

Guide to Shadowing for Students and Parents

Practices and Procedures for Shadowing
at Secondary Schools in the
Archdiocese of Louisville

September 2011



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Purpose

Shadowing is designed to assist students in choosing 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 should 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 should contact the high school to cancel the visit.
- Students may choose a convenient day to shadow 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 either the elementary or high school.
 3. Terra Nova testing for 2012 is from March 12-23. Students may shadow on days during the two Terra Nova testing weeks only if the school is not in session.
 4. The parent notifies the elementary school office and receives a *Shadowing Documentation Form* to verify attendance at the shadowing experience. The elementary school and the parent must sign the form.
 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 student and parent.**

General Information

- Each 7th and 8th grade student has a total of six possible days to shadow over a two-year period.
- Shadowing begins in mid September for 8th grade students.
- 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 individual school.
- Seventh grade students may shadow only between January and late April.
- In order to maximize the experience, students are strongly encouraged to shadow before May. However, each high school reserves the right to make accommodations for 7th and 8th grade students when possible.
- Shadowing only once at each high school is preferred.
- 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 (i.e., close shadowing when the number of students reaches a predetermined number).
- Each secondary school sets its individual shadowing plan and may choose to schedule shadowing only on particular days of the week.

Parent Involvement

- Parents are invited for school tours. Parents must call ahead for an appointment.
- Parents are not included in the shadowing experience.

Additional Recruitment Practices and Procedures For Grades 5-8

Sixth grade students will be included in:

- Database (Roster List)
- All Mailings

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

Seventh grade students will be included in:

- Database (Roster List)
- All Mailings
- Shadowing – **January to late April only**
- Recruitment Visits – Fall

Eighth grade students will be included in:

- Database (Roster List)
- All Mailings
- Shadowing – **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 individual school.**
- Recruitment Visits – Fall
- Placement Test – December
- Registration – February/March

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 at OLFE, Curriculum at 448-8581, extension 1309.

