



## **2018-2023 Strategic Plan**

**With Annual Goals  
2019-2020**

*“Challenging the Mind, Inspiring the Heart”*

**Diocese of Austin  
Catholic Church of Central Texas**

**STRATEGIC PLAN FOR HOLY FAMILY CATHOLIC SCHOOL  
DIOCESE OF AUSTIN**

<b>Introduction to Holy Family Catholic School.....</b>	<b>3</b>
<b>Mission Statement.....</b>	<b>3</b>
<b>Philosophy and Goals.....</b>	<b>3</b>
<b>Vision.....</b>	<b>3</b>
<b>Core Values.....</b>	<b>3</b>
<b>Context for Strategic Planning .....</b>	<b>3</b>
<b>Strategic Plan Areas of Priority .....</b>	<b>4</b>
I. Catholic Identity.....	5
II. Governance, Administration and Management.....	11
III. Curriculum, Instruction and Assessment .....	21
IV. Student Services, Resources and Activities.....	28
V. Plant and Facilities.....	34
<b>Summary and Conclusion.....</b>	<b>38</b>

## **Introduction to Holy Family**

Holy Family Catholic School is a regional school located in northwest Austin, and part of the Catholic Diocese of Austin, serving nearly 600 students in grades PreK- 8<sup>th</sup> grade. The school enjoys a special relationship with seven supporting parishes – St. Albert the Great, St. Thomas More, St. John Vianney, St. Margaret Mary, St. Vincent de Paul, St. William and St. Mary, Our Lady of the Lake. Holy Family is accredited by the Texas Catholic Conference Accreditation Commission and the Southern Association of Colleges and Schools (SACS).

The school operates with a Board of Directors and Advisors and the President/Principal governance model. The role of the Board of Directors and Advisors is identified in the school bylaws. The President oversees both Holy Family Catholic School and St. Dominic Savio Catholic High School, while the Principal serves the Holy Family school community.

## **Mission Statement**

Holy Family Catholic School is a regional school that works with parents to nurture the growth of the whole child – spiritually, intellectually, socially, emotionally, and physically. Our school is Catholic – promoting the teaching of the Church and inclusive of diverse cultures and socioeconomic backgrounds.

## **Philosophy and Goals**

- Spiritual – Fostering a commitment to know, love and serve God and one another
- Intellectual – Encouraging each child to attain his or her fullest potential
- Social – Guiding students to become conscientious, successful members of a global community
- Emotional – Respecting and celebrating each child’s individuality
- Physical – Promoting a positive attitude towards a healthy lifestyle

## **Vision Statement**

Challenging the Mind, Inspiring the Heart.

## **Core Values**

Holy Family Catholic School embraces a Catholic Identity rooted in Gospel values and is committed to the development of the whole child, service to others and faith formation.

## **Context for Strategic Planning**

The Holy Family Catholic School Leadership Team and Board of Directors/Advisors understand the importance of strategic planning to address both the tremendous opportunities and challenges that face Holy Family over the next 5 years.

Holy Family Catholic School will be guided by our mission statement, philosophy and goals, as well as vision and core values to determine the necessary priorities and strategies to achieve identified goals.

The Strategic Plan includes measurable goals, benchmarks and action steps that are realistic and attainable, but challenging.

Holy Family’s governance and leadership is a ministry that promotes and protects the responsibilities and rights of the school community. The success of our school mission depends on the key components of effective governance and leadership in planning for the long-term development of the school. We are committed to the principles and practices of excellence, which are essential to insuring Catholic identity, academic excellence, and the operational vitality of the school.

### **Strategic Plan Areas of Priority**

The format for the Strategic Plan 2018-2023 is modeled after the Texas Catholic Conference of Bishops - Education Department (TCCB ED) Self Study document, which focuses on five Domain areas reviewed in our accreditation process. Each Domain standard statement is given in this document and serves as an overarching goal for the area. Along with each Domain Standard, TCCBED Benchmark statements indicate areas of qualification that clarify elements of successful implementation of that overarching goal. The accreditation standards and benchmarks serve as a guide when determining short or long-range goals. In addition, the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools have served as a resource for school effectiveness that are reviewed when annual goals are identified.

The Strategic Plan 2018-2023 was developed from key resources: school bylaws, TCCB ED accreditation requirements, the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, as well as survey input gathered from faculty, staff, and parents.

