

INSTRUCTION

6000

Each principal should acquire the latest edition of an Administrator's Handbook from the Department of Education in Jefferson City. The tempo of curriculum change continues at an accelerated rate. School administrators, teachers, school boards and parents are all confronted with a recognition of the need for curriculum change and improvement and a public awareness and demand to update the school program in keeping with societal changes.

Laws enacted by the General Assembly of the state of Missouri specify curricular requirements for the schools of the state. Of particular note:

- A. There is a requirement to provide courses in the study of Missouri and Federal Constitutions.
- B. There is to be provision for instruction in physiology and hygiene.
- C. The commemoration of Missouri's history with appropriate exercises on the third Wednesday of October provides an occasion for reviewing the state's heritage.
- D. The schools will follow courses of study of the State of Missouri when applicable.

Laws by the state can be found on-line.

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ANNUAL CURRICULUM EVALUATION AND PLANNING

6005

Curriculum evaluation and planning should be ongoing in each school. That this proceeds in an orderly fashion is the responsibility of the building principal. It is not necessary to evaluate every subject each year, but a schedule should be drawn up so that the entire curriculum is reviewed every five years. It is good to involve members of the school board as well as parents along with faculty members in reviewing and evaluating the curriculum.

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ELEMENTARY SCHOOL CURRICULUM

6010

The following subjects are required in all elementary schools:

Religion
Language Arts (Reading, English, Spelling, Writing)
Social Studies
Mathematics
Science
Physical Education
Art
Music

Optional: Foreign Language, Computer Skills, Advanced Math

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6015

Leadership and planning for the updating of the curriculum in the schools of the diocese is an important duty of the Diocesan Superintendent of Schools, in cooperation with school administrators and instructional staff.

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6020

Curriculum changes that will affect the students and parents in a major way need the approval of the Diocesan Superintendent while these are in the early planning stage.

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TEXTBOOKS

6025

The principal, with his or her instructional staff, select the curriculum to be used in the school.

The Diocese does not specify a particular textbook for any one subject. Rather, this responsibility rests with the individual principal and faculty. In order to assist with this process, the Diocesan School Office provides schools a list of the basic texts.

A basic textbook for the elementary school is to be selected in subject areas that have continuity and sequence from one grade level to another such as the language arts, mathematics, science and religion.

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MISSOURI CONSTITUTION

6030

In the past, eighth grade students were required to pass a Missouri Constitution test in order to fulfill the requirements for completion of elementary school. However, at the present time, this requirement is being met by secondary schools. Each elementary school should make certain that the secondary school in its district meets this requirement. Otherwise, it should still be met on the elementary level.

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CURRICULAR/ORGANIZATIONAL CHANGES

6050

A major change in the curricular and organizational structure of school, such as a change-over to a middle school, junior high or primary center, is one that requires serious and professional study under the direction of the Diocesan School Office prior to its being finalized by the pastor or school board.

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6060

The detailed draft plan, prior to being presented to the pastor or school board, is to be reviewed and approved by the Diocesan Superintendent. Such modifications would be: change over to a primary, middle, or junior high school; changing to an ungraded school, or to one with highly individualized instructional programs.

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CORE COMPETENCIES AND KEY SKILLS – ELEMENTARY

6070

The Missouri Department of Elementary Education has developed a listing of the core competencies and key skills which they feel a student should master on each level of the elementary school. A copy of these core competencies and key skills may be ordered from:

MISSOURI TESTING EVALUATION SERVICE
403 South 6th Street
Columbia, Missouri 65211
573-882-4694

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Revision Date: 07/29/03

TESTING PROGRAM - ELEMENTARY SCHOOLS

6100

ITBS - The Iowa Test of Basic Skills was adopted in 1997 for the elementary schools. The ITBS program also includes a cognitive component and is required as follows:

Grade 3 Achievement and Cognitive
Grade 4 Achievement
Grade 5 Achievement
Grade 6 Achievement
Grade 7 Achievement
Grade 8 Achievement

Approval Date: 1998

Review Date: 2009

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The ITBS program is optional for grades 1 and 2.

