



**ANNUAL REPORT FORM
REGARDING CATHOLIC IDENTITY AND FACULTY FAITH FORMATION
OF HIGH SCHOOLS IN THE ARCHDIOCESE OF LOS ANGELES
Revised January 2014**

High School: _____

City: _____ Region: _____

School Year: 201__ - 201__ Circle: Archdiocesan Parish Private

From the October 2013 Census:

Total number of students: _____ Percentage of students who are Catholic: _____

Total number of faculty members and administrators (FT/PT): _____

Percentage of faculty members and administrators who are Catholic (FT/PT): _____

This Annual Report serves as an instrument in preparation for the WCEA/WASC Ensuring Educational Excellence (E3) visitation and also provides accountability regarding Chapter IV, Appendix D of the Administrative Handbook of the Archdiocese of Los Angeles. A copy of each year's report should be included in each school's data library for a WCEA/WASC visit.

Since the report reflects on and evaluates the current academic year, a Catholic Identity Focus Group should begin meeting by or before March 1 and should have its report submitted to the Principal, President, and Consultative Board or Board of Trustees (where applicable) by April 30.

The report should be submitted to the Superintendent of High Schools no later than June 30. Please complete this report on a computer and submit a signed copy electronically via pdf. or hard copy via US mail. Please do not submit a hand written report.

Every five years a visitation by the Superintendent or another member of the Department of Catholic Schools will take place in order to review the report(s) with school leadership. The cycle of visitation is as follows:

| | |
|-------------------------------|------------|
| Santa Barbara Region | 2013, 2018 |
| San Fernando Region | 2014, 2019 |
| Our Lady of the Angels Region | 2015, 2020 |
| San Pedro Region | 2016, 2021 |
| San Gabriel Region | 2017, 2022 |

The focus group should consist of the principal and/or president (depending on who is responsible for Catholic identity at the school), the campus minister, religion department chair, and a cross curricular representation of faculty and administrators (three or more). The process and contents of this instrument should be shared with the entire faculty. The focus group should discuss how to respond to each area of this report with the help of the prompt questions from the E3 instrument. Each school should have strengths and areas for growth in each category. A school that submits few or no areas for growth is not challenging itself.

The members of the Catholic Identity Focus Group are:

President (if applicable): _____

Principal: _____

Campus Minister: _____

Religion Department Chairperson: _____

Other members (List first and last name, subject taught or administrative position):

*All standards not being met during the current school year
must be specified and addressed as areas for growth.*

Factor 1 - The Catholic Identity of the School

The school is Catholic, approved by the Local Ordinary (Canon 803), providing authentic Catholic teaching, opportunities for community worship and participation in the Sacraments, and promoting evangelization and service to the community.

The Standards are:

- I. A Mission Statement and a Philosophy Statement which indicate the integration of the Roman Catholic Faith into all aspects of school life.*

Standard

Vision/Mission/Philosophy development involves all constituencies.

Vision/Mission/Philosophy reflects the charism of the school's namesake and/or sponsoring Religious community.

Faculty and staff members, student activities, assemblies, and guest speakers do not serve as a contradiction to the Vision/Mission/Philosophy or teachings of the Catholic Church.

Ideal Standard

Vision/Mission/Philosophy of archdiocesan and parish schools are reviewed and approved by the Department of Catholic Schools. Vision/Mission/Philosophy of private schools are on file with the Department of Catholic Schools.

