 students

4.133

CLASS SCHEDULE

POLICY

Approved: September 1, 2009

Each school must develop a classroom/academic schedule that fits the organizational model of the school.

PROCEDURE

Approved: September 1, 2009

Parish Schools

Each teacher must file his/her classroom schedule in the Principal's office. Schedules must be readily available to the Superintendent, members of the Office of Catholic Schools, and members of the Crisis Response Team.

Archdiocesan High Schools

The Principal will have in his/her office a master schedule, readily available to the Superintendent, members of the Office of Catholic Schools, and members of the Crisis Management Team.

GRADING*POLICY*

Approved: September 1, 2009

Revised: May 19, 2011

Every school shall publish in its Parent-Student Handbook a consistent system for grade level weighing.

The purpose of grades is to measure and report learning. Grading practices must embrace, not hinder, teaching and learning.

Teachers must input grades for each criteria weighed.

Teachers must keep an accurate record of students' grades. The grade book must be securely maintained. Confidentiality of grades must be maintained at all times. It is the sole responsibility of the teacher to enter and maintain any grade record. Under no circumstance can this responsibility be delegated to another party.

Every school shall provide parents/guardians with an electronic quarterly report card.

Schools shall follow the procedures for grading as directed by the Office of Catholic Schools.

PROCEDURE

Approved: September 1, 2009

Revised: May 19, 2011

All Archdiocesan schools shall ensure that grades effectively communicate what students have learned, how they perform, and whether their level of mastery is in line with appropriate grade level expectations. Grades must equitably reflect a culture of learning throughout the school. Grading practices must:

- Provide accurate, specific, timely feedback designed to improve student performance.
- Allow for multiple opportunities for students to demonstrate mastery of learning objectives.
- Ensure balanced forms of assessments to allow all students opportunities to demonstrate what they have learned.

The grade book is the formal day-to-day record of academic achievement of each student. The individual teacher maintains it for the sole purpose of providing a system of record. As such, it is the property of the school and should be turned in

to the office at the end of each school year and/or stored electronically on the school's server.

Primary Report Card (Grades 1-3)

The use of percentages or five-point scale letter grades (A, B, C, D, F) is not allowed. Outcome based grades (E: Exceeds Grade Level Expectations, G: Grade Level Expectations, M: Meets Minimum Grade Level Expectations, N: Needs Improvement) reflect the philosophy of assessment and grading appropriate for this early developmental level.

Report Card (Grades 4-8)

The report card uses a five-point-scale (A, B, C, D, F) grading system. On this level, letter grades are awarded to document student progress made toward learning objectives. Percentages may not be used.

Schools must adhere to the following Archdiocesan marking code: A+=100-98, A=97-94, A-=93-90, B+=89-87, B=86-83, B-=82-80, C+=79-77, C=76-73, C-=72-70, D=69-65, F=Below 65

Any subject that meets only once a week (i.e., art, music, physical education) should use S or U to indicate student performance.

Honor Roll System for Elementary/Middle Schools

Schools implementing an honor roll system must include the following subjects when determining honors status: religion, language arts, literature, history/social studies, math, science/health, *world language.

*If taught fewer than three times a week, it need not be considered when determining honors status.

Any grade lower than a B- in a major academic area or lower than an S in a "special" shall negate honor roll status. In the event that a student receives one C in an academic area, but A's and B's in all other academic areas, the status of honorable mention may be awarded. Behavior must be a consideration in determining honor roll status.

Parent/Guardian Signature for Elementary/Middle Schools

Report cards must be distributed in an Archdiocesan designated envelope. The signature of a parent/guardian on the front of the envelope and subsequent return of the envelope to the homeroom teacher are required.

Archdiocesan High Schools

All Archdiocesan high schools shall set procedures that are comparable to college preparatory programs for weighing the student's progress. Standards for grading in all high schools will reflect accurate and fair practices that effectively lead to student improvement.

4.135**STANDARDIZED TESTING PROGRAM***POLICY**Approved: September 1, 2009*

Each school shall administer standardized testing according to the guidelines established by the Office of Catholic Schools.

