

Office of Catholic Schools



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Purpose of the Office

A Catholic School/System in the Diocese of La Crosse is a part of the parish ministry. Under the direction of the Diocesan Bishop, the Office of Catholic Schools will serve and support the parish(es) and their school(s) in this educational ministry as they assist parents in the Catholic education of their children.

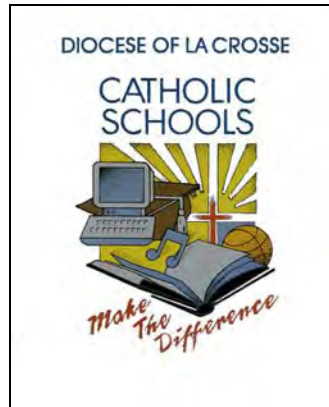
The purpose of a Catholic school is to form the whole person, body, mind, and spirit with the goal of leading each person to Jesus Christ.

Work of the Office

- Provides consultation to Pastors, and Administrators on Catholic Identity, Legal Issues of Catholic Schools, Evaluations of Principals and Teachers, Teacher Licensure and Mentoring, and Safe Environment Compliance.
- Assists in maintaining quality Catholic educational institutions through Diocesan Policy, Catholic Curriculum, analysis of State and Federal requirements, providing Standards for Hiring, Diocesan Report Cards, School Accreditation, and Diocesan Standardized Testing.
- Supports opportunities for Faith and Leadership Growth of Catholic School Teachers and Administrators through In-Services for Teachers, Administrators and Education Commissions, Advisory Council, Administrator Forums and Monthly Newsletters.

“Teachers and administrators, whether in universities or schools, have the duty and privilege to ensure that students receive instruction in Catholic doctrine and practice. This requires that public witness to the way of Christ, as found in the Gospel and upheld by the Church’s Magisterium, shapes all aspects of an institution’s life, both inside and outside the classroom.”
–Pope Benedict XVI, Apostolic journey to the United States of America, April 17, 2008

New Teacher Formation



What is the Purpose of New Teacher Formation (Basic Certification)?

Teachers need to be authentic witnesses to Jesus Christ. In order to be a witness, ongoing formation in the Faith is essential. The purpose of the New Teacher Formation Program is to serve and support teachers who are new to the Diocese by discussing the nature of teaching in a Catholic school; to provide them with an overview of Scripture, official Church teaching, and religious education methods; and to grant them upon completion the basic religious education certification needed to teach in the Diocese of La Crosse.

What are the Components?

TOPIC 1: Introduction to the Diocese of La Crosse; Teaching as Ministry; the New Teacher Formation Program; Catechetics in the Catholic School; Incorporating Catholic Virtues in Teaching; and Catholic School Law

TOPIC 2: The Creed/Prayer

TOPIC 3: Introduction to Sacred Scripture, Old Testament and New Testament/Prayer

TOPIC 4: Theology of the Church, Christology, and Morality/Prayer

TOPIC 5: Sacraments/Prayer

When is this Training and Formation Held?

Basic Certification is a program of five all day sessions held on four school days throughout the school year and one day in August before school starts. The participant must attend all five days.

Who May Attend?

Attendance is mandatory for all administrators and teachers new to the Diocese of La Crosse.

We must provide a sufficient number of programs of the highest quality to recruit and prepare our future diocesan and local school administrators and teachers so that they are knowledgeable in matters of our faith, are professionally prepared, and are committed to the Church.

-Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium,
United States Conference of Catholic Bishops 2005

Spring Regionals



What is the Purpose of Spring Regionals (Advanced Certification)?

Ongoing formation in the Faith is essential in order to be an authentic witness to Jesus Christ. The purpose of Spring Regionals is to serve and support all teachers and administrators in the Diocese in this regard by providing six hours of personal faith formation. This day of formation is part of a five year program with a repeatable sequence for all teachers to complete Advanced Religious Certification and /or Renewal of Advanced Certification.

What are the Components?

Advanced religious certification includes formation in three areas of training: 20 hours in Methods – 30 hours in Scripture – and 40 hours in Theology.