Strengths:

Areas for Growth:

II. Provision of regular opportunities for the school community to experience prayer and the Sacraments.

III. The use of signs, sacramentals, traditions, and rituals of the Roman Catholic Church.

Standard

Ideal Standard

A. Liturgy

Monthly student body and/or class Mass

including all Holy Days of Obligation (Nov. 1, Dec. 8)

and Ash Wednesday - deacon if priest not available

Regional bishop/other bishop invited to celebrate HS Mass annually

Penance Service with Confessions during Advent and Lent

Liturgical Seasons observed with decoration on campus,

in classroom and explained in religion classes

Liturgical law and guidelines are observed

Confessions offered regularly

B. Prayer

Annual HS Class Retreats

All classes, athletic events, practices, meetings, etc.

begin with prayer

School-wide Way of the Cross at least once during Lent

Exposition of Blessed Sacrament each semester

Campus Blessed Sacrament chapel (or parish church) open daily

Visits to the Blessed Sacrament encouraged

Chapel not used as meeting place

Marian themed liturgy during May

Use of Rosary in October and May

Feast days reflecting the multicultural diversity of the students

and/or archdiocese are recognized and/or celebrated

(e.g., Our Lady of Guadalupe, St. Juan Diego, St. Lorenzo Ruiz,

Chinese Martyrs, Korean Martyrs, Vietnamese Martyrs, etc.)

More frequent Way of the Cross

Monthly Exposition

C. Visual

Crucifix and image of Blessed Virgin Mary

in all classrooms, offices, library, cafeteria

Outdoor BVM grotto or shrine

Other shrines, statuary

Strengths:

Areas for Growth:

IV. A Religion curriculum and instruction that is faithful to Roman Catholic Church teachings and meets the requirements set forth by the USCCB.

Standard

All religion textbooks have the approval of the USCCB's Ad Hoc Committee to Oversee the Use of the Catechism.

The USCCB's four year high school religion curriculum has been implemented beginning with the 2011-2012 academic year.

Strengths:

Areas for Growth:

V. The local Ordinary (Archbishop) approves those who teach the Catholic Faith (Canon 805,) and their formation for catechetical and instructional competence is ongoing.

Standard

All religion teachers are practicing Catholics.

All newly hired religion teachers have a letter of reference in their personnel file from their pastor or another priest.

All religion teachers are actively working toward certification from the Department of Catholic Schools.

Ideal Standard

All religion teachers have certification from the Department of Catholic Schools or all religion teachers have a master's degree or licentiate in theology, philosophy or a related theological field (e.g. sacramental theology, scripture, systematic theology, moral theology, etc.) from a Catholic college or university.

Strengths:

Areas for Growth:

VI. Maintenance of an active partnership with parents whose fundamental concern is the spiritual and academic education of their children.

| Standard | Ideal Standard |
|---|----------------------------------|
| If Catholic tuition rate exists | Letter or form from Pastor |
| Baptismal certificate required | |
| Religious component to admissions interview | |
| Annual parent education meeting | Parent education/retreat program |

Strengths:

Areas for Growth:

VII. A service-oriented outreach to Church and the civic community after the example of Jesus Christ who said, "I have given you an example so that you may copy what I have done to you."(John 13:15)

| Standard | Ideal Standard |
|---|-------------------------------|
| HS Christian service program with reflection component required | |
| Mission awareness program/committee | Speakers - annual |
| Pro-Life student involvement/committee | Speakers - annual |
| Vocation program - annual speaker | Annual HS vocation fair |
| | Weekly HS vocation club mtgs. |
| Food Drive Christmas/Lent | |

Strengths:

Areas for Growth:

VII. *All school personnel are actively engaged in bringing the Good News of Jesus into the total educational experience.*

Standard

The Principal (and Pastor of a parish school) acts as the spiritual leader of the school and the principal and vice principal serve as models of practicing Catholics for all members of the school community. This includes daily prayer, Sunday Mass, regular Confession, and living a life in conformity with the Commandments, Beatitudes, and Precepts of the Church.

The Principal ensures that the school community works toward certification in archdiocesan Catholic identity standards and religious formation for faculty at large, receives principal's Catholic identity certification through DCS faith formation retreats and ensures that all HS faculty members attend annual faith formation days.

All faculty (including non Catholic faculty) are engaged in the school's mission of faith formation, inner conversion and the forming of loving disciples of Jesus Christ who will transform the world.

Standard

Ideal Standard

Catholic values influence across the curriculum
-especially in literature selection

Summer reading list includes religion class
min. one spiritual classic/year

Significant prayer/meditation at beginning of all
faculty meetings

Annual faculty day of retreat

Overnight retreat or one day per semester

All faculty can articulate vision/mission/philosophy

Majority faculty: practicing Catholics

HS Campus Minister

-practicing Catholic, BA, representative voice in the
school administration

Faculty hiring process

-Vision/mission/philosophy guides candidate selection
-Practicing Catholic faculty expectations articulated

-New personnel orientation includes instruction on vision/mission/philosophy
 All coaches have received Play Like A Champion certification

Strengths:

Areas for Growth:

VIII. FORMATION PLAN IMPLEMENTATION & EVALUATION REPORT

The religious formation program for all high school faculty members at each school is to consist of a **minimum of ten hours each academic year**. Please note that Catholic Identity and the topic of the four year cycle assigned to this academic year are the only two topics that can be used in completing this section. Catholic Identity cannot be used for more than four of the ten hours. A chart of the four year cycle of instruction appears here. Please refer to Chapter IV, Section 2.0 of the Administrative Handbook for more information. For each activity the school used to implement its faculty faith formation plan, report the dates, number of hours, presenter(s), and a brief description.

| Catholic Identity <i>Annually</i> | Faith Life <i>2010-2011</i> <i>2014-2015</i> <i>2018-2019</i> | Sacramental Life <i>2011-2012</i> <i>2015-2016</i> <i>2019-2020</i> | Moral Life <i>2012-2013</i> <i>2016-2017</i> <i>2020-2021</i> | Spiritual Life <i>2013-2014</i> <i>2017-2018</i> <i>2021-2022</i> |
|---|--|--|---|---|
| <ul style="list-style-type: none"> • Purpose and Philosophy of Catholic Education • Basic Theology of Ministry • Charism, Mission, and History of the School | <ul style="list-style-type: none"> • Nicene Creed • Revelation • Church | <ul style="list-style-type: none"> • Pascal Mystery • Liturgy • Liturgical Year • Sacraments | Church Teachings on <ul style="list-style-type: none"> • Dignity of Human Person • Sin and Grace • Thinking with the Church • Conscience Formation and Decision Making • Social Teaching | <ul style="list-style-type: none"> • Forms of Prayer • Worship as Prayer • Leading Prayer • Schools of Spirituality |

1. Date: _____

Time: Four Hours

Topic: Moral Life

Description of Activity:

Annual Faculty Faith Formation Day sponsored by the Archdiocese Department of Catholic Schools

Presenter(s): Fr. Luke Dysinger, OSB and Bishop Gordon Bennett, SJ

Attended Did not attend

Response of the faculty to the activity was submitted in individual comment forms at the end of the in-service

2. Date: _____

Time: _____ Hour(s)

Topic: Catholic Identity Moral Life

Description of Activity: _____

Presenter(s): _____ In-House Invited

Comment on the general response of the faculty to the activity:

3. Date: _____

Time: _____ Hour(s)

Topic: Catholic Identity Moral Life

Description of Activity: _____

Presenter(s): _____ In-House Invited

Comment on the general response of the faculty to the activity:

4. Date: _____ Time: _____ Hour(s)

Topic: Catholic Identity Moral Life

Description of Activity: _____

Presenter(s) : _____ In-House Invited

Comment on the general response of the faculty to the activity:

Signature of Campus Minister _____

Signature of Religion Depart. Chairperson _____

Signature of Principal _____

Signature of President (if applicable) _____

Signature of Pastor (if applicable) _____

Date Submitted _____

Submit this report no later than June 30:

**Msgr. Sal Pilato
Superintendent of High Schools
Department of Catholic Schools
3424 Wilshire Blvd., 2nd Floor
Los Angeles, California 90010**