The Strategic Plan identifies TCCBED accreditation standards and benchmarks. The school has identified key benchmarks from the accreditation documents that are the focus for annual goals, in each of the following areas:

- I. Catholic Identity
- II. Governance, Administration and Management
- III. Curriculum, Instruction and Assessment
- IV. Student Services, Resources and Activities
- V. Plant and Facilities

For further clarification, symbols are used to reference their original source:

**NS – National Standard**

**AS – Accreditation Standard**

**NB – National Benchmark**

**AB – Accreditation Benchmark**

## **I. Catholic Identity**

**Standard 1:** The Catholic school is a unique environment which has as its primary purpose the continued formation of the Christian person. The mission and beliefs of the school shall reflect the integration of Catholic faith and Gospel values and promote a community of believers and learners. Members of the school are a community and are called to unite in prayer, to proclaim the Gospel message and to serve others.

**Benchmark 1.1** - The mission statement describes the purpose of the school, its reason for existence, and is rooted in the Catholic faith and Gospel values.

**Benchmark 1.2** - The school maintains a relationship with the pastor, school/parish organizations, and the larger Catholic community in promoting Catholic identity within the school.

**Benchmark 1.3** - The school provides opportunities for prayer, liturgy, spiritual formation, and service.

**Benchmark 1.4** - The school hires faculty/staff that support the mission of the school.

**Goal 1.1**

The mission statement describes the purpose of the school, its reason for existence, and is rooted in the Catholic faith and Gospel values.

Annual Goal/ Responsible	Action Steps	Timeline	Resources/Cost	Evaluation
<p>Goal: The school will assist all constituents to know and understand the mission.</p> <p>Responsible: President, Principal, Faculty &amp; Staff</p>	<p>A Division Level meeting agenda will focus on the contents of the mission, philosophy and goals, the vision statement and the core values.</p> <p>Faculty will be guided through the creation of lessons that can be used for students during Catholic Schools Week regarding the key elements of mission, philosophy and goals, vision and core values.</p> <p>The school will create informational articles regarding mission, philosophy and goals, vision and core values</p>	<p>October, 2019</p> <p>November, 2019</p> <p>Consider content that can be used for Back to School Night, Parent Orientation, new Parent Orientation in May, Parent Information Sessions, and through the E-Newsletter</p>	<p>Internal documents, NCEA documents, nominal cost</p> <p>Internal documents, NCEA documents, nominal cost</p> <p>Fall, 2019, Spring, 2020, nominal cost</p>	

**Goal 1.2**

The school maintains a relationship with the pastor, school/parish organizations, and the larger Catholic community in promoting Catholic identity within the school.

Annual Goal/ Responsible	Action Steps	Timeline	Resources/Cost	Evaluation
<p>Goal:</p> <p>The school will create opportunities for the seven supporting Pastors to become more aware of the school’s mission and its programs.</p> <p>Responsible: President, Principal, Directors of Development, Admission and Communication Faculty &amp; Staff</p>	<p>Pastors will be invited to key events during the school year including the Groundbreaking, the Gala, the Blessing of new buildings, an Open House of the new buildings, and Run with the Angels.</p> <p>President will hold welcome visits with the Pastors</p> <p>The school will schedule the annual Pastor’s Gathering, following the completion of construction</p>	<p>Fall, 2019 Spring, 2020</p> <p>Fall, 2019 Spring, 2020</p> <p>Spring, 2020</p>	<p>Parish communications, event invitations, nominal cost</p> <p>Master Plan update, minimal cost</p> <p>Holy Family information packets, minimal cost</p>	

**Goal 1.3**

The school provides opportunities for prayer, retreats, liturgy and spiritual formation and service.

Annual Goal/ Responsible	Action Steps	Timeline	Resources/Cost	Evaluation
<p>Goal: The school will provide meaningful retreats and other spiritual experiences for the faculty and staff (NB 4.1)</p> <p>The school will assist parents in their role as the primary educators of their children in faith. (NB 4.2)</p>	<p>The school will offer a retreat for faculty and staff in August and in January. Themes will focus on creating daily private time with God in the fall. The January session will focus on the “Hearts on Fire” theme introduced by the Diocese and offered by a local speaker.</p> <p>During Back to School Night, the faculty will introduce the concept of family goals to include the areas of: spirituality, academic, and exploration. Families will be encouraged to include their children in setting goals and to discuss them throughout the year.</p>	<p>August and January retreats, with planning in summer and fall 2019</p> <p>Create the process and goal setting form for parents to use as a guide in setting family goals.</p> <p>Discuss elements needed in the teacher presentation to families</p> <p>Formulate how the faculty will encourage families throughout the year by sharing examples in the E-Newsletter.</p>	<p>Find best options for a spiritual space to hold retreats. Up to \$1,000</p> <p>Plan fall retreat content on the structure of the liturgy.</p> <p>Plan January retreat based on Diocesan theme.</p> <p>Determine rental and speaker fees. TBD</p> <p>Ideas obtained through NCEA with format based on faculty goal setting. Limited costs.</p> <p>Plan for in-service discussions</p> <p>Conversations during division level meetings</p>	