Each year

- the Diocese will provide 6 hours of personal faith formation in the spring (Spring Regionals).
- each school/system will provide 6 hours of ongoing faith formation at teacher trainings with approved materials from the Office of Catechesis and Evangelization.
- each individual will be responsible for 6 hours of self-study using approved materials from the Office of Catechesis and Evangelization.

When is this Training and Formation Held?

Spring Regionals are typically held for one full day at three locations generally during the month of April. Administrators and teachers must attend one full day.

Who May Attend?

Attendance at one location for one full day is mandatory for all administrators and teachers in the Diocese of La Crosse.

Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals His transforming love and truth (cf. *Spe Salvi*, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching.
-Pope Benedict XVI on the role of Catholic education, Washington, D.C., 2008

New Administrator Training



What is the Purpose of New Administrator Training?

The role of an administrator is to guide the teachers in the formation of the whole person, body, mind, and spirit, with the awareness of the living presence of Christ at the heart of the Catholic School. (cf. *The Religious Dimension of Education in a Catholic School*, Congregation for Catholic Education, Vatican City) The purpose of New Administrator training is to serve and support new administrators by orienting the administrators to the policies, procedures, rules and regulations of the Diocese of La Crosse. Infusing Catholic practices into all phases of school administration is emphasized.

What are the Components?

New Administrator Training is a two-day in-service. The multiple roles and tasks of a principal are organized into six areas of responsibility: The Administration as Spiritual Leader, The Administrator as Instructional Leader, The Administrator as Professional Manager, The Administrator as Team Member, the Legal Responsibilities of the Administrator, and the Administrator – general information on available programs. Orientation to the Diocese of La Crosse is also included.

When is this Training and Formation Held?

New Administrator Training is a two day in-service generally held in early August of each year.

Who May Attend?

Attendance for both days is mandatory for all administrators new to the Diocese of La Crosse.

The preparation and ongoing formation of new administrators and teachers is vital if our schools are to remain truly Catholic in all aspects of school life. Catholic school personnel should be grounded in a faith-based Catholic culture, have strong bonds to Christ and the Church, and be witnesses to the faith in both their words and actions. The formation of personnel will allow the Gospel message and the living presence of Jesus to permeate the entire life of the school community and thus be faithful to the school's evangelizing mission.

-Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium,
United States Conference of Catholic Bishops 2005

In-Service Training

For Teachers and Administrators
For Pastors and Administrators
For Education Commissions



What is the Purpose of In-service Training?

The purpose of a Catholic school is to form the whole person, body, mind, and spirit with the goal of leading each person to Jesus Christ. In order to provide academic excellence, In-service training offers support, information and formation based on an area of interest and the people requesting the training.

What are the Components?

In-service training for Teachers and Administrators occurs on an annual basis for one full day. Usually the day includes motivational, inspirational or methodology presentations and Mass.

In-service training for pastors and administrators is held when requested. Most often this training occurs when the parish receives a new principal or a new pastor. Roles and responsibilities of the two positions and their relationship to each other and the role of the pastor and principal in relationship to the education commission are the main topics covered. In-services on general education topics, testing and accreditation are given upon request.

In-service training for Education Commissions is arranged when requested. Topics cover the roles and responsibilities of the Education Commission.

When is this Training and Formation Held?

In-service training for teachers and administrators is held for one full day each year. Generally this in-service is held in late September. The in-service training for pastors and administrators and education commissions is held when it is requested.

Who May Attend?

Attendance for the teacher/administrator in-service is mandatory for all teachers and administrators in the Diocese of La Crosse. Other in-service training is requested by the parish pastor or school system president.

Ongoing faith formation and professional development programs must also be available so that administrators and teachers in Catholic schools can continue to grow in their ministry of education. These programs will introduce new and effective initiatives, educational models, and approaches, while always maintaining a sound Catholic identity in our schools.
-Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, United States Conference of Catholic Bishops, 2005

School Legal Concerns Training



What is the Purpose of School Legal Concerns Training?

