



High School Recruitment

Policies, Procedures & Timelines
for Elementary and High School Personnel
2019-2020



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Introduction

A formalized recruitment process, which supports the flow of students from Catholic elementary schools to Catholic high schools and helps to ensure the viability of Catholic education is well established within the Archdiocese of Louisville. This formalized recruitment process operates over a 12-month timeline and includes a variety of events and opportunities designed to assist students and parents with the high school selection process. This formalized recruitment process also provides information to high schools for optimum placement of students once they have committed to a particular high school.

Purpose

The purpose of the Guide to Student Recruitment is to assist school personnel with the recruitment protocol, which includes the policies, procedures, and timelines that govern the implementation of the recruitment events provided for elementary school students by Catholic high schools within the Archdiocese of Louisville.

Governance

The Enrollment Committee consists of representatives from all Archdiocesan high schools. The committee uses a collaborative model to make recommendations relating to the recruitment protocol, which includes the policies, procedures, and timelines that govern the recruitment process. The Superintendent of Schools and high school principals and/or presidents review the recommendations and make final decisions prior to implementation. The Enrollment Committee holds two business meetings each school year, typically in October and April. The Curriculum Coordinator chairs the Enrollment Committee. **When issues or concerns related to a particular high school arise, heads of high schools are asked to contact other heads of high schools with as much specific information as possible to resolve the issue. Recurring issues may be communicated to the superintendent who will bring them to the appropriate venue for discussion and resolution.**

Roles/Responsibilities

As chair of the Enrollment Committee, the Curriculum Coordinator acts as the liaison among the Catholic high schools and between the Catholic elementary schools and high schools. The high school representatives to the Enrollment Committee serve as liaisons between their high schools and the Enrollment Committee. It is their responsibility to ensure the implementation of the recruitment protocol policies, procedures, and timelines within their buildings. Members of the committee are also responsible for gathering and sharing information with their principal and/or president and other appropriate school personnel.

Policies, Procedures, and Timelines

****Policies and procedures that are non-negotiable are indicated in bold.**

Communication with Students and Families

High schools communicate with students and their families throughout the recruitment process. They do this through various means, including mailings, emails, and notifications. Schools may contact students (notes, calls, emails, etc.) on their general database lists (elementary students in Catholic schools, religious education students, students whose families have contacted the high school) throughout the recruitment process except as outlined below.

- ❖ **All contact is to be comparable for all students.**
- ❖ **No coach may send written correspondence (e.g., letter, note, email) to any prospective student for athletic purposes. If coaches serve additional roles at the school (e.g., teacher, administrator), the coach may contact all potential students in the school’s general database to discuss the overall attributes of the high school.**
- ❖ **During the week leading up to the Placement Test, high schools should make only minimal contact with prospective students and their families. Any large-group communication (mailing, phone calls, emails, texts, etc.) to students and their families is to be done by the end of the day on Tuesday of that week. Individual notes and calls thanking students for shadowing or participating in other specific school experiences are acceptable as follow-up until the end of the day on Thursday of that week.**
- ❖ **No contact is to be made with students or their families on the Friday before the Placement Test.**
- ❖ **Once a student has taken the Placement Test at a specific Catholic high school, that student may not be contacted by any other Catholic high school unless a request has been made by the family.**
- ❖ **If a parent calls a Catholic high school other than the school at which the Placement Test was taken, the representative of the second high school may speak with the parent.**

Responsible Party	Practice/Procedure	Timeline
High Schools	Contact students on their general database lists throughout the recruitment process except as outlined below.	Ongoing (review specific directions for the week before the Placement Test)
High Schools	Ensure that contact during the week leading up to the Placement Test is kept to a minimum. Large group contact (mailings, emails, calls, texts, etc.) is to be done by the end of the day on Tuesday of that week. Individual notes and calls are allowed up until the end of the day on Thursday.	Second Week of December
High Schools	Refrain from any contact with students and their families on the Friday before the Placement Test.	Second Week of December

Roster List

The Roster List is a compilation of the names, addresses, etc. of the sixth, seventh and eighth grade students in Catholic elementary schools and parish religious education programs. The list is collected in late spring, updated in the fall, and distributed to the Catholic high schools to use for mailings and other communication with prospective students.

