



## Department of Catholic Schools Bulletin

### FIRST DAY OF SCHOOL

All schools are to use the online form which can be found [HERE](#) to report enrollment numbers as they stand on the first day of school. Submit the form no later than **September 7<sup>th</sup>**.

### SCHOOL EMERGENCY DRILLS

Emergency drills should begin within ten days of the start of school. Monthly fire drills must be held while school is in operation and at least two Earthquake and two Safety Threat Drills during the school year. The Emergency Drill Report form is available [HERE](#).

### TRAVEL REVIEW FORMS

In planning for overnight trips during the 2018-2019 school year, Travel Review Forms are to be submitted to the Department of Catholic Schools at least four weeks prior to an overnight trip. For out-of-state trips, include the completed checklist. All contracts/agreements with outside companies **must** be reviewed by the Archdiocesan Risk Management Office **beforehand**. The Travel Policy and Review forms are available [HERE](#) and [HERE](#).

### FINGERPRINTING REMINDER

All school employees without fingerprint clearances through the state of Oregon (TSPC or Childcare Division) need to be fingerprinted. See the information sheet and scheduling aid [HERE](#). For questions on the process, please contact Dina Boyle at [dboyle@archdpx.org](mailto:dboyle@archdpx.org).

### VOCATIONS

The Office of Vocations is here to support schools in fostering a culture of vocations. Please let us know if the school would like to arrange a visit with priests, seminarians, or sisters. Resources and prayer cards are also available. Contact Sarah Kresse at [skresse@archdpx.org](mailto:skresse@archdpx.org).

### ELEMENTARY SCHOOL PRINCIPALS

The **September 14<sup>th</sup>**, elementary school principals meeting will be held at St. Therese School, Portland, beginning at 9:00am and concluding by 2:30pm. Refreshments will be available at 8:30am and lunch is included. The meeting will focus on Personalized Learning, Student Agency, and how STAR assessments can support these educational ideas.

### STRATEGIC PLANNING COMMITTEE

The Strategic Planning Implementation Coordinating Committee will meet on **September 19<sup>th</sup>**, from 11:00am-1:00pm, at St. Anthony School, Tigard. Lunch will be provided. Note that the Coordinating Committee is made up of the implementation committee chairs and the staff of the DCS.

### ARCHIVE OF BULLETINS

Principals are reminded that all past and current *BULLETINS* are available [HERE](#).

### SUBSTITUTE LIST

The September Substitute list is available [HERE](#).



**Feast of Our Lady of Sorrows**  
**September 15<sup>th</sup>**

## STEM SCHOOL PLANNING

Following is information about the Plan-Do-Study-Act inquiry cycle associated with Improvement Science. This inquiry cycle has been used with STEM school planning. Note the [upcoming webinar](#) to see how principals might implement the process of inquiry with the faculty.

## HOPE IS ON THE MOVE

The link to the video featuring Timbers midfielder, Diego Valeri, which was shown during the Department of Catholic Schools meeting at University of Portland can be found [HERE](#).

## BEGINNING OF SCHOOL REPORTS

- The Beginning of the School Year report forms are available [HERE](#). Please use the online list as a guide for completing the Report. The files will need to be downloaded to the computer before entering information to ensure no loss of data.
- The NCEA DataBank report is due to the Department of Catholic Schools by Monday, **October 1<sup>st</sup>**. This year the Department will use the online DART (Diocesan Aggregate Reporting Tool) system for NCEA databank collection. An e-mail will be sent to the principals with more instructions and a link to the form in the near future.
- All other documents are due **November 9<sup>th</sup>**.
- Any questions or requests for assistance can be directed to Dina at [dboyle@archdpdx.org](mailto:dboyle@archdpdx.org).

## CURRICULUM COMMITTEE

The Elementary School Curriculum Committee will meet Wednesday, **September 26<sup>th</sup>**, from 10:00am-1:00pm at the Pastoral Center.

## PRINCIPAL GOALS

All elementary and Archdiocesan secondary school principals are asked to identify one spiritual, one professional, and one program goal for the 2018-2019 school year. Please complete these by **September 28<sup>th</sup>**, using the form found [HERE](#).