In order to achieve the highest excellence in Catholic Schools, it is necessary to address the intellectual, spiritual, and legal dimensions. The purpose of training teachers and administrators in legal concerns is to serve and support administrators and teachers in matters of Diocesan, State and Federal School Laws that impact the Catholic School. The school must follow specific Diocesan, State and Federal Laws relating to Employment, Contracts, Taxes, Liability, Discrimination, and Mandatory Reporting. Policies and procedures to insure compliance with the Federal and State laws are provided by the Office of Schools.

In addition, the Diocese of La Crosse follows the Safe Environment Charter set forth by the USCCB. Administrators, teachers, support staff, volunteers, parents, and students are trained in this area yearly.

What are the Components?

Administrators request information regarding Federal and State laws from the Office of Schools. Information is provided as requested by administrators. New Federal and State legislation that affects the schools is presented at in-service meetings.

When is this Training and Formation Held?

Training on issues is done when requested by individual administrators. New Federal or State legislation that affects the schools will be presented at Administrator meetings.

Who May Attend?

Attendance at administrator meetings is mandatory for all administrators in the Diocese of La Crosse. Information about legal issues is available when requested.

The U. S. Supreme Court has held that parents have a liberty right to direct the education and upbringing of their children. Accordingly, states cannot require students to attend public schools. However, states have extensive regulatory authority over private schools pursuant to their police powers. The extent of state regulation allowed by courts depends on the state's constitution and statutes.
Private School Law in America, Oakstone Publishing, 2002.

PI - 34 State of Wisconsin Teacher Licensing



What is the Purpose of PI-34 Training?

In order to attain the highest excellence in a Catholic School, it is necessary for teachers to obtain new educator licensing. The purpose of PI-34 training is to serve and support the new educators teaching in the Diocese of La Crosse. In 2004 the State of Wisconsin enacted new rules governing educator preparation and licensing. Chapter PI-34, Wisconsin Administrative Code, contains requirements for the new teachers, the administrators, and the school districts with regard to new educator licensing.

What are the Components?

The diocese and school must provide orientation that reflects the mission and goals of the school and diocese. In addition the school provides the initial educator with a mentor and also provides support seminars to help the initial educator in areas of professional development.

When is this Training and Formation Held?

Training is part of the New Teacher Formation Program. Orientation is also held at the individual school of each initial educator, often on an individual basis as scheduled by the administrator. Schools are encouraged to use the services of CESA agencies or programs provided by local Universities for professional development and PDP training.

Who May Attend?

Attendance at PI-34 training is for initial educators. Some meetings allow/require the presence of the initial educator's mentor.

“The importance of developing a strong initial educator program is significant. It not only benefits beginning teachers and the profession as a whole but also it is good for the students beginning teachers will have in their classrooms and the families they will learn to support.”
-Initial Educator Support System, Wisconsin Department of Public Instruction, October 2005.

Advisory Council



What is the Purpose of Advisory Council?

In order to attain the highest excellence and maintain a strong Catholic identity in the Schools, administrators provide feedback on current situations and needs. The Advisory Council of Diocesan School Administrators brings administrators from the various regions together for mutual support, discussion of common concerns, sharing of resources and ideas, planning of cooperative projects, and professional growth. The members of the Advisory Council help the Office of Catholic Schools serve and support the Diocesan school administrators and teachers.

What are the Components?

Given the large geographic area and the significant number of schools embraced by the Diocese of La Crosse, the Advisory Council provides a vehicle for representing the views of all the administrators on issues affecting all of the schools of the diocese. The Advisory Council works with the staff of the Office of Catholic Schools and the other Catholic school administrators, to reflect a shared vision for the schools of the Diocese and a perceived unity which derives from mutually supported efforts to implement this vision. In addition, the Advisory Council strives to enhance the special ministry of the professional educational leader including both professional and spiritual growth opportunities for all.

When is this Training and Formation Held?

Advisory Council meetings are held four times each school year.

Who May Attend?