Responsible Party	Practice/Procedure	Timeline
Curriculum Coordinator	<p>Elementary School Roster Collection Send request for updating Google Sheet roster list to reflect incoming 6th, 7th, and 8th grade students to elementary schools. CC will have prepared spreadsheet by deleting 8th grade, moving 7th and 6th grade up and adding a blank sheet with headers for incoming 6th grade. Elementary schools will also review all grades for any changes needed.</p> <p>Religious Education Roster Collection Send once a year roster request to parish religious education programs with options to complete as a Google Sheet or in Excel. Use list of parishes with programs in CC files. Send email to Art Turner for forwarding to DREs. Also ask Communications Office to send to parish emails.</p> <p>In both cases, the roster must contain the following fields:: Student Last Name, Student First Name, Student Middle Name, School Name, Birthdate, 8th grade Graduation Year, Gender, Father First Name, Father Last Name, Mother First Name, Mother Last Name, Home Address, City, State, Zip Code, Area Code,, Phone Number, Primary Email</p>	May
Elementary Schools and Parishes	Complete and supply accurate rosters according to directions	Late May/Early June
Curriculum Coordinator	Fall Update - Send request for editing the Roster List of 6 th , 7 th , and 8 th grade students to reflect enrollment or demographic changes to the elementary schools.	Late August
Elementary Schools	Ensure Roster list housed in Google folder reflects accurate information for the classes of the current school year.	Early September

Shadowing

Shadowing is designed to assist Catholic elementary school students in determining the appropriate Catholic high school. Shadowing provides a day of visitation so prospective 7th and 8th grade students can experience a typical schedule of classes and activities. Students are encouraged to shadow on days when their elementary school is not in session (e.g., conference days, school holidays). However, students may shadow on a day when their school is in session. **Parents are not included in the shadowing experience.**

Secondary schools are free to set their own individual shadowing plan that is within the accepted protocol. Schools may choose to schedule shadowing visits only on certain days of the week or limit the number of students shadowing on a given day. Parents should contact the individual high schools for their specific shadowing plans. **Any giveaway items are to be simple and shadow day activities should be limited to what a student would experience on a typical academic day.**

Shadowing begins in mid September for 8th grade students and January for 7th grade students. Students are strongly encouraged to shadow before mid-April. Eighth grade students are encouraged to shadow in the fall. High schools may choose to allow 8th grade students who have not selected a 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.** High schools are committed to only allowing a second shadow visit if a child is really struggling with a decision.

Elementary schools are encouraged to develop their own shadowing policies to avoid large numbers of students being absent on the same day.

- ❖ The high school representative who schedules the visits will remind families that the student must bring the completed ***Shadowing Documentation Form*** to the visit.
- ❖ Families must secure a ***Shadowing Documentation Form*** from the elementary school.
- ❖ Teachers must be given prior notice of the pending absence, and all work missed must be completed.
- ❖ The student, parent, and representatives from the elementary and high school must sign the ***Shadowing Documentation Form***.
- ❖ The ***Shadowing Documentation Form*** must be returned to the elementary school for verification of the shadowing experience.
- ❖ The shadow day is processed as an excused absence only if protocol is followed by the parent and student.
- ❖ Shadowing visits are not scheduled on days when tests or exams are being administered. MAP testing for 2020 is scheduled to have an optional winter window from January 6-February 6. Students may shadow on days during the MAP testing only if the elementary school is has completed winter testing or has elected not to test during that window. There is also a mandatory spring testing window from April 14-May 7. Students may not shadow during these days, even if their spring testing has been completed.
- ❖ Shadowing visits are not to be scheduled for the Friday before the Placement Test.

Recruitment Visits

Catholic high schools conduct 30 minute visits to Catholic elementary schools to showcase their Catholic identity and the unique culture, academics, programs, sports, and extracurricular activities offered at the high school. The Office of Catholic Schools develops a High School Visit Schedule, beginning the second week of September and ending no later than the last week in October. Catholic high schools may opt not to make visits to specific elementary schools. **Catholic high schools and elementary schools make arrangements for any rescheduling after the master schedule is released.**