6110

Approval Date: 1998

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The ITBS will be administered in fall in order to provide data for diagnostic teaching.

6115

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SECONDARY SCHOOL CURRICULUM

6200

The instructional programs and time allotments should be according to the requirements of State Department for Secondary Schools and the accreditation agencies with the addition of a 4-year Religious Education program. Religion as a school subject is to have an adequate time allotment.

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6205

A minimum of 6 hours per day is required for secondary scheduling.

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Review Date: 2009

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CURRICULUM - SECONDARY SCHOOLS

DIOCESAN

Four (4) complete years of Religion plus Retreat	6250
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Review Date: 2009	
Revision Date: 07/29/03	

RECOMMENDED GRADUATION REQUIREMENTS

English - 4 years	6275
Mathematics - 2 years (Preferred: 3 years) Algebra I or higher	
Laboratory Science - 3 years. At least one unit each of two laboratory courses chosen from Biology, Chemistry, or Physics. A third is strongly preferred.	
Foreign Language - 2 years. Two units of the same language.	
Social Studies - 3 years (e.g. one Government, U.S. History, World History)	
Physical Education/Health - 1.5 years	
Practical Arts; 1 Fine Arts and 1 semester Personal Finance	
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6290

Every high school is accountable for meeting accreditation standards, state standards and the diocesan requirement of 4 years of Religion.

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CURRICULAR GUIDELINES FOR RELIGIOUS EDUCATION

6300

The Religious Education program is the very heart of the school's educational mission. It has as its purpose to lead the students to a conscious, living, active and mature Christian faith. This will be the result of a strong faith community in which Christian values become a way of life for students and teachers. To achieve this purpose "...instruction must be authentic in doctrine and contemporary in."

All instruction in religion should be in accordance with the Magisterium of the Church and be governed by the principles and guidelines set forth in the following documents:

Documents of Vatican II

The Catechism of the Catholic Church (and its revision statements)

To Teach as Jesus Did

All teachers of Religion should have ready access to these documents and become familiar with their contents.

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RELIGION TEXTBOOKS

6310

Textbooks, which need to be revised regularly, should be selected on the basis of their effectiveness in assisting teachers and students to learn the basic teachings of the Catholic faith, to share their faith life, and to witness it in daily life.

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APPROVED RELIGION PROGRAMS

6320
Textbook and/or programs introduced into the Catholic grade and high schools of the Diocese are to be approved by the Office of Religious Education.
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Review Date: 2009
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TEACHERS OF RELIGION

6330
While the principles of Jesus Christ permeate the entire curriculum of the Catholic school, the religious instructional program or the formal religion class, is the vital component of what makes a Catholic school Catholic. Of necessity, the religion teachers are dedicated to facilitating the growth of faith in every student. It is in this process that the students are led to a fuller faith life. In order to fulfill this mission, the teachers of religion must be committed and faith-filled Catholics themselves. Professional preparation and a constant commitment to continuing education in theology, scripture and catechetics should be part of every teacher's.
Approval Date: 1998
Review Date: 2009
Revision Date: 07/29/03

CHRISTIAN SERVICE

6340

Some opportunities for Christian service, both within and without the school, should be considered an integral part of the religion program for high school and junior high school students. Such programs should be carefully monitored and supervised by a member of the faculty.

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CONTENT - HIGH SCHOOL RELIGION

6350

The following categories are basic for religious study in the high school program:

- Basic Beliefs in Catholic Christianity/Study of Creed
- Hebrew and Christian Scriptures
- Catholic Doctrine and Morality
- Church History
- Council Documents
- Sacraments
- Catholic Social Teaching
- Christian Lifestyles/Marriage, Single and Religious Life

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CONTENT - GRADE SCHOOL RELIGION

6375

The following categories are basic components for religious education in the elementary schools:

PRIMARY

God as Loving Person
Creation
Prayer
Reconciliation
Eucharistic Celebration
Feasts (major)
Moral Development
Jesus' Life (Miracles)
Mary, Mother of Jesus