The Advisory Council consists of one administrator from each of the 11 regions and a representative from the high school administrator group and one President from the group of system Presidents. The representatives are selected by their peers from within their geographical regions.

To all of you I say: bear witness to hope. Nourish your witness with prayer. Account for the hope that characterizes your lives (cf. *1 Pet 3:15*) by living the truth which you propose to your students. Help them to know and love the One you have encountered, whose truth and goodness you have experienced with joy. With Saint Augustine, let us say: “we who speak and you who listen acknowledge ourselves as fellow disciples of a single teacher” (*Sermons, 23:2*).
-Pope Benedict XVI on the role of Catholic education, Washington, D.C., 2008.

Forums

Presidents
High School Principals
Middle School Principals



What is the Purpose of Office of Catholic School Forums?

In order to attain the highest excellence and maintain a strong Catholic identity, specific groups of administrators gather for ongoing formation and discussion. The Office of Catholic Schools serves three groups of administrators through Forums: Presidents, High School, and Middle School Principals. The purpose of the Forums is for communication between the Diocese and the administrators, for interaction within the specific group, for information gathering and distribution of specific topics of interest, and for spiritual and educational development.

What are the Components?

Forums contain the following agenda items:

- Prayer
- Sharing – report from the school/system
- Information gathering – report from the Diocese of La Crosse
- Professional development (possibly an outside presenter)

When is this Training and Formation Held?

Presidents meet three times each school year.

High School Principals meet three times each school year.

Middle School Principals meet two times each school year.

Who May Attend?

The seven Presidents of the seven school systems attend the President's Meetings.

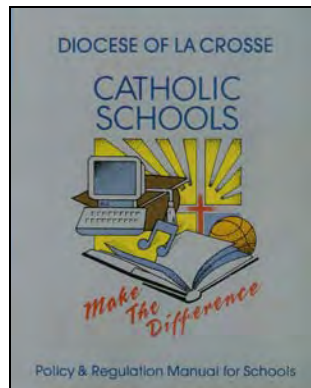
The seven Principals of the high schools attend the High School Principal's Meetings.

All principals with students in grades five through eight are invited to the Middle School Principal's Meetings.

“It is the Holy Spirit who gives the grace of faith, strengthens it
and makes it grow in the community.”

-Catechism of the Catholic Church, paragraph 1102

Safe Environment Training



What is the Purpose of Safe Environment Training?

Each person is a child of God and a temple of the Holy Spirit. Therefore, each person is to be treated with love, respect, and protected from harm. The *Charter for the Protection of Children and Young People* is a comprehensive set of procedures established by the United States Conference of Catholic Bishops directing action in creating a safe environment for children and young people. The Office of Catholic Schools serves the schools by administering The *Charter*.

What are the Components?

To ensure compliance with the *Charter for the Protection of Children and Young People* established by the USCCB, the following guidelines are used in all Diocesan schools:

- All employees and paid or unpaid coaches are given comprehensive (fingerprints) background checks. In addition, all employees must read the policies and procedures on sexual abuse and misconduct (red and green books) of the Diocese of La Crosse and they must also complete a confidential questionnaire. A training video is also required.
- All volunteers are given basic background checks. In addition, all volunteers must read the policies and procedures on sexual abuse and misconduct (red and green books) and they must complete a confidential questionnaire. A training video is also required of all volunteers.
- Children are trained with age-appropriate curricular materials in the Diocesan Safe Environment Plan.
- Parents of children in the Diocese of La Crosse Catholic Schools are offered Safe Environment Training at the local school or from the Diocesan website.

When is this Training and Formation Held?