Elementary School Responsibilities

- ❖ It is imperative that the elementary school is ready and prepared for the visits.
 - ❖ Unless otherwise noted/arranged, elementary schools are asked to send 7th and 8th grade students to all recruitment presentations.
 - ❖ Schools are encouraged to escort the High School Visit team to the appropriate location immediately upon arrival so that they are ready to enter/begin at the scheduled time.
 - ❖ An elementary school representative **MUST** be present to supervise students at all times. If an elementary school representative is not present, the high school cannot begin the presentation.
 - ❖ A computer/projector should be ready for use and the teacher should be familiar with how to use the equipment.
 - ❖ Schools must have a plan for boys during the time slot when only the girls' school visits.
 - ❖ Elementary schools must not discard any materials from the high schools.
 - ❖ Print materials should be distributed by the elementary school only after all visits are completed.
- No one may make derogatory remarks about another school.
- ❖ Classroom volunteers from other high schools should not be present during the visits.

High School Responsibilities

- ❖ High schools may not distribute anything other than printed materials about their school – one per student.
- ❖ Gifts and/or prizes of any kind are prohibited.
- ❖ Follow-up gifts after High School Visits are prohibited.
- ❖ Brochures and posters should be left in the school office.
- ❖ If a high school begins the visit late (regardless of the reason for the late start), the high school must still end at the designated time on the schedule.

Responsible Party	Practice/Procedure	Timeline
Curriculum Coordinator	Sends request for unavailable dates for use in developing the High School Visit Schedule.	Early April
Curriculum Coordinator	Sends a draft of the completed High School Visit Schedule to the Enrollment Committee members for review.	Mid/Late July
Curriculum Coordinator	Sends the High School Visit Schedule to the elementary schools and the Enrollment Committee members.	Early August
Curriculum Coordinator	Sends database with elementary school enrollment numbers to Enrollment Directors.	Mid September
High Schools	Conducts Recruitment visits to Archlou elementary schools.	Mid September-late October

***If problems arise with the High School Visits, high schools should follow the protocol outlined in the Governance section of this handbook. Elementary schools should contact the Office of Catholic Schools for consultation.*

Placement Test

The Placement Test is a standardized test that is designed to place students appropriately in freshman level classes. **The test is not an entrance exam.** The Placement Test for 8th grade students entering high school is administered the second Saturday in December at all Catholic high schools. A make-up session for the Placement Test is administered the first or second Saturday in January at all Catholic high schools. In the event that either test is cancelled due to inclement weather or other emergency, the test will be administered the following Saturday. The Office of Catholic Schools develops and distributes a Placement Test policy packet for all Catholic elementary and high school principals, Enrollment Committee members, and other appropriate school and district personnel.

High schools may contact students (notes, calls, emails, etc.) on their general database lists (elementary students in Catholic schools, students in parish religious education programs, students whose families have contacted the high school) throughout the recruitment process except as outlined below:

- ❖ **During the week leading up to the Placement Test, high schools should make only minimal contact with prospective students and their families. Any large-group mailing or contact to students and their families is to be done by the end of the day on Tuesday. Individual notes, emails, and calls thanking students for shadowing or participating in other specific school experiences are acceptable as follow-up until the end of the day on Thursday.**
- ❖ **No contact is to be made with students or their families on the Friday before the Placement Test.**
- ❖ **Once a student has taken the Placement Test at a specific Catholic high school, that student may not be contacted by any other Catholic high school unless a request has been made by the family.**
- ❖ **If a parent calls a Catholic high school other than the school at which the Placement Test was taken, the representative of the second high school may speak with the parent.**

Placement test scores

Placement Test scores are released to the student ONLY by the high school – either in an Acceptance Letter or at registration. Elementary schools DO NOT release Placement Test scores to their students. School personnel should direct families to contact the high school.

- ❖ **If parents request that the Placement Test scores be transferred to another high school and their child's name be removed from that high school's database, schools are to comply with the parent's request and discontinue sending information to the student/family.**
- ❖ **Parents may request that their child's Placement Test scores remain active at more than one high school, and high schools may honor that request by parents and continue to send them information about their school until the time the parent has made a final enrollment decision.**
- ❖ **Placement Test scores are released to the student ONLY by the high school – either in the Acceptance Letter or at registration.**

Acceptance Letters

All high schools will mail acceptance letters/packets on Tuesday, February 11, 2020 through US mail. High schools are also permitted to send an email at 5pm on this same day stating the following (please do

not include HSPT scores in the email): *“Congratulations! You have been accepted into (insert school name)’s Class of 2024. Your acceptance packet was mailed today. Please watch for this important information about upcoming registration events.”*

