



ARCHDIOCESE OF PORTLAND

IN OREGON

DEPARTMENT OF CATHOLIC SCHOOLS BULLETIN

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September 2015

BULLETIN

Beginning with this edition, at the beginning of each month, except July, a Bulletin will be sent to all presidents, principals, and pastors of school parishes as well as the various offices in the Pastoral Center. The objective is to communicate necessary information to interested parties once a month and to try and minimize the number of notices sent out from the Department of Catholic Schools. The Bulletins will also be archived on the Diocesan website at [DCS BULLETINS](http://DCS.BULLETINS)

FAITH FORMATION COMMITTEE

The Faith Formation Committee will meet at 1:30pm, on **September 14th**, at Archbishop Howard School, 5309 NE Alameda Dr., Portland, OR 97213. The key agenda item will be to planning the Faith Formation In-service.

DIVERSE LEARNERS COMMITTEE

The Diverse Learners Discernment and Planning Committee will meet on **September 22nd**, beginning at 9:00am and concluding by 1:30pm. Lunch is included. The meeting will be held at the Pastoral Center.



FIRST DAY OF SCHOOL

All schools are reminded to send enrollment numbers as they stand on the first day of school to Dina Boyle at DBOYLE@ARCHDPDX.ORG by **September 3rd** (pre-Labor Day start date) or **September 9th** (post-Labor Day start date). List the enrollment for each grade separately.

ELEMENTARY SCHOOL PRINCIPALS

There will **NOT** be an elementary school principals meeting on **September 18th**. Elementary school principals are asked then to use the date to schedule Regional Meetings. Listed below are the names of the principals asked to facilitate the first meeting of elementary school principals by region. The purpose of the first meeting is to elect a chair. Once a chair has been elected, the facilitator for each region is asked to e-mail the name to Jan Hinds at JHINDS@ARCHDPDX.ORG. The first meeting may include other agenda items and may be held in person or by phone conference. Once all the chairs have been elected, a meeting of chairs by phone conference will be scheduled to explain the objectives and procedures for future regional meetings. A copy of the listing of elementary schools by regions can be found [SCHOOL REGIONS](#)

- Region 1: Tammy Conway-O'Hara
- Region 2: Rick Schindler-St. Mary, Stayton
- Region 3: Susan Steele-Madeleine
- Region 4: Joan Codd-Our Lady of the Lake
- Region 5: Mary Thompson-St. Pius

CURRICULUM COMMITTEE MEETING

The first Elementary Curriculum Committee meeting of the year will be held on **September 25th**, at 10:00am-2:00pm at the Pastoral Center. The in-depth study report for the 2015-2016 school year is English Language Arts. This report is due in electronic format by April 22, 2016, to Dr. Ray-Timoney.

MATH CURRICULUM COMMITTEE

There will be a meeting for the middle school and high school Math Professional Development Planning Committee on **September 24th**, from 4:00-6:00pm, at St. John Fisher School in Portland.

ELEMENTARY SCHOOL INSERVICE

There will be an in-service program for all elementary school principals and teachers on **October 9, 2015**, beginning at 8:30am and concluding by 3:00pm. The program will be held at Jesuit High School in Portland. The morning will focus on diverse learning. The afternoon will focus on backward design using the ATLAS Rubicon tool. The afternoon will also include a session for Middle School and High School math teachers. The registration form for the school is here: [OCT. 9 REGISTRATION](#) Please submit the completed form to Jan Hinds at JHINDS@ARCHDPDX.ORG by **September 18, 2015**.

SCHOOL EMERGENCY DRILLS

Principals are reminded that emergency drills should begin within ten days of the start of school. Monthly drills must be held while school is in operation with at least two Earthquake and two Safety Threat Drills during the school year. The Emergency Drill Report form is available at [EMERGENCY DRILL FORM](#)

CONGRATULATIONS

Chris George has been named the principal of Christ the King School, effective October 1, 2015

BEGINNING OF YEAR REPORTS

These report forms are here: click [BEGINNING OF THE YEAR FORMS](#) . Please use the check list available at [CHECK LIST](#) as a guide for completing the report. The files will need to be saved to the computer before entering information to ensure no loss of data. Any questions, or assistance needed, can be directed to Dina at DBOYLE@ARCHDPDX.ORG. Also, the **NCEA DataBank** report is due at the Department of Catholic Schools by Friday, **October 2nd**. Please honor the deadline as this will give DCS time to compile the data to meet the NCEA deadline of November 2nd. **All other documents are due November 13th**. The Personnel sheets will be sent to each school separately.

