



**SCHOOL STRATEGIC PLAN - Curriculum and Learner Performance**

<b>OBJECTIVE 1</b>				
<b>The Nativity of Mary curriculum and assessment practices will best meet the needs of all students.</b>				
<b>STRATEGY 1</b>				
<b>Effectively use standardized test results to improve and enhance curriculum.</b>				
<b>ACTION STEP 1</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>PROGRESS REPORT</b>	
Form a committee to examine the current use of standardized test results.	Sept. '09	Curriculum/LP committee/Principal		
<b>ACTION STEP 2</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>PROGRESS REPORT</b>	
Inservice staff on interpreting MAT 8 and DIBELS results.	Sept. '09-Nov. '09	Rita Duerr/Principal		
<b>ACTION STEP 3</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>PROGRESS REPORT</b>	
Examine test results to identify weaknesses in the current curriculum.	Dec. '09 - Jan. '10	K-8 Teachers/Principal		
<b>ACTION STEP 4</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>PROGRESS REPORT</b>	
Recommend and implement changes to the curriculum.	7 year cycle w/Curr. Review	Curriculum/LP committee		

<b>STRATEGY 2</b>				
<b>Create a written philosophy on grading which encompasses evaluating progress reports.</b>				
<b>ACTION STEP 1</b>		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
Form a committee with a representative from each grade level.		7 year cycle w/ Curr. review	Curriculum/LP committee	
<b>ACTION STEP 2</b>		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
Gather and review current grading criteria and progress reports from other schools, identifying strengths and weaknesses.		Feb. - Mar. '11	Curriculum/LP committee	
<b>ACTION STEP 3</b>		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
Create and implement a grading philosophy and updated progress reports for all levels.		Feb. '11 - May '11 On-going	All staff	
<b>STRATEGY 3</b>				
<b>Evaluate attendance process and policy.</b>				
<b>ACTION STEP 1</b>		<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>
Form a committee to review current attendance practices and policies		Feb. '09	School Climate/ Principal	

	<b>ACTION STEP 2</b> Revise policies and enforce updated attendance practices.	Aug. '09	School Climate/Principal	
	<b>ACTION STEP 3</b> Investigate software options to automate attendance.	Oct. '10	Learner performance committee	
	<b>ACTION STEP 4</b> Choose and recommend a computerized system for daily attendance.	Dec. '10	Learner performance committee	

	<b>STRATEGY 4</b>			
	<b>Develop a written process for curriculum review and evaluate the new curriculum.</b>			
	<b>ACTION STEP 1</b> Form a curriculum committee to document current curriculum evaluation.	Timeline Sept. '11	Responsibility Curriculum committee/Principal	Progress Report
	<b>ACTION STEP 2</b> Determine a schedule that sets aside time for staff to evaluate and discuss curriculum.	Oct. '11	Curriculum committee/Principal	

	<b>ACTION STEP 3</b> Create a document that guides the curriculum review and evaluation process on a cyclical basis.	Feb. '12	Curriculum committee/Principal	
	<b>ACTION STEP 4</b> Identify strengths, weaknesses, gaps and redundancies in the curriculum.	July '12	All staff	
	<b>ACTION STEP 5</b> Implement the revised curriculum.	Sept. '12	Grade level teachers	



**SCHOOL STRATEGIC PLAN – School Climate**

<b>OBJECTIVE 2</b>				
<b>will provide a safe, functional, and welcoming facility for learners.</b>				
<b>STRATEGY 1</b>				
<b>Develop a maintenance plan for the school.</b>				
	<b>ACTION STEP 1</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>PROGRESS REPORT</b>
	Establish a committee and research current maintenance duties and practices at Nativity of Mary School.	March '09	School climate committee/ Maint. Eng.	
	<b>ACTION STEP 2</b>			
	Gather maintenance schedules and checklists from other schools.	May '09	School climate committee	
	<b>ACTION STEP 3</b>			
	Create and implement a maintenance schedule and checklist.	May '09	School climate committee/main. Engineer/Principal	
	<b>ACTION STEP 4</b>			
	Create a maintenance request form and procedure for completing tasks.	May '09	School climate committee/Principal	