Responsible Party	Practice/Procedure	Timeline
High Schools	Order testing materials from STS, including Cal-stick labels for the Information Form for Eighth Grade Students.	Early October
Office of Catholic Schools	Sends Placement Test Packets to the elementary and high schools.	Early October
Elementary/High Schools	Distribute Placement Test Packets to all appropriate personnel.	Early October
Office of Catholic Schools	Sends request to pastors/pastoral administrators to include information about the Placement Test (date, location, time, items needed) and High School Open Houses (dates, times, locations) in the parish bulletin.	Mid October
Director of Communications	Sends media release announcing the Placement Test to public calendar postings and all media outlets.	Early/Mid November
Elementary Schools	Send Placement Test Accommodation Request form and documentation to high schools for appropriate students.	Mid November
Director of Communications	Uses public advertising to promote the Placement Test.	Late November/Week of Placement Test
Office of Catholic Schools	Sends a reminder notice about the Placement Test to elementary schools.	Early December
Elementary Schools	Provide 8 th grade students with the elementary school code prior to the testing date.	Early December
Archdiocesan High Schools	Administer the Placement Test.	Second Saturday in December
High Schools	Enter the total number of 8 th grade students who took the test at their site into shared Google form.	Day of the Placement Test
High Schools	Enter the total numbers of Archdiocese of Louisville students, public school students, other Catholic school students, private school students, and home school students who took the test at their site in the shared Google form.	Monday after the Placement Test
High Schools	Complete Placement Test list Google form in shared folder (broken down by Archdiocese of Louisville students, public school students, other Catholic school students, private school students, and home school students) Fields included: <i>Student’s Last Name, First Name, Middle Initial, Street Address, City, State, Zip Code, and Elementary School Name and Location.</i>	Monday after the Placement Test
High Schools	Return Placement Tests to STS for scoring (10 working days or sooner).	Mid/Late December
STS (Scholastic Testing Services)	Returns Placement Test scores to elementary and high schools and the Archdiocese of Louisville (10 working days or sooner).	Early January
Office of Catholic Schools	Sends reminder of Make-up Placement Test to elementary schools.	Early January
Archdiocesan High Schools	Administer the Make-up Placement Test.	First/Second Saturday in January
High Schools	Enter the total number of 8 th grade students who took the make-up test at	Day of the Make-up

	their site into shared Google form.	Placement Test
High Schools	<ul style="list-style-type: none"> Enter the total numbers of Archdiocese of Louisville students, public school students, other Catholic school students, private school students, and home school students who took the make-up test at their site in the shared Google form. 	Monday after the Make-up Placement Test
High Schools	Complete Make-up Placement Test list Google form in shared folder (broken down by Archdiocese of Louisville students, public school students, other Catholic school students, private school students, and home school students) Fields included: <i>Student's Last Name, First Name, Middle Initial, Street Address, City, State, Zip Code, and Elementary School Name and Location.</i>	Monday after the Make-up Placement Test
High Schools	Return Make-up Placement Tests to STS for scoring (within 10 working days).	Mid January
STS (Scholastic Testing Service)	Returns Make-up Placement Test scores to high schools and elementary schools and the Archdiocese of Louisville (10 working days or sooner).	Mid/Late January
Office of Catholic Schools	Share the Placement Test Data Report with secondary principals and Enrollment Committee members.	Mid/Late January
High Schools	Send Acceptance Letters to students.	Specified date in February

Information Form for Eighth Grade Students

The Archdiocesan Information Form for Eighth Grade Students is a color-coded form designed to provide additional placement information to the high schools. At the time of the Placement Test, students complete the top of the form with basic name and school information.

PLEASE NOTE: High school must add logo and mailing information to the Information Form before copies are made.

December Placement Test

The Information Forms for all students are sent directly from the high school to the elementary/middle schools with an explanatory memo, Cal-stick labels with the Placement Test scores from STS, and the return deadline.

January Make-up Placement Test

The Information Forms for all students are sent directly from the high school to the elementary/middle schools with an explanatory memo, Cal-stick labels with the Placement Test scores from STS, and the return deadline.

