

CURRICULUM AND INSTRUCTION

We, as elementary educators, are responsible for the educational foundation of our students. We believe all children can learn. We believe there are multiple ways to make sure that children are learning. We are responsible to teach to the curriculum standards and to ensure learning on both campuses.

1. INSTRUCTIONAL PROGRAM

The instructional program is based on the Curriculum Guidelines of the Archdiocese of Los Angeles. Teachers are responsible for following the curriculum and working with their partner teachers and the Principal to make sure that the concepts required for each grade level are covered.

Instructional effectiveness begins with careful cognitive planning and effective use of instructional time. Teachers are to be actively engaged with students throughout the lesson and are to circulate the room as students are working to monitor and assist students.

2. TEACHER PLANNING EXPECTATIONS

- Teachers are to use the Archdiocesan Curriculum Standards as the basis for all lesson planning.
- Teachers prepare daily and weekly lesson plans incorporating a variety of teaching/learning styles and activities so that all children can learn.
- Teachers keep up-to-date assessment records following the progress of the students.
- Collections of student assessments should be found in classroom portfolios.
- Teachers prepare mid trimester progress reports and report cards each trimester.

3. TIME ALLOTMENTS

Teachers use the time allotments as designated by the Archdiocese of Los Angeles.

4. INCLUSION

Catholic inclusive education is both a goal and a method by which Archdiocesan schools, through administration and education, create classrooms that value the uniqueness of all their students.

Catholic Inclusive Schools:

- Realize that all children within a classroom have special God-given strengths and needs
- Create a learning environment that is safe, accepting, and caring, where differences are seen as challenges and opportunities for growth
- Utilize strategies for teaching and learning that maximize each child's participation, development, and interaction

5. CLASSROOM ENVIRONMENT

Much is taught through the environment of the classroom. Students develop a sense of responsibility and community by participating in care of the classroom. Classrooms are to be kept clean and orderly.

Classroom bulletin boards should be educational and related to topics that students are currently learning. Symbols of our faith as well as Schoolwide Learning Expectations and classroom discipline expectations are to be posted in each classroom.

6. ANIMALS ON CAMPUS

Animals are not allowed on campus without special written permission from the principals. If permission is granted, the animal(s) must be confined (cage or tank) or on a leash to ensure student safety.

7. FIELD TRIPS

Field trips are an important learning tool for expanding the experiences of students. Field trips are to be linked to the curriculum. When long-range plans are prepared, teachers explore field trips that would enhance the learning process.

Busses are the approved method of travel for field trips. Teachers recruit chaperones - 1 per 10 students in Grades 4-8, 1 per 6 students in Grades K-3. Teachers give clear directions to chaperons so they can provide effective supervision.

The only approved trip in June is the Eighth Grade graduation trip.

Since a field trip is a school project and learning experience, school uniforms should be worn.

Students who are restricted from participating in the field trip will be expected to complete daily lessons under the supervision of a fellow teacher in that teacher's classroom.

8. GRADE BOOKS

Grade books are a legal record of student progress. Teachers are to keep up-to-date grades to monitor student progress. Trimester grades are issued in accordance with the grading scale of the Archdiocese of Los Angeles report cards.

9. GRADING SYSTEM

Grade K M Demonstrates expected development
 X Demonstrates emerging skills
 T Needs more time to develop
 No Not expected at this time

Grades 1, 2 Outstanding
 G Good
 S Satisfactory
 NI Needs Improvement

Grades 3-8 A = 93-100%
 B+ = 90-92%
 B = 87-89%
 B- = 85-86%
 C+ = 80-84%
 C = 75-79%
 C- = 70-74%
 D = 65-69%
 F = 64%
 And below

10. GUEST SPEAKERS

Guest speakers are a welcome method of enhancing instruction. Speakers are to sign in at the office when they arrive where they will be given a visitor's badge.

11. HOMEWORK

The purpose of homework is to reinforce materials already taught and to foster habits of independent study. The following guidelines apply:

- Assignment of written homework is limited to days on which the school is in session, unless make-up work or long-range assignments are required

- Homework shall not be assigned as a punishment.

Suggested homework schedules are as follows:

Grades K-2 Not to exceed ½ - 1 hour

Grades 3-5 Not to exceed 1- 1½ hour

Grades 6-8 Not to exceed 2-3 hours

Each student in grades K-8 is required to use the student agenda (homework notebook) that is provided by the school. This is another tool for communication between the home and the school. Parents are asked to check agendas daily so they can see what has been assigned to their child on that day.