<b>STRATEGY 2</b>				
<b>Explore the feasibility of a preschool.</b>				
ACTION STEP 1	Timeline	Responsibility	Progress Report	
Form a committee to conduct a demographic study and interest survey.	Sept. '11	School climate committee		
ACTION STEP 2	Timeline	Responsibility	Progress Report	
Research building codes and facility.	Dec. '11	School climate committee		
ACTION STEP 3	Timeline	Responsibility	Progress Report	
Conduct a cost benefit analysis.	Feb. '12	School climate committee		
ACTION STEP 4	Timeline	Responsibility	Progress Report	
Report information to administration.	May '12	School climate committee		
<b>STRATEGY 3</b>				
<b>Assess the playground area for space, safety, and security.</b>				
ACTION STEP 1	Timeline	Responsibility	Progress Report	
Form a committee to evaluate space and safety of the playground.	Feb. '09	School climate committee/Principal		

	<b>ACTION STEP 2</b> Based on the committee's findings, make recommendations to administration.	May '09	School climate committee	
	<b>ACTION STEP 3</b> Investigate opportunities for more playground supervision.	May '09	School climate committee/ Principal	

	<b>STRATEGY 4</b> <b>Evaluate the security of the building while maintaining a welcoming environment.</b>			
	<b>ACTION STEP 1</b> Form a committee to assess the security needs of the facility.	<b>TIMELINE</b> Sept. '10	<b>RESPONSIBILITY</b> School climate committee	<b>PROGRESS REPORT</b>
	<b>ACTION STEP 2</b> Research security systems and plans of other parish schools and how visitors are greeted.	Jan. '11	School climate committee/Principal	
	<b>ACTION STEP 3</b> Conduct a cost benefit analysis and make recommendations to administration.	Mar. '11	School climate committee/Principal	



**SCHOOL STRATEGIC PLAN – Community Relations**

**OBJECTIVE 3**

**Nativity of Mary School will have a plan to address volunteerism, enrollment and community relations that will benefit all learners.**

<b>STRATEGY 1</b>				
<b>Increase the number of volunteers at .</b>				
<b>ACTION STEP 1</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>PROGRESS REPORT</b>	
Develop a committee to brainstorm ways to invite families to share their time and talent in volunteerism.	Sept. '09	Community relations committee		
<b>ACTION STEP 2</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>PROGRESS REPORT</b>	
Create and implement a volunteer schedule and checklist.	Dec. '09	Community relations committee		
<b>ACTION STEP 3</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>PROGRESS REPORT</b>	
Organize a volunteer fair at registration.	Aug. '09	Community relations committee		
<b>ACTION STEP 4</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>PROGRESS REPORT</b>	
Create a plan to involve retired parishioners, alumni and community members in the school.	Feb. '10	Community relations committee		

<b>STRATEGY 2</b>				
<b>Improve communication between the school and volunteers.</b>				
ACTION STEP 1	Timeline	Responsibility	Progress Report	
Form a committee to work on improving communication with volunteers.	Feb. '09	Community relations committee		
ACTION STEP 2	Timeline	Responsibility	Progress Report	
Gather and analyze information for volunteer handbooks.	May '09	Community relations committee		
ACTION STEP 3	Timeline	Responsibility	Progress Report	
Write handbooks describing policies, procedures, and checklists for volunteer positions and school commission members.	June '09	Community relations committee		
<b>STRATEGY 3</b>				
<b>Increase visibility to surrounding Catholic parishes in an effort to raise enrollment.</b>				
ACTION STEP 1	Timeline	Responsibility	Progress Report	
Form a committee to market the school to Catholic parishes.	Oct. '09	Community relations committee		
ACTION STEP 2	Timeline	Responsibility	Progress Report	
Review current marketing strategies.	Oct. '09	Community relations committee		

	<p><b>ACTION STEP 3</b></p> <p>Develop a needs assessment for recruiting new students and make recommendations to marketing committee.</p>	<p>April '10</p>	<p>Community relations committee</p>	
	<p><b>ACTION STEP 4</b></p> <p>Implement recruiting plan.</p>	<p>Aug. '10</p>	<p>All staff</p>	