INTERMEDIATE

Prayer
Life of Jesus
Sacraments
Commandments
Liturgical Feasts
Father, Son, Spirit
Saints/Apostles
Salvation History
Building Community

JUNIOR

Jesus Christ
Sacraments
On-going Formation
of Conscience
Christian Decision-
making
Apostolic Action
Social Justice Issues
The Church
Optional Units
Psalms
Prophets
Vocations
Beatitudes

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HUMAN SEXUALITY

6380

An important portion of the religious formation program of every school is sharing the Catholic teaching with regard to human sexuality. Programs in this area should be found in each school and should be initiated with prior consultations with parents. The following guidelines should be followed:

- A. The decision to have a program of education in human sexuality is determined by the pastor and principal after consultation with the parish school board, family life committee, PTA and any other appropriate parish organization.
- B. The parish program should have specific components for parents, teachers and students. Parents ought to be consciously involved in the continuous education of their children.
- C. A parish human sexuality program is meant to complement the education given by parents who have the primary right and responsibility.
- D. A parent orientation program must be held each year at which time the total program is explained. Each year there should be a grade level program for parents to acquaint them with the material which will be taught to their children during that year and to afford parents the opportunity to meet and discuss the program with the teachers of their children.
- E. Recognizing the role of parents as the primary educators of their children, it is recommended that after the parent orientation meeting and before implementing the proposed program in human sexuality education, that parents be encouraged to submit in writing their acceptance of the program and their consent to register their child(ren) in the respective parish's program of human sexuality. The program should be a voluntary one, and parents may choose to exempt their children from all or any part of it.
- F. Education in sexuality must always be given with reverence and respect for the content and the methodology.
- G. Education in sexuality must be given in the context of the religious values of Catholic tradition. Catechesis calls particular attention to the role of self-control, self-discipline, prayer, reception of the sacraments, and devotion to the Blessed Mother, model of chastity.
- H. The God-given dignity and beauty of sex and the sanctity of marriage and family life should be emphasized.

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SUPERVISION OF INSTRUCTION

6400

One of the important duties of the building principal is to regularly evaluate the quality of classroom instruction that is offered within the school. Minimally, this is to be done twice a year for a teacher with less than three (3) years teaching experience in the school. Once a year for a teacher with more than three (3) years experience and then follow with a summary for the first three (3) years, then every other year after that. This first observation should be completed before November 30 and the second observation needs to be completed before April.

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6410

In a situation where the principal is also a teacher, arrangements need to be made so that a substitute can take the Principal's place in the classroom in order to allow the principal to fulfill this responsibility.

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DOUBLE PROMOTIONS

6420

Double promotions are to be given in only the rarest of instances. No double promotion may be given to a student attending a Catholic school within the diocese without prior consultation with the Superintendent of Schools.

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HOME SCHOOLING

6422

Students entering a Catholic school from a home-schooling situation will be placed into grade level determined by the Principal. This should be done after careful testing and interviewing procedures. The school is responsible for the final decision, not the parent.

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PARENT-TEACHER CONFERENCES

6500

Parent-teacher conferences are to be scheduled one time or more on the pre-school, elementary and secondary levels. These conferences are ordinarily associated with the issuing of report cards.

It is recommended that the first conference be held at the time of the first report card issuance.

The main purpose of the conference is to discuss, constructively, the student's rate of progress in school and other matters of mutual interest and concern.

Should serious problems concerning student progress become evident before the first scheduled conference, the teacher needs to consult with the principal and contact the parents or guardian as soon as possible. This type of conference may require more time than normally allotted to the regularly scheduled conference. It also provides for assisting a student as soon as the problem is evident.

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6510

If a student appears in danger of not passing that particular grade or subject, the parents should be notified of this possibility at that time. If the student is not to be promoted, this would be discussed with a second conference and an agreement reached with the parents or guardians. At the secondary level, the student is to be involved in this conference.