12. EVALUATION OF EDUCATIONAL MEDIA

The decision to show an educational media should be made carefully. They should be valuable teaching tools. The following should be considered when selecting media for classroom use.

- Media should directly apply to the curriculum approved for the level that you teach.
- Media should be previewed in its entirety.
- Media should be appropriate to a present or future classroom lesson.

Rated and Un-rated Videos and Films

- All videotapes/DVD's and films are to be previewed in their entirety by the teacher before being used with the students.
- Guidelines regarding use of videos or films rated by the Motion Picture Association of America (MPAA) are as follows:

G	Needs teacher review for appropriateness.
PG	Needs teacher, principal and parental approval.
PG 13	May not be shown.
R	May not be shown.
NC17	May not be shown.

- The teacher and/or principal should view any un-rated material in its relevancy to the curriculum and appropriateness for the age and maturity level for the students being taught.

Parental Approval

- Parental permission must be obtained when a PG film or video/DVD is to be viewed by the class.
- When the principal or teacher is aware that a video film, computer software, DVD/laserdisc, or use of the Internet might be considered controversial, parents should be offered the opportunity to preview the materials and parental approval is required.
- User Agreement and Parent Permission Form should be obtained before a student is allowed access to school's computer network system. Likewise, written parental consent shall be required before any student is given direct, hands-on access to the Internet or to electronic mail.

13. E-MAIL POLICY

Electronic correspondence with students shall be limited to purposes related to education. Fraternizing/socializing between faculty and students is not permitted as it may compromise the school as well as the student/teacher relationship. The moral, legal, and ethical considerations need to be considered in any e-mail activity.

USERS OF THE SCHOOL ELECTRONIC COMMUNICATION SYSTEMS MAY NOT:

- Post or distribute communications which may contain content that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which staff members do not have access rights.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems.
- Enable unauthorized persons to access or use school systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information.
- Introduce a virus, attempt to breach system security, or tamper with the system.
- Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges and disciplinary action up to and including expulsion.

14. LIBRARY

Under supervision, students will attend the library.

15. PUBLICATION OF STUDENT WORK/PICTURES

From time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server or in other media. Student projects, photographs, and other work posted on the Internet or in other media will include only the student's last name's initial and first name.

16. QUALITY OF STUDENT WORK

The standard set for the quality of student work is an important part of shaping our students. The following expectations are to be consistently enforced in all classrooms.

1. Grades K-3 use pencil for all work and controlled school paper
2. Grades 4-8 should use pencil for Math and informal work. All other formal work is to be submitted in ink.
3. Grades 4-8 are to use manuscript and cursive handwriting daily at the discretion of the teacher.
4. Paper torn out of notebooks with frayed edges or torn and wrinkled paper is not acceptable.
5. Students should use one line only to cross out. White out is not permitted.
6. All papers should have the appropriate heading which includes the first and last name of the student, subject, SLE and the date.

17. REFERRAL FOR TESTING

The school does not have an on-campus testing service for students who have special needs. Teachers make the Principal aware of any students that appear to have special learning needs. Learning needs are identified through frequent assessment. The Principal will assist parents in initiating the testing process with the public school district.

18. SCHOOLWIDE LEARNING EXPECTATIONS

The Schoolwide Learning Expectations are the profile of a successful student at our school and, along with the Archdiocesan Curriculum Standards, are the foundation of our curricular planning. The Schoolwide Learning Expectations are to be addressed throughout the curriculum.

19. SCIENCE FAIR

Each year the school holds a Science Fair. Teachers work together with the Science Fair coordinators to integrate preparation for the Science Fair into the

curriculum. Students in Grades 4-8 prepare projects for the Science Fair. Teachers of grades K-3 submit class projects.

26. STANDARDIZED TESTS - IOWA TEST OF BASIC SKILLS

Each Fall, students in grades 2-8 take the Iowa Test of Basic Skills. Teachers prepare by reading the instructions for administering the test. Since the test is standardized, all directions for the test are followed. All classes take the tests at the same time of day to insure quiet throughout the testing time. Parents are reminded not to take students out of school for doctor or dentist appointments during these days. Parents are also reminded to have students in school on time each day. Test results are used in curriculum planning. Strengths and weaknesses of the students are identified and these areas are addressed immediately during the current school year.