



# High School Recruitment



## Practices and Procedures for Shadowing at Archdiocese of Louisville High Schools August 2019

Shadowing is designed to assist students in determining the Catholic high school that will be best for them. Shadowing offers prospective 7<sup>th</sup> and 8<sup>th</sup> 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.

- ❖ Please note, no shadowing or recruitment visits are scheduled for sixth grade students.

### 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. 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.
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.

## Additional Information

- ❖ Shadowing begins in mid September for 8<sup>th</sup> grade students and January for 7<sup>th</sup> grade students. In order to maximize the experience, 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 8<sup>th</sup> 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.
- ❖ Students shadow only once at each prospective high school. A second visit can be scheduled at the discretion of the high school for students struggling with a high school decision.
- ❖ 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.
- ❖ In order to preserve the quality of academic days, elementary schools are free to limit the number of students permitted to shadow on any given day.

## Parent Involvement

Parents are invited to tour the school but must call ahead to schedule an appointment. Parents are not included in the shadowing experience unless noted by the high school.

*For additional information about the full recruitment process in Archdiocese of Louisville Catholic Schools, please consult the brochure **The Archdiocese of Louisville High School Selection Guide**. You may also call any Catholic high school or contact Tosh Scheps in the Office of Catholic Schools, at [tscheps@archlou.org](mailto:tscheps@archlou.org) or 585-3291.*