Both Tests

The seventh and eighth grade teachers at the elementary/middle school complete the information on the form and return it to the appropriate archdiocesan high school by the determined deadline.

Responsible Party	Practice/Procedure	Timeline
High Schools	Send color-coded Information Forms from the High School Placement Test with school logo, mailing information, Cal-stick label with scores, an explanatory memo, and return deadline directly to all elementary/middle schools.	Early/Mid January
Elementary Schools	Return color-coded Information Forms from the December test to the appropriate high schools.	Two weeks after receiving forms
High Schools	Send color-coded Information Forms from Make-up Test with school logo, mailing information, Cal-stick labels with scores, an explanatory memo, and return deadline directly to all elementary/middle schools.	Mid/Late January
Elementary Schools	Return color-coded Information Forms from the January test to the appropriate high schools.	Two weeks after receiving forms

High School Enrollment Calendar

2019-2020 School Year

July 1, 2019

High School	Open House	Registration
Assumption High School	Thursday, December 5, 2019 6:30 pm	Thursday, March 5, 2020 Individual times will be sent to families
Bethlehem High School	Wednesday, December 11, 2019 5:00-8:00 pm	Wednesday, February 19, 2020 3:30-6:30 pm
DeSales High School	Sunday, November 17, 2019 12:00-3:00 pm	Tuesday, February 25, 2020 6:00pm
Holy Cross High School	Sunday, November 24, 2019 4:00-6:30 pm	Thursday, February 20, 2020 6:30 pm
Mercy Academy	Saturday, December 7, 2019 10:00 am-1:00 pm	Tuesday, February 25, 2020 5:00-8:00 pm
Presentation Academy	Sunday, November 24, 2019 12:00-3:00 pm	Thursday, February 27, 2020 6:30 pm
Sacred Heart Academy	Sunday, December 8, 2019 2:00-4:30 pm	Wednesday, March 11, 2020 6:00-7:30 pm
Saint Xavier High School	Sunday, November 10, 2019 12:00-4:00 pm	March 3 and 4, 2020 6:00-8:00 pm
Trinity High School	Sunday, November 10, 2019 1:00 -5:00 pm	February 27, March 2, & March 5, 2020 6:00 pm-7:30 pm

Other Important Dates	
Elementary School Visits Begin	Monday, September 9, 2019
High School Placement Test Accommodations Request Due Date	Friday, November 22, 2019
High School Placement Test	Saturday, December 14, 2019
Make Up Placement Test	Saturday, January 11, 2020
Student Information Form Due Date	Friday, January 31, 2020
Acceptance Letter Mailing Date	Tuesday, February 11, 2020

High School Enrollment Contact Information

School Name	Enrollment Committee Member	Title	School Phone	Recruitment Office Phone	Email
Assumption	Elisabeth Cassady	Director of Marketing and Admissions	458-9551	271-2676	Elisabeth.Cassady@ahsrockets.org
Bethlehem	Kate Johnson	Director of Admissions	348-8594	348-8594 x 204	kjohnson@bethlehemhigh.org
DeSales	Justin Lewis	Associate Director of Admissions	368-6519	368-6519 x 20	justin.lewis@desaleshs.com
Holy Cross	Olivia Schum	Co-Director of Admissions	447-4363	447-4363 x 224	oschum@holycrosshs.com
Holy Cross	Andrew Hayden	Co-Director of Admissions	447-4363	447-4363 x 224	ahayden@holycrosshs.com
Mercy	Paige Stewart	Enrollment Coordinator	671-2010	671-2021	pstewart@mercyjaguars.com
Presentation	Caitlin Maguire	Director of Admissions	583-5935	583-5935x109	cmaguire@presentationacademy.org
Sacred Heart Academy	Nicole Burke	Director of Enrollment	897-6097	896-3926	nburke@shslou.org
Sacred Heart Academy	Kate Loewen	Director of Enrollment	897-6097	896-3926	kloewen@shslou.org
Saint Xavier	Curt White	Director of Admissions	637-4712	634-2145	cwhite@saintx.com
Trinity	Bret Saxton	Senior Development Officer	895-9427	736-2180	saxtonb@thsrock.net
OCS Representative	Tosh Scheps	Curriculum Coordinator	585-3291	585-3291 X1173	tscheps@archlou.org