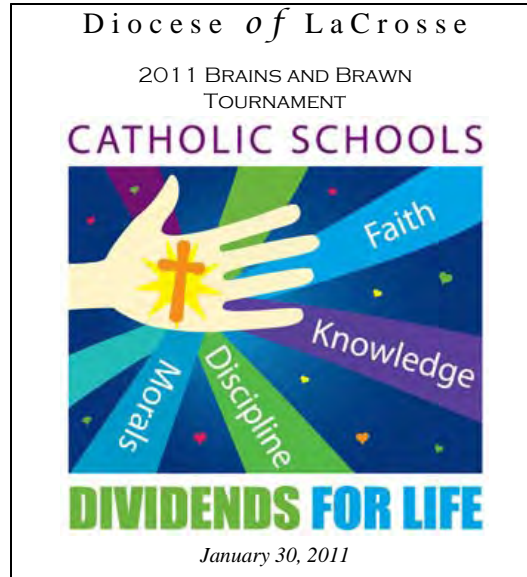
Each Diocesan school determines when the training takes place within the school. The materials are on the Diocese of La Crosse website and are available at any time.

Who May Attend?

Employees or volunteers of Diocesan Schools may attend Safe Environment Training.

The whole Church, especially the laity, at both the diocesan and national levels, needs to be engaged in maintaining safe environments in the Church for children and young people.
-*Charter for the Protection of Children and Young People*, USCCB, Washington, D.C., 2005.

Brains and Brawn



What is the Purpose of Brains and Brawn?

The Catholic School forms the whole person, body, mind, and soul. Excellence can be fostered in a competitive and enjoyable way. Brains and Brawn is an academic and athletic competition, sponsored by the Diocesan Office as a service to the Diocesan schools. Students of middle school age from our diocesan schools participate in the Brains and Brawn Tournament which includes an awards ceremony after Mass with the Bishop at the Cathedral. The competition takes place at the beginning or end of Catholic Schools Week.

What are the Components of Brains and Brawn?

Brains and Brawn competition is in three areas: an academic quiz bowl, a girls basketball tournament, and a boys basketball tournament. The academic team is composed of both boys and girls in middle school grades. Up to 10 teams participate in three rounds of competition to determine the Brain's Championship. Eight girls basketball teams and eight boys basketball teams vie for the Brawn Championship. Sportsmanship trophies are given to one Brains team, one girls basketball team, and one boys basketball team.

When is Brains and Brawn?

Brains and Brawn is usually on the last Saturday of January which is at the beginning or end of Catholic Schools Week.

Who May Participate?

Participants are students in the middle school grades in a diocesan school. School teams are accepted on a 1st come, 1st served basis.

“Parents’ respect and affection are expressed by the care and attention they devote to bringing up their young children and providing for their physical and spiritual needs... As those first responsible for the education of their children, parents have the right to choose a school for them which corresponds to their own convictions.”

-Catechism of the Catholic Church, paragraphs 2228 - 2229

Catholic Schools Week



What is the Purpose of Catholic Schools Week?

A Catholic School exists to spread the Gospel message while aiming for academic excellence and being attentive to the needs of today's youth. The purpose of Catholic Schools Week is to build community awareness of, and involvement in, Catholic schools throughout the country. Catholic Schools Week is an annual national celebration of the important role that Catholic Schools play in providing a values-added education for America's young people. Catholic schools are proud of their educational network that emphasizes the proper development of intellectual, spiritual, moral, physical, and social values in their students.

What are the Components of Catholic Schools Week?

Schools in the Diocese of La Crosse celebrate Catholic Schools Week in a variety of ways. Most Schools have a 'special' Catholic Schools Week Mass for the parish and school families. Many schools plan fun activities for their students such as bowling, roller skating, or sledding. Some schools plan field trips to museums, movie theaters, or theatrical productions. Schools have academic competitions within the school or between neighboring schools. Some schools display student work for the parent, parishioners, or community in the school, public library, or shopping mall. Special days are devoted to grandparents, or teachers, civic leaders, or military, police, or firefighters in the community. All schools find a way to celebrate their contributions to the Catholic Church and to their local community.

When is Catholic Schools Week?

Catholic Schools Week begins on the last Sunday of January.

Who May Participate?

All Catholic Schools in the Diocese of La Crosse celebrate Catholic Schools Week.