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HOMEWORK

6550

Homework assignments should be educationally sound, relevant to the current classroom experience, and designed to promote greater parental respect for the school program rather than the cause of disruption in the home.

Ordinarily, home assignments should provide for an application of previously learned materials, a correlation of past and present topics, and related supplementary reading. It is hoped that intelligently planned homework will foster in the student a sense of responsibility, a spirit of inquiry, and the ability to carry through on one's own, an assigned task.

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TEACHER PREPARATION

6600

It is vital to the learning situation that teachers are prepared for their daily instructional procedures. No amount of fine equipment or instructional equipment will compensate for lack of teacher planning.

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CLASSROOM ENVIRONMENT

6610

The educational environment of the school and each classroom should be conducive to pupil growth and learning. Attractive surroundings, adequate facilities, together with an atmosphere of self-discipline and responsible freedom, provide a setting for Christian education to take place.

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INSTRUCTIONAL MATERIALS

6615

Adequate instructional media should be provided in every school to facilitate quality instruction and to meet the needs of the individual students in all areas of the curriculum.

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LIBRARY AND RESOURCE CENTER

6620

It is recommended that each school have a central library or resource center, containing at least 15 books per student.

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6620.1

Professional library facilities for the growth of staff personnel should also be provided. Current books, magazines, periodicals, and other types of educational literature is to be made available for their use, and communication materials from the Catholic Schools Office can be circulated more systematically.

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TECHNOLOGY AND ELECTRONIC INFORMATION

6630

All schools are to have on file a Technology Plan for their building. This plan is to be kept current.

Schools are encouraged to complete efforts for e-mail capability and forward the respective e-mail addresses to the Catholic Schools Office when operational.

(See "Guidelines for Use-Technology" - Appendix E)

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OPTIONAL - (local school policy)

6635

Computer Skills - Keyboarding, Computer Application
General Business, Accounting

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FEDERAL PROGRAMS

6650

Participation in the Federal programs is encouraged. Public school district personnel will advise on Title programs available for participation for each school.

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FIELD TRIPS

6700

Each school is to develop a field trip permission form based on the model issued by the diocese. All of the items included in that model must be included in the local school field trip permit form. The school may choose to use the diocesan model as published. The following are the items that must be included on the Field Trip Permission Forms:

1. Parent's request and Student's Name
2. Description of Activity
3. Date of Activity; Departure and Arrival Times
4. Special Conditions
5. Names of Sponsoring Teacher and Other Chaperones; Sponsoring School/Parish
6. Educational Purpose of the Trip
7. Statement of Who is Responsible for Transportation - that is, parent or school
8. 'Hold harmless' statement
9. Date and Parents' Signature
10. Daytime Telephone Number

(See Appendix E)

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6710

For the overnight permission form, add the following items: authorization for medical treatment, other medical information, Notary Public Seal.

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6715

Field trips are to be educational and directly related to the curriculum. These are to be planned in conjunction with and approved by the school principal. Written permission must be obtained from the parents of the students taken on the field.

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6720

If transportation is involved in a field trip, care must be taken that buses and automobiles carry necessary insurance, and are in good traveling condition. Parents should be informed of the mode of transportation and give the needed permission so that the school may not be held liable in case of accident or mishap.

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6725

Every trip must be properly sponsored by a member of the faculty and a sufficient number of other adults must be present in order to provide adequate supervision. The number of adults needed will vary according to the age of the students. However, for any elementary school field trip, there must always be at least one other supervising adult present besides the faculty member

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6730

Where there is a parish school, and a field trip in excess of three hours is being planned, the pastor should be consulted and informed of this trip.

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6735

Students may not raise money for field trips without the permission of the principal. Such monies may not be regarded as student class money but rather should be seen as school funds to be used for the designated purpose of the field trip.