## SAC WEBINARS

Governance webinars for members of Elementary School Advisory Committees will be in two parts and offered on the following dates: **October 9<sup>th</sup>, for Part I, and October 10<sup>th</sup>, for Part II**. The time for both parts is **5:30-6:30pm**. Each participant needs a computer with access to the internet. Principals are asked to submit the names and e-mails of those from their schools who will be participating on line [HERE](#) by **September 28<sup>th</sup>**. The Department of Catholic Schools will then send directions to each participant about connecting to the webinar. The webinars are for new members of SAC as well as current members who have not previously participated or who need a refresher including principals and pastors.

## NCEA CONVENTION 2019

The annual convention of the National Catholic Educational Association will take place in Chicago, Illinois, from **April 23-25**. Registration will open in mid-September.



## CALENDAR 2018-2019

An updated version of the Department of Catholic Schools Events Calendar can be found [HERE](#).

## MANY GIFTS, ONE NATION

Again, this year, NCEA is presenting an online giving campaign to help support and bolster individual Catholic school efforts in their existing fundraising and development efforts. To learn more about NCEA's efforts please click [HERE](#). Participation is encouraged.

## STRATEGIC PLANNING IMPLEMENTATION

Chairs of the Implementation Committees are reminded that an initial draft of the progress with action items need to be submitted to the DCS by **September 14<sup>th</sup>** [dcs@archdpdx.org](mailto:dcs@archdpdx.org).



## CURRICULUM/ASSESSMENT

- **Renaissance STAR:** First Student Testing Window: September 10<sup>th</sup> to 28<sup>th</sup>. Review the Pre-test instructions and protocol in the resources section before administering the assessment to any students. Only students with a documented learning disability from a licensed professional may use accommodations for testing.
- **October 12<sup>th</sup> Elementary Professional Development:** Four separate sessions to choose from. Please register your teachers on line [HERE](#). Take into consideration the academic goals of your school and the needs of your students when registering teachers.
  1. NGSS Teacher Instructional Leaders will unpack the standards, begin creating curriculum units, and gain instructional peer coaching techniques.
  2. Multiage Learning Differentiated Instruction: Continue the journey of multiage learning and best practices in differentiated instruction.
  3. Understanding how to utilize STAR assessments to personalize learning and encourage student agency.
  4. Understanding anxiety in the school-aged population and how to help 21<sup>st</sup> century students learn and thrive in a complex digital world.

## SAC PRIMER

A recently revised version of the **School Advisory Council Primer** is available [HERE](#). Principals are advised to use it for the professional development of SAC members.

## ACCREDITATION

- **Accreditation visits for 2018-2019:** All Saints, Holy Family, St. Anne, St. Ignatius, St. John the Apostle, St. Joseph, St. Pius, St. Thomas More, Valley Catholic Elementary School, Franciscan Montessori Earth School, and Central Catholic High School.



- **Accreditation Visiting Team Training:** If you are serving on an elementary school accreditation visiting team this year, you must attend training. The only remaining date available for training is September 5<sup>th</sup> 4-6pm at the Pastoral Center. Please RSVP on line [HERE](#).
- 2018-2019 is a **Self-Study year** for Cathedral, Holy Trinity, Queen of Peace, St. Clare, St. Francis, St. Luke, Regis St. Mary, St. Matthew, and Marist. Please check timelines in the ISL protocol.
- **Elementary Schools:** Review the **Catholic Identity Ongoing Review** cycle [HERE](#) to see what standards your school needs to address this year. Remember to send out the staff/stakeholder surveys early to give ample time to write the accompanying report. If you have questions concerning this review, contact Dr. Jeannie Ray-Timoney.
- Catholic Identity Reports are due electronically by **December 21<sup>st</sup>**.
- **Science In-Depth Study: NGSS/AS:** Elementary schools will continue to review and unpack the NGSS/AS science standards this year creating a teacher instructional leader cohort. This cohort will replace the “Train the Trainer” model. Each school will send three science teachers representing K-2, 3-5, and middle school to gain insights and to acquire coaching tools to share what they have learned with their respective peers. There will be three all day sessions this school year: October 12<sup>th</sup>, January 14<sup>th</sup>, and April 15<sup>th</sup> (Oct. 12 and April 15<sup>th</sup> were already on the calendar). These teacher instructional leaders will get the support that they need to unpack the standards, design units and share this knowledge at their schools. Please choose your teacher instructional leaders early so that they can begin to focus on their role as science leaders. Please plan to sign them up for the first session October 12<sup>th</sup>. **Writing the Science in-depth report** will be supported in the 2019-2020 school year so that schools will have an opportunity to utilize the PD that will occur in the 2018-2019 school year.