“Catholic schools provide good things for students and families—high expectations and daily experience of faith. In these challenging times, the theme also reminds parents that the dividends of a Catholic school education—students prepared in faith, knowledge, morals and discipline—last a lifetime. There is no better way to invest in a child’s future—or the future of our world.”
-Karen Ristau, President, National Catholic Education Association

‘Walk for Virtues!’



What is the Purpose of ‘Walk for Virtues!’?

A Catholic School teaches about and helps students in the formation of virtue, which are good habits developed through practice. We want to pursue the good in the practice of virtue as a response to God’s love for us and because it leads to a joyful life. The ‘Walk for Virtues!’ is a service provided to Diocesan Schools to help raise awareness of the school and to show support for a school or school system.

What are the Components of ‘Walk for Virtues!’?

The ‘Walk for Virtues!’ is a fund raising activity. Each student solicits sponsors to place a monetary pledge per mile walked. The entire student body walks as a school project.

When is ‘Walk for Virtues!’?

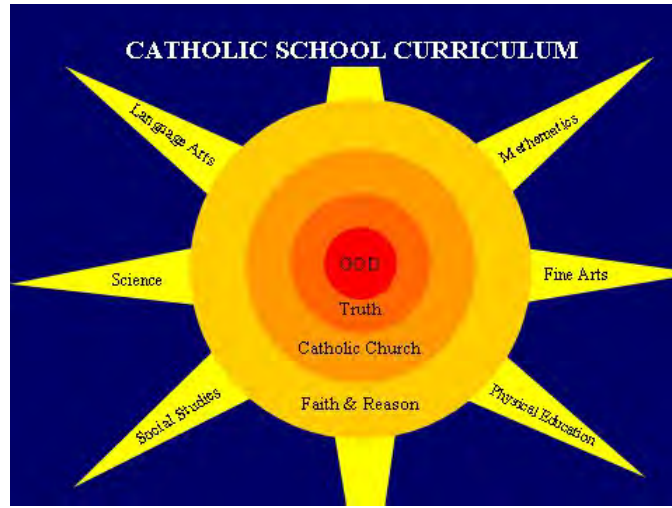
The dates for ‘Walk for Virtues!’ are announced by the Diocese each year.

Who May Attend?

Students who attend a school that decides to use this fund raiser are encouraged to participate.

“A virtue is a habitual and firm disposition to do the good.” -*Compendium*, question n. 377
The ‘Walk for Virtues!’ is a community-wide effort regarding
the moral and financial support for Catholic school education.
-Diocese of La Crosse

Catholic Curriculum



What is the Purpose of Catholic Curriculum?

Jesus said, “I am the Truth” (John 14:6). The truth that the Catholic School hands on must be at the center of the Curriculum. The Diocese of La Crosse Office of Catholic Schools fosters religious growth and development in all schools in every aspect of the school day. To ensure the integration of Catholic teachings, moral development, and spiritual formation in every academic subject, the Office of Catholic Schools serves and supports the teachers by providing specific curriculum that will enhance the religious-based instruction of all schools in the Diocese.

What are the Components?

The curriculum documents provided by the Diocese of La Crosse incorporate the ecclesiastical teachings of the Catholic Church with the secular subject area content. The core elements of philosophy, content, teachers and learners have significant impact upon what should be taught, what is taught, and what is assessed.

The Diocesan curriculum provides an alignment between the content and skills actually taught in the classroom, the pedagogy used, and the assessment of the instruction. This alignment is guided by national, state, and diocesan standards. In addition, the curriculum integrates knowledge with faith.

Who is Meant to Use the Catholic Curriculum for Catholic Schools?

All diocesan schools are expected to use the Diocesan Curriculums.

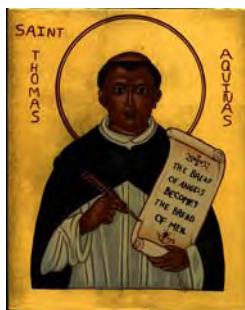
The Catholic school has at the heart of the curriculum, the values contained in the Gospels. These values are identified and activities are developed to help students internalize them. This values development takes place in all classes. Therefore, students see the application of the value of justice in social studies, science, health, literature, and mathematics. All classes provide students with the opportunity to examine the value and to reflect on its meaning in their daily lives.