*PROCEDURE**Approved: September 1, 2009**Revised: May 17, 2010*

Ordinarily, elementary/middle schools shall test in grades 3-7.

Archdiocesan high schools shall provide placement tests to all incoming students to determine their academic ability and potential success to achieve rigorous college preparatory academic programs.

Standardized tests shall gauge general achievement, cognitive, and scholastic ability. This balance should provide local schools and the system as a whole with sufficient data for making realistic decisions about the future goals of the curriculum, the system's individual schools, and individual students.

Archdiocesan high schools shall encourage students to take the PSAT in freshman or sophomore years, and the SAT and/or ACT (American College Test) in their junior and/or senior years.

The composite of standardized test scores must be shared with parents.

4.136**INFECTIOUS DISEASE EDUCATION***POLICY**Approved: September 1, 2009*

Schools shall incorporate education about infectious diseases or life-threatening illnesses, including but not limited to hepatitis, cancer, heart disease, HIV/AIDS, and other sexually transmitted diseases in an appropriate context such as health education programs. This education must be current in content and consistent with the moral teachings of the Catholic Church.

4.137**SUMMER SCHOOL***POLICY*

Approved: September 1, 2009

Any accredited school may hold summer school for make-up work or for enrichment. The school offering summer school sets criteria for admission to a summer school program. The Principal determines criteria for completion of the academic requirements in the summer school program.

PROCEDURE

Approved: September 1, 2009

Students who fail a subject must make up the course in a summer school program approved by the Principal.

4.200 EDUCATIONAL TECHNOLOGY

4.201 TECHNOLOGY

POLICY

Approved: September 1, 2009

Each school shall include technology in its long-range strategic plan that provides for the integration of technology into the curriculum, and for the purchase and maintenance of equipment. The plan must also provide for the depreciation and replacement costs of all equipment.

The school must provide a network that shall allow for the availability of the Internet within the classroom.

Each school shall educate students in the proper use of the Internet and shall provide appropriate supervision and monitoring of student use.

ACCEPTABLE USE OF TECHNOLOGY*POLICY**Approved: September 1, 2009*

Use of all available technologies such as the Internet/Intranet by students, faculty, and all school personnel must be in support of education and research consistent with the educational goals and objectives of the school, or other appropriate school use.

Users must not reveal personal information about themselves or others, including, but not limited to the following: their images, home addresses, telephone numbers, passwords, social security numbers, or credit card numbers. Any publication of personal information must be on the basis of a signed release waiver by the subject or in the case of a minor, the parent/guardian.

Users shall comply with all state, federal, and local laws, including copyright laws and laws prohibiting harassment via computer, technological devices, and practices.

Users must not interfere with others' work or with the performance of the computers, neither hardware nor software. Prohibited actions include, but are not limited to the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to modify, harm, or destroy data of another user.

Users may not establish any official representation of the school (i.e., on an Internet/Intranet home page) without obtaining prior approval of the Principal.

Each user shall abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to the following:

- Not writing or sending abusive messages or those which contain vulgarities, violence, or threats.
- Not sending chain letters or participating in pyramid schemes.
- Not bulk posting to individuals or groups to overload the system; i.e., "spamming" is prohibited.
- Not using intrusive devices or programs, such as keystroke loggers, spyware, hacking facilities, or any means of identity theft.

Electronic mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail and it may be monitored at any time by designated staff to ensure appropriate use. Any electronic communication between school employees or between

students or their family members must be copied for available review by the Principal.

Each school must obtain the written permission of a student's parent/guardian before the student may access the Internet/Intranet relating to its acceptable use. The school shall use the required forms developed by the Office of Catholic Schools regarding the acceptable use of technology. These forms are to be signed and kept on file in the school's office for three years.

Use of school Internet/Intranet facilities is not private. Each user's use of the school's technology may be monitored or reviewed for appropriateness.

ELECTRONIC INFORMATION RESOURCES*POLICY**Approved: September 1, 2009*

The school's connection to the Internet/Intranet shall provide access to local, national, and international sources of information and collaboration opportunities that are vital to intellectual inquiries in our classrooms and media centers.