PRAYER RESOURCES

Children's Daily Prayer (2015-2016 Edition) provides an order of prayer for each day of the school year, as well as Sundays. It is written annually to reflect the Lectionary's scriptural cycles and the memorials, feasts, and solemnities of the Church year. Designed to be led by students, these short liturgies of the word incorporate the gestures and pattern of Catholic worship, gradually forming students in the traditional rhythms of Catholic prayer. **A Child's Guide to the Mass** offers young children a perfect guide to the words, gestures, and prayers of the Mass. Through a careful selection of the key moments and prayers of the Mass, the child is able to follow the liturgy. Both of these books can be ordered from Liturgy Training Publications at [LTP FORM](#)

TRAVEL REVIEW FORMS

In planning for overnight trips during the 2015-2016 school year, principals are reminded that Travel Review Forms should be submitted to the Department of Catholic Schools at least four weeks prior to an overnight trip. For out-of-state trips, be sure to include the completed checklist. All contracts with outside companies must be reviewed by the Archdiocesan Risk Management Office. The Travel Policy and Review forms are at [TRAVEL REQUEST PACKET](#)

ACCREDITATION INFORMATION

Accreditation Visits for the Fall of 2015-2016:

- St. Paul, Eugene, October 5-7;
- Holy Cross, October 12-14;
- St. Vincent de Paul, November 3-5;
- St. Agatha, November 18-20.

Accreditation Visiting Team Training will be held according to the following schedule:

- August 28th, 1-3pm at Queen of Peace, Salem;
- September 2nd, 2-4pm at the Pastoral Center.

Accreditation Visiting Team Chair Training will be held on September 17th, 2-4pm, at the Pastoral Center. 2015-2016 is a Self-Study year for Our Lady of the Lake, St. Anthony, St. Francis of Assisi, St. John the Baptist, and St. Therese. Principals are reminded to check the timelines in the ISL protocol. Elementary schools are to review the religion in-depth cycle to see what standards need to be addressed this school year. [CISCHEDULE](#) Send out the surveys early to give ample time to write the reports which are due at the Department of Catholic School in electronic format by **December 18th**.

CATHOLIC SCHOOL DIRECTORY

Click on the following link to access the latest version of the Catholic School Directory for the 2015-2016 school year. [SCHOOLS' DIRECTORY](#)



"They must really think we're slow readers. They gave us all summer to read this list, and I read it on the way down the hall."

IMMUNIZATION REQUIREMENTS

Principals are asked to review the State of Oregon required immunizations for children attending school and child care facilities. Note that **Senate Bill 895 now states that any non-medical (formerly religious) exemptions signed before March 1, 2014 are invalid.** Therefore, parents who wish for their child to have a non-medical exemption will need to file a new non-medical exemption with the school which with an attached **VACCINE EDUCATION CERTIFICATE** verifying completion of education about immunizations, either from a health care practitioner or the online vaccine education module. [IMMUNIZATION INFO](#)

COMMUNICABLE DISEASE CONTROL PLAN

Principals need to download and keep a digital copy of the newly revised **Communicable Disease Control Plan for School Employees (2015)** in the school office. The purpose of this manual is to outline the requirements and procedures for the protection of employees against bloodborne pathogens in the school setting. OSHA will ask for this document during an inspection. [2015 COMMUNICABLE DISEASE CONTROL PLAN](#)

AT RISK PERSONNEL

Principals are reminded to review the *Bloodborne Pathogen, Medication Administration and Severe Allergic Reactions Training Schedules* and then to register "at-risk" personnel with Jan Hinds for training as soon as possible. (Please note that SAR training has limited class size.) [MESD HEALTH TRAININGS SCHEDULE](#)

September 15th

Feast of Our Lady of Sorrows

O God, who willed
that, when your Son was lifted high on the Cross,
his Mother should stand close by and share his suffering,
grant that your Church,
participating with the Virgin Mary in the Passion of
Christ,
may merit a share in his Resurrection.
Who lives and reigns with you in the unity of the Holy
Spirit,
one God, for ever and ever. +Amen.