

Guide to Shadowing

Practices and Procedures for Shadowing
at Archdiocese of Louisville High Schools

September 2016



Guide to Shadowing

Practices and Procedures for Shadowing at Archdiocese of Louisville High Schools

September 2016

Purpose

Shadowing is designed to assist students in determining the Catholic high school that will be best for them. Shadowing offers prospective 7th and 8th grade students the opportunity to experience a typical high school schedule of classes and activities. All secondary and elementary schools in the Archdiocese of Louisville support shadowing. The shadowing experience is most successful when all participants follow the common practices and procedures.

Common Practices and Procedures

- Students are encouraged to shadow on days when their elementary school **is not in session** (e.g., conference days, school holidays). The correct procedures are as follows:
 1. The parent calls the high school as soon as possible, preferably at least 72 hours in advance, to schedule the shadowing experience.
 2. On the shadowing day, the student follows the appropriate process and schedule for the high school.
 3. If the student is not able to attend as scheduled, the parent contacts the high school to cancel the visit.

- Students may choose to shadow on a day when their elementary school **is in session**. The correct procedures are as follows:
 1. The parent calls the high school as soon as possible, preferably at least 72 hours in advance, to schedule the shadowing experience.
 2. Parents should not schedule shadowing dates when tests or exams are being administered at the elementary school.
 3. Terra Nova testing for 2017 is from March 6-17. **Students may shadow on days during the two weeks of Terra Nova testing only if the elementary school is not in session.** Students may not shadow on days when the school is in session, even if Terra Nova testing is not planned.
 4. The parent notifies the elementary school office prior to the visit and receives a *Shadowing Documentation Form* to verify attendance at the shadowing experience. The student, parent, and elementary school representative must sign the form prior to the visit.
 5. The student notifies the teachers at the elementary school regarding the pending absence.
 6. On the day of shadowing, the student has the *Shadowing Documentation Form* signed by someone in authority at the high school and returns the signed voucher to the elementary school office upon the return to school.
 7. The student must complete all missed work as directed by the teachers.
 8. The day away from school is processed as any other excused absence, such as a doctor's appointment, **if the procedures listed above are followed by the student and parent.**

Brought to you by the Archdiocese of Louisville's



Additional Information

- Shadowing begins in mid September for 8th grade students and January for 7th grade students. In order to maximize the experience, students are strongly encouraged to shadow before May.
- Eighth grade students are encouraged to shadow in the fall. High schools may choose to allow 8th grade students who have not selected a high school, or those who are considering transferring their placement test scores to another high school, to shadow by the date in May determined by the high school.
- Seventh grade students may shadow only between January and a date in late April or May determined by the high school.
- Shadowing visits are not to be scheduled for the Friday before the Placement Test.
- It is strongly recommended that students shadow only once at each prospective high school.
- Each secondary school sets its individual shadowing plan and may choose to schedule shadowing visits only on particular days of the week.
- In order to provide the best possible experience for students, secondary schools are free to limit the number of students permitted on any given shadowing day.

Sixth grade students will be included in:

- Database (Roster List)
- School Correspondence

Important Note: No shadowing or recruitment visits are scheduled for 6th grade students.

Seventh grade students will be included in:

- Database (Roster List)
- School Correspondence
- High School Recruitment Visits – Fall
- Shadowing

Eighth grade students will be included in:

- Database (Roster List)
- School Correspondence
- High School Recruitment Visits – Fall
- Shadowing
- High School Placement Test – December
- Registration – February/March

Parent Involvement

- Parents are invited to tour the school and must call ahead to schedule an appointment.
- Parents are not included in the shadowing experience.

For additional information about the full recruitment process in Catholic schools, please consult the brochure *The Archdiocese of Louisville High School Selection Guide*. You may also call any Catholic high school or contact Karen O'Connell, Archdiocese of Louisville Curriculum Coordinator, at koconnell@archlou.org or 448-8581, extension 1309.

Archdiocese of Louisville Shadowing Documentation Form

The Shadowing Documentation Form is completed **only** when shadowing is scheduled on days when the elementary school is **in** session.

Please follow these steps for completion of the Shadowing Documentation Form:

- The student completes appropriate information on the form.
- The parent completes appropriate information on the form.
- The form is reviewed and signed by the elementary school principal or teacher.
- The form is taken to the high school on the day of the visit.
- The form is signed by an authorized high school representative.
- The form is returned to the elementary school as documentation of the shadowing experience and verification of the reason for absence from school.
- The form should be kept on file by the elementary school for the final attendance record.
- The elementary school may discard forms before the next school year.

.....

STUDENT

Name of Student _____

Elementary School _____

Elementary School Phone Number _____

High School Scheduled for Shadowing _____

Date of Shadowing Appointment _____

Student Signature _____ Date _____

PARENT

Parent Signature _____ Date _____

ELEMENTARY SCHOOL

Elementary School Principal/ Representative
Signature _____ Date _____

HIGH SCHOOL

High School Principal/Representative
Signature _____ Date _____

Please note:

1. Shadowing begins in mid September for 8th grade students and January for 7th grade students. In order to maximize the experience, students are strongly encouraged to shadow before May.
2. Eighth grade students are encouraged to shadow in the fall. High schools may choose to allow 8th grade students who have not selected a high school, or those who are considering transferring their placement test scores to another high school, to shadow by the date in May determined by the high school. Shadowing visits are not to be scheduled for the Friday before the Placement Test.
3. Seventh grade students may shadow only between January and a date in late April or May determined by the high school.
4. Shadowing appointments should be scheduled preferably at least 72 hours in advance of the visit.
5. Shadowing is preferred on days when the elementary school is **not** in session.
6. Absence from school on shadowing days when the elementary school **is in session** is processed as any **excused** absence, such as a doctor's appointment, **if protocol is followed by the student and parent.**
7. Students may shadow on days during the two weeks of Terra Nova testing **only** if the **elementary school** is **not** in session.
8. Thank you for your cooperation in following the shadowing guidelines.