On a global information network such as the Internet/Intranet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement of the content by the school or the Office of Catholic Schools nor of the use of such information by students and staff.

*PROCEDURE**Approved: September 1, 2009*

Electronic information resources, such as local area computer networks, CD-ROMs, software programs, and the Internet/Intranet, shall be used in the schools to educate and to inform.

It is the responsibility of students, parents, and staff to learn and abide by this Electronic Information Resources Policy to ensure that the access to electronic information resources provided by the school is undertaken for educational and research purposes only and is not abused.

4.204**RESTRICTED ACCESS TO TECHNOLOGY***POLICY*

Approved: September 1, 2009

The school shall take steps, such as using filtering programs, access controls, and active supervision by staff, to monitor and/or restrict access to the electronic information resources.

PROCEDURE

Approved: September 1, 2009

Active supervision by staff means monitoring students when they are using the electronic resources.

RIGHTS OF ACCESS AND REVIEW*POLICY*

Approved: September 1, 2009

All material, including electronic mail, which is electronically stored on a school's computers, is the property of the respective school.

The Principal/Chief Administrator and the Superintendent and his/her designee retain the right to access, review, edit, and delete all user files and any material stored on any system.

Staff shall always be notified of deletions.

PROCEDURE

Approved: September 1, 2009

Each school reserves the right to monitor the use of any school electronic or technological equipment. Users of any school electronic or technological equipment have no expectation of privacy in the use of any school electronic or technology equipment. School computers, e-mail, voicemail, the Internet, etc., may be monitored for appropriate use, and anyone found using such equipment inappropriately may be subject to discipline, including expulsion or termination.

Any employee who installs any password protection must register that password with the appropriate school administrator.

Each school shall ensure that any software installed by it is being used legally, according to that software's license. Any individual who wishes to install a particular piece of software on a school computer may do so only with permission of the school Principal, and must represent that the installation is in conformance with any software license and appropriate use, and shall not harm the school's computer system. The appropriate school official may remove unauthorized software.

4.206

ELECTRONIC GRADE BOOKS

POLICY

Approved: September 1, 2009

Each school shall formulate policies and procedures for the use of electronic grade books by teachers, including for access and portability.

PROCEDURE

Approved: September 1, 2009

Instructional staff shall be trained each school year on use and security of the electronic grade books.

4.300 SCHEDULING AND SCHOOL CALENDARS

4.301 SCHOOL CALENDAR

POLICY

Approved: September 1, 2009

Each school is required to follow the Official School Calendar issued annually by the Superintendent.

Days lost because of inclement weather must be made up in June or during one of the scheduled vacation periods.

PROCEDURE

Approved: September 1, 2009

School calendars for the next school year shall be published in the Parent-Student Handbook and on the school's website.

School calendars for the next school year shall be provided to the school parents on or before April 1.

Changes to the official school calendar issued by the Superintendent require his/her approval. Ordinarily, requests should be made by April 1.

The official school calendar from the Office of Catholic Schools shall include the number of required instructional days, maximum early dismissals allowed, holidays, holy days, and special events/meetings.

4.302

PROFESSIONAL LEARNING COMMUNITIES

POLICY

Approved: September 1, 2009

Schools shall set a plan for staff development that improves the instruction of all students, and organizes the faculty into learning communities whose goals are aligned with those of the school and the Office of Catholic Schools.

4.303**PROFESSIONAL MEETINGS, CONVENTIONS, AND CONFERENCES***POLICY*

Approved: September 1, 2009

Professional meetings, events, and conferences shall be scheduled and approved by the Principal/Chief Administrator or department chairperson.

All administrators and educators shall be required to attend the annual Catholic Educators' Conference and other Archdiocesan meetings, conventions, professional in-services, or conferences requested by the Superintendent.

PROCEDURE

Approved: September 1, 2009

Faculty and department meeting agendas and minutes are to be kept on file in the Principal's/Chief Administrator's office.

Fees for professional in-services, conventions, and conferences are to be paid for by the school, pending budget approval.