-Curriculum in the Catholic School', National Catholic Education Association, 1985.

Understanding and Living the Virtues



St. John Vianney
Photo: Mundelein Seminary



St. Thomas Aquinas
Icon: Institute of St. Joseph



St. Thérèse of Lisieux
Photo taken in Lisieux, France

What is the Purpose of the Diocesan Virtue Program?

The Program entitled “Understanding and Living the Virtues” is to assist Catholic School teachers and parents in teaching and guiding children and young people in the formation of virtue. Living the virtues is about pursuing the good and choosing it in concrete actions. We want to pursue the good in the practice of virtue as a response to God’s love for us. A joyful life is derived from living the virtues because the repetition of good habits strengthens our character as well as our relationship with Jesus Christ, family, friends, and all those we are called to serve.

What are the Components?

Part I of the Virtue Program consists of the Theological Virtues of faith, hope, and charity as well as the Cardinal Virtues of prudence, justice, fortitude, and temperance.

The Teacher Pages include a definition of the virtue and why we need it. Further, the life of one saint is described, showing how he/she lived the particular virtue in an explicit way. There are activities that foster the practice of the virtue as well as resources listed for each grade level.

The Parent Pages include a definition of the virtue and why we need it as well as suggestions for fostering the growth of the specific virtue at home. A brief reference is made to the saint who lived this virtue in a heroic manner along with a prayer for the saint’s intercession.

For Whom is the Virtue Program Intended?

The Virtue Program is for students in pre-school through twelfth grade and their parents as well as any adult. It is to be used in Catholic Schools, Parish Faith Formation Programs and homes. The Virtue Program is available on the Diocesan website at www.dioceseoflacrosse.com. Click on Offices and Ministries in the upper right-hand corner, followed by Catechesis.

“When we speak of virtues...we should always have before our eyes real men, concrete individuals. Virtue is not abstract, disconnected from ordinary life. On the contrary, it is deeply rooted in life; it springs from life and forms it. Virtue affects man’s life, actions, and behavior. One can deduce that in all these reflections, we are speaking not so much about virtue as about an individual who lives and acts ‘virtuously’:

we are referring to a person who is prudent, just and brave”

-Pope John Paul II, Allocution, November 22, 1978

Accreditation Resources



What is the Purpose of providing resources for Accreditation?

Catholic Schools seek to attain academic excellence. Therefore, the Office of Catholic Schools encourages their schools to become accredited through the WRISA or AdvancED Accrediting Associations. The resources for self-studies and readiness visits along with the procedures for becoming candidates are provided by the Office of Schools as a service to the Diocesan schools.

What are the Components?

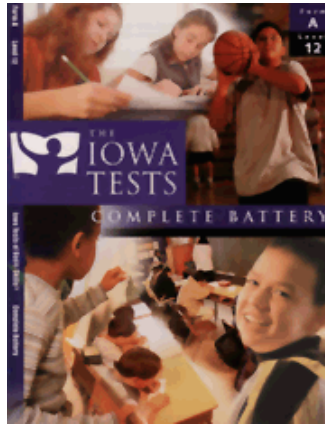
When schools determine they want to be accredited, they prepare for a readiness visit from AdvancED or a visit to confirm the candidacy checklist for WRISA. Schools have approximately 1 ½ years after a readiness visit to complete the accreditation for AdvancED. WRISA schools have 3 years to prepare for an accreditation visit after their acceptance as a candidate school. Both accreditation associations verify a school's accreditation status by sending in an accreditation visiting team made up of educators. The visiting team checks for compliance to standards and quality indicators and in the AdvancED accreditations, the visiting team also checks the school's improvement plan.

For Whom are the Accreditation Resources Intended?

All diocesan schools are encouraged to be accredited. Schools that have not completed the accreditation process in the past are more likely to ask for help from the Office of Schools. Occasionally an accredited school will have a question related to the accreditation process or the annual accreditation report.