<p>The adults in the school community will be invited to participate in service programs to promote the lived reality of action in service of social justice. (NB 4.4)</p> <p>Responsible: Principal, Faculty &amp; Staff</p>	<p>When planning annual service projects that will be conducted through classrooms, an invitation will be offered to encourage parent participation.</p>	<p>Service projects will be held in early fall, Grandparents Day, Catholic Schools Week and Lent. Planning will take place in the weeks before each project.</p>	<p>Social Justice Class and SJ teacher, Catholic Relief Services, local charities and parishes.</p> <p>There will be costs associated with transporting students to parishes, materials for promotion, incentive materials for the school/class,</p>	
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**Goal 1.4**

The school hires faculty/staff that support the mission of the school.

Annual Goal/ Responsible	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal:</p> <p>The school will ensure that the interview process for new employees includes a strong review of mission, philosophy and goals of the school.</p> <p>The school will seek to orient new employees to key features of the school, including the mission, philosophy, goals and vision of the school</p> <p>Responsible: President, Principal, Principal's Admin Assistant</p>	<p>The process documents for hiring will be modified to include mission information</p> <p>Documents for new employee training will be revised to provide a clearer focus on mission, philosophy, goals and vision of the school</p>	<p>Fall, 2019</p> <p>Fall, 2019</p>	<p>Hiring documents, No cost</p> <p>New Employee training documents, no cost</p>	

## II. Governance, Administration and Management

**Standard 2:** School Governance and leadership support an educational program of quality with systematic, legal and fiscal responsibilities that support the school's mission. School governance and leadership effectively plan and monitor school growth and viability in all areas. School governance and leadership support an effective and efficient instructional program.

**Benchmark 2.1** – The governance structure, (e.g. advisory board, governing council, etc.), supports the mission, vision and/or philosophy of the school.

**Benchmark 2.2** – Code of Canon Law 801 states “Religious institutes whose proper mission is education, retaining their mission faithfully, are also to strive to devote themselves to Catholic education through their schools, established with the consent of the diocesan bishop.”

**Benchmark 2.3** – Rights and responsibilities of the faculty, staff, students and parents/guardians are explicitly defined in regulatory handbooks.

**Benchmark 2.4** – The school operates in compliance with applicable federal and state laws and regulations.

**Benchmark 2.5** - The school demonstrates long range strategic planning to support the school's mission, vision and/or philosophy.

**Benchmark 2.6** The instructional program and educational facilities are funded to meet the stated goals of the Long Range Strategic Plan.

**Benchmark 2.7** – There is a comprehensive plan for institutional advancement.

**Benchmark 2.8** – The school is aware of and responds to the changing needs of the community.

**Benchmark 2.9** – School effectiveness is monitored and evaluated by the principal and/or the administrative team.

**Benchmark 2.10** – The school provides professional development opportunities for faculty and staff.

**Goal 2.1** - The governance structure, (e.g., advisory board, governing council, etc.) supports the mission, vision and/or philosophy of the school. (AB2.1)

Annual Goal/ Responsible	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal: Consider overall needs of the school, as tuition is set for upcoming year.</p> <p>Finalize annualized debt payment schedule for the loan, based on school bonds</p> <p>Conduct board review of newly developed Phase III, classroom addition</p> <p>Responsible: President, Board, Principal, Business Manager, Finance Committee</p>	<p>Consider enrollment trends, tuition assistance, diocesan tuition levels, school needs</p> <p>Create annual budget and long-range debt service schedule based on loan guidelines.</p> <p>Review enrollment needs, academic and elective classroom space, timing, funding</p>	<p>Fall, 2019</p> <p>Fall, 2019 Spring, 2020</p> <p>Fall, Spring 2019</p>	<p>Historic data: enrollment parish subsidy, annual income, and Diocesan tuition rate document.</p> <p>Debt schedule digital template provided by the Diocese; school bond financing</p> <p>Aries Buildings, Diocese of Austin, Migl Engineering</p>	

**Goal 2.2** - Code of Canon Law 801 states “Religious institutes whose proper mission is education, retaining their mission faithfully, are also to strive to devote themselves to Catholic education through their schools, established with the consent of the diocesan bishop.” (AB2.2)

Annual Goal/ Responsible	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal:</p> <p>Communicate with the Pastors of our seven supporting parishes and others with students enrolled, in appreciation for their support and participation in school liturgies and events</p> <p>Responