



# Archdiocese of Seattle

## Circle of Grace Teaching Safety Curriculum ~ Schools

Effective July 1 for the 2024-25 School Year

### *Planning:*

1. **Resources** – provide access to the *Circle of Grace website* to those teachers who will be responsible for conducting the lessons. It is a password protected site with all the resources needed. Website not intended for parents.
2. **Training for Teachers** – there is a training video and handout available on the COG website in the Resources tab.
3. **Deadline** – lessons required for all grade levels K-10 and must be **completed no later than October 31<sup>st</sup>**.
4. **General Parent Letter** – found in the Resources tab on the COG website, there is a general letter for grades K-8 and a general letter for grades 9-12. *Send the general letter to all parents two (2) weeks prior to the date the lessons will be conducted.*
5. **Opt-Outs** - there is *no formal Opt-Out* with this program. *Please do not use the old Virtus Opt-Out forms; please do not create a form of your own. There is no longer a form inviting opt-outs.*
  - We presume that children will participate unless the parents contact the school after receiving the general parent letter.
  - Parents requesting their child(ren) be opted out must submit a written request prior to the start of the lessons.
  - If a student is not in attendance when the lesson is taught they are considered absent unless the parent sent a written request opting them out.
6. **Setting aside enough time for each lesson** – some of the teachers gave feedback last year that the lessons took longer than anticipated. Please ask teachers to read the lesson plan carefully and set aside one or two class periods to conduct the lesson fully. *Grades 3, 6 and 9 are comprehensive grades; teachers should plan on two class periods in close proximity to cover all the material.*
7. **Lesson Evaluations** – teachers may provide optional feedback via the evaluation form found at the end of each lesson. Evaluation forms may be sent to the SEP office with the recording form.

### *New This Year:*

**Educator Confirmation Form** – No longer required!! 😊

### *Attachments:*

1. **Circle of Grace Partners website secure login information.** This is intended for principal/teachers only and may not be shared with parents. Please note that the materials on the website are copyrighted.
2. **At-a-Glance** identifying *Circle of Grace Partners* website navigation.
3. **Compiled Recording Form 2024-25** – please compile numbers for all grade levels on a single form.

### *Sending completed form to SEP office:*

**Deadline = October 31, 2024**

**Email** completed Recording form (and any written opt our requests) to [sep@seattlearch.org](mailto:sep@seattlearch.org).