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ATHLETIC PROGRAMS

6800

The purpose of interscholastic sports should be to foster Christian values and to enrich the curricular offerings of the school. The entire program on both the elementary and secondary levels is under the jurisdiction of the principal with the assistance and consultation of the local school board. The Athletic Program is required to follow regulations that have been adopted by the Missouri State High School Athletic Association for grades 7-12. Schools that have sixth grade teams will be required to follow the lowest levels of MSHSAA regulations concerning season length and number of games, as well as the school's athletic eligibility requirements. On the high school level or in some consolidations, the program may also be required to follow regulations that have been adopted by the various athletic leagues and MSHSAA

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6805

Where compliance to the Diocesan Athletic Policy imposes a hardship on the school's sports program due to the number of eligible players, number of conditioning practices, number of games, and other extenuating circumstances, and annual WAIVER must be obtained. This waiver is to be requested by the local principal. It should be submitted in writing (with rationale and description) to the Superintendent for approval.

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6810

All coaches (including volunteer coaches) need to see themselves as members of the faculty and directly responsible to the athletic director (where applicable) and principal of the local school for that portion of the athletic program which the individual coach directs.

Approval Date: 1998

Review Date: 2009

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6820

In scheduling interscholastic activities, the individual responsible for this duty needs to be sensitive to important days in the year of worship. As far as possible, interscholastic activities should not be scheduled on such days (e.g., Holy Days of Obligation, Ash Wednesday, Holy Thursday, Good Friday, Easter Vigil, etc.).

In future years (after 2000), diocesan elementary schools will have interscholastic sports teams available for seventh and eighth grade students eligible according to MSHSAA regulations and respective school requirements. MSHSAA guidelines state: "A student enrolled below the seventh grade shall not be eligible to participate in interscholastic athletics with or against students enrolled in grades seven and/or eight except in cases where the student attains the age of 13 prior to July 1, preceding the opening of school." Additional guidelines concerning length of sports season (331.0), number of contests permitted (332.0), specific basketball regulations (341.0 and 342.0), age standards (232.0), and certification of eligibility (234.0) are applicable to students in grades 7 and 8.

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INTERSCHOLASTIC SPORTS COMPETITION FOR ELEMENTARY SCHOOLS

6850

In addition to MSHSAA: Each school shall develop a written policy that is shared with all eligible students and their parents with regard to academic requirements for participating in interscholastic competition. A copy of this policy shall be kept in the school's file and at the central office.

Guidelines for the length of sports seasons and the maximum number of games will be determined by the Missouri State High School Athletic Association regulations.

It is the responsibility of the coach to make certain that each player is adequately insured and is in satisfactory health as verified by a doctor's physical examination. Verification must be kept on file in the local school office.

Practices for a week can not exceed four hours, including weeks with scheduled games. Each practice must be supervised by certified personnel.

If a volunteer coach is to be involved in this program, the coach and the principal need to meet and discuss the program before beginning practices for that season. This communication should continue throughout the season on a regular basis.

A DFS Screening form is required for all elementary and secondary coaches, paid coaches and volunteer coaches.

For those students and families desiring athletic competition beyond the offerings of the school, city league and church league teams are available. These organizations provide opportunities for young athletes and are options to be explored for families who choose to pursue athletic competition at an earlier age.

In schools with K-6 grade **only** enrollment, the local administrator will determine that school's participation in interscholastic sports, taking into consideration the restrictions imposed by MSHSAA regulation 233.2.

It is the intention of these policies to bring equity and cohesion among diocesan schools regarding interscholastic competition. The underlying principles to these policies are the commitments to family, religious and educational values reflected in schools' mission statements. These values define, uphold and anchor the Catholic education system.
(1998)

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SUPERVISION OF ATHLETICS

6851

An appointed school representative is required to be present at all school-sponsored activities and functions including athletic events.

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INVENTORIES OF SCHOOL EQUIPMENT AND MATERIALS

6900

An accurate inventory of all equipment, instructional materials, and furnishings should be maintained in providing quick reference for insurance and other accounts. All serial numbers should be recorded. The date of purchase, purchase price, and place purchased should be recorded.

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6900.1

Each teacher should be responsible for keeping an updated inventory of his/her classroom and materials.

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