Students benefit from accreditation because, through the process, their school or district has committed to raising student performance and will be held accountable for improving student learning on a continual basis.
-AdvancED website, Benefits of Accreditation

Standardized Testing



What is the Purpose of Standardized Testing?

A Catholic School is to be academically rigorous in forming the whole person and helping each child to achieve his/her potential. Therefore, the Office of Catholic Schools requires the schools to test all elementary students in grades 2, 4, 6, and 8 using the standardized Iowa Tests of Basic Skills. (cf. *The Religious Dimension of Education in a Catholic School*, Congregation for Catholic Education, Vatican City)

The administrators in the Diocese of La Crosse chose the Iowa Tests of Basic Skills as the instrument of standardized testing that are to be given annually.

What are the Components?

A standardized test is the same test given in the same manner to all test takers. Standardized tests are administered and scored in a consistent, or "standard," manner. Standardized tests are administered at the same time with specific directions and procedures for administering the test to encourage a fair and uniform testing experience for all students.

Students in grades 2, 4, 6, and 8 are tested using the Iowa Test of Basic Skills. Schools have the option to test all students in the school or only those required by diocesan policy. The tests are given throughout the Diocese at the same time. They are scored using the same school norms which not only gives each child an indication of their performance within the school and classroom, but also compares their performance to the entire group of students nationally.

Who is meant to use the Standardized Testing?

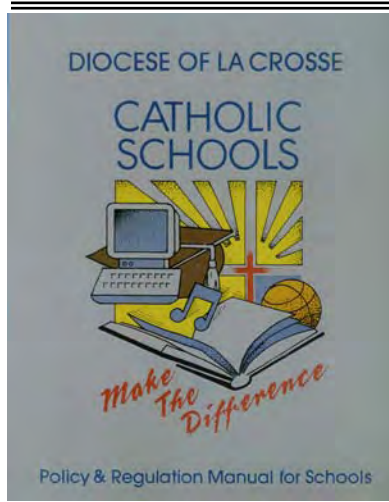
All diocesan school students in grades 2, 4, 6, and 8 are tested in the fall of the school year. Teachers and administrators receive the results within a month and are expected to use the test scores to identify student strengths and weaknesses. The teachers plan activities and learning experiences to remediate students on an individual basis and to strengthen academic growth for the entire class.

There is no substitute for the knowledge and insight of experts in the testing field in creating an educational assessment that measures the achievements and skills of students nationwide.

-Riverside Publishing, *The Iowa Tests Overview*

Resources

For Catholic School Administrators



What is the Purpose of Resources for Catholic School Administrators?

The purpose of a Catholic school is to form the whole person, body, mind, and spirit with the goal of leading each person to Jesus Christ. In order to attain the highest excellence it is necessary to address the intellectual, spiritual, and legal dimensions. The Office of Catholic Schools provides the Diocesan Policy Manual and necessary forms as a service to the administrators in Diocesan schools.

What are the Components?

The Diocesan Policy Manual for Catholic Schools contains policies and regulations regarding the community and external operations, administration, business and non-instructional operations, personnel, students, and instruction. Also included are the areas of school planning, communicable diseases, and statutes and guidelines for consultative bodies.

Important forms used by Diocesan school administrators provided by the Office of Catholic Schools include contracts, employment applications, administrator evaluation forms, teacher evaluation form, classroom observation forms, and professional growth and development forms. Also included are report cards, requisition forms, diplomas, cumulative records, religious education certification folders, school survey forms, end of year verification forms, release of student information forms, September report forms and NCEA report forms. Safe environment forms include the following: background check, release of information, yearly training report, confidential questionnaire and verification.

For Whom are the Resources Intended?

The Diocesan policy manual and school forms are meant for administrators. Many policies and some diocesan school forms are also useful to Catholic school teachers.

Jesus said, "Truly, truly, I tell you, servants are not greater than their master, nor are messengers greater than the one who sent them. If you know these things, you are blessed if you do them."

-John 13:16-17