<p><b>STRATEGY 4</b></p> <p><b>Investigate more scholarship opportunities to make Catholic education affordable.</b></p>				
	<p><b>ACTION STEP 1</b></p> <p>Form a scholarship committee.</p>	<p><b>TIMELINE</b></p> <p>Oct. '10</p>	<p><b>RESPONSIBILITY</b></p> <p>Community relations committee</p>	<p><b>PROGRESS REPORT</b></p>
	<p><b>ACTION STEP 2</b></p> <p>Review current policies and investigate financial opportunities in the community.</p>	<p><b>TIMELINE</b></p> <p>Feb. '11</p>	<p><b>RESPONSIBILITY</b></p> <p>Community relations committee</p>	<p><b>PROGRESS REPORT</b></p>
	<p><b>ACTION STEP 3</b></p> <p>Make recommendations to administration and implement plan.</p>	<p><b>TIMELINE</b></p> <p>May '11</p>	<p><b>RESPONSIBILITY</b></p> <p>Community relations committee</p>	<p><b>PROGRESS REPORT</b></p>
<p><b>STRATEGY 5</b></p> <p><b>Implement a transition plan for students entering middle school.</b></p>				

	<p><b>ACTION STEP 1</b></p> <p>Develop a group to work on the transition to middle school.</p>	<p>Timeline</p> <p>Feb. '09</p>	<p>Responsibility</p> <p>Middle school teachers</p>	<p>Progress Report</p>
	<p><b>ACTION STEP 2</b></p> <p>Survey students, parents and teachers on the transition to middle school to gather feedback.</p>	<p>April '09</p>	<p>Middle school teachers</p>	
	<p><b>ACTION STEP 3</b></p> <p>Create a middle school handbook and present an information night for parents and students.</p>	<p>July '09</p>	<p>Middle school teachers</p>	



**SCHOOL STRATEGIC PLAN – Personnel**

**OBJECTIVE 4**

**Nativity of Mary School will have a thorough plan to orientate new teachers.**

**STRATEGY 1**

**Develop a new hire handbook.**

ACTION STEP 1	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
Form a committee to review orientation of teachers.	Feb. '09	Principal 1 <sup>st</sup> and 2 <sup>nd</sup> year teachers	
ACTION STEP 2	April '09	Principal	
Survey teachers to gather information.	July '09	Principal	
ACTION STEP 3			
Create a handbook for new teachers.			



**SCHOOL STRATEGIC PLAN – Catholic Identity**

**OBJECTIVE 5**

**The school will continue to provide students and the community with a climate that is nourished by Catholic values, traditions, and beliefs.**

**STRATEGY 1**

**Rewrite the mission and philosophy statements.**

ACTION STEP 1	TIMELINE	RESPONSIBILITY	PROGRESS REPORT
Form a committee to evaluate the current mission and philosophy statements.	Jan. '09	Mission and philosophy committee	
ACTION STEP 2 Research various mission and philosophy statements.	Feb. '09	Mission and philosophy committee	
ACTION STEP 3 Create a draft of mission and philosophy statements for stakeholders to review and give input.	April '09	Mission and philosophy committee	

	<b>ACTION STEP 4</b> Rewrite mission and philosophy statements.	May '09	Mission and philosophy committee/ Principal	
	<b>ACTION STEP 5</b> Present to school board, staff, pastor, for approval.	June '09	Principal	
	<b>STRATEGY 2</b> <b>Develop a schedule for service projects.</b>			
	<b>ACTION STEP 1</b> Form a committee to review current service projects.	Timeline Aug. '09	Responsibility Catholic Identity committee	Progress Report
	<b>ACTION STEP 2</b> Create a plan which includes service projects for all grade levels.	Feb. '09	Catholic identity committee	
	<b>ACTION STEP 3</b> Recommend the plan to school staff for further feedback.	April '09	Catholic identity committee/Principal	
	<b>ACTION STEP 4</b> Post projects on calendar in school office and publish in school publications.	Dec. '09	Catholic identity committee	

<b>STRATEGY 3</b>				
<b>Provide more faith formation opportunities for staff and students.</b>				
<b>ACTION STEP 1</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>	
Form a committee to explore faith opportunities for students and staff.	Oct. '10	Catholic identity committee/Principal		
<b>ACTION STEP 2</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>	
Survey staff on faith formation needs for staff and students.	Nov. '10	Catholic identity committee/Principal		
<b>ACTION STEP 3</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>	
Review and prioritize the various needs of staff and students.	Jan. '11	Catholic identity committee		
<b>ACTION STEP 4</b>	<b>Timeline</b>	<b>Responsibility</b>	<b>Progress Report</b>	
Develop an action plan for faith formation opportunities for staff and students.	Feb. '11	Catholic identity committee/Principal		