



ANNUAL REPORT FORM
REGARDING CATHOLIC IDENTITY AND FACULTY FAITH FORMATION
OF HIGH SCHOOLS IN THE ARCHDIOCESE OF LOS ANGELES
Revised April 2022

High School: _____

City: _____ Region: _____

School Year: 20__-20__ Circle: Archdiocesan Parish Private

From the last October 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 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 in March 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 School's Regional Superintendent no later than May 15. 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 Regional Superintendent and members of the Department of Catholic Schools will take place in order to review the reports with school leadership and to get a sense of the lived reality of Catholic Identity at schools. The cycle of visitation is as follows:

| | |
|-------------------------------|------------|
| Santa Barbara Region | 2024, 2029 |
| San Fernando Region | 2025, 2030 |
| Our Lady of the Angels Region | 2021, 2026 |
| San Pedro Region | 2022, 2027 |
| San Gabriel Region | 2023, 2028 |

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 in this report.*

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.*
- VII. 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:

- III. *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:

- IV. *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:

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

Standard

If Catholic tuition rate exists Baptismal certificate required
 Religious component to admissions interview
 Annual parent education meeting

Ideal Standard

Letter or form from Pastor
 Parent education/retreat program

Strengths:

Areas for Growth:

VI. *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

HS Christian service program with reflection component required
 Food Drive Christmas/Lent
 Mission awareness program/committee
 Pro-Life student involvement/committee
 Vocation program - annual speaker

Ideal Standard

Speakers - annual
 Speakers - annual
 Annual HS vocation fair
 Weekly HS vocation club mtgs.

Strengths:

Areas for Growth:

VIII. *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.

The following positions must be held by practicing Catholics: President, Principal, Vice Principal, Campus Minister, all Religion teachers.

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

Catholic values influence across the curriculum
-especially in literature selection
Significant prayer/meditation at beginning of all faculty meetings
Annual faculty day of retreat
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

Ideal Standard

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

Overnight retreat or one day per sem.

Strengths:

Areas for Growth:

IX. CRITICAL AREAS FOR GROWTH

Please review the various areas for growth from each of the above standards and identify one to three of the most critical areas for growth that will be the foci of improvement for next school year. For archdiocesan/parish schools, these critical growth areas would become part of your SMART Goals.

Critical Growth Area 1:

Critical Growth Area 2:

Critical Growth Area 3:

X. 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.3.10 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.

| <u>Catholic Identity</u> <i>Annual option (no more than 4 hours)</i> | <u>Faith Life</u> <i>2026-2027 2030-2031 2022-2023</i> | <u>Sacramental Life</u> <i>2027-2028 2031-2032 2023-2024</i> | <u>Moral Life</u> <i>2028-2029 2032-2033 2024-2025</i> | <u>Spiritual Life</u> <i>2029-2030 2033-2034 2025-2026</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: Faith Life – “Faith Across the Curriculum”

Description of Activity:

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

Presenter(s): Bishop and Various Presenters from Schools

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:

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:

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:

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 May 15:

Regional Superintendent for the School
Department of Catholic Schools
3424 Wilshire Blvd., 2nd Floor
Los Angeles, California 90010

Or by email to dcsl@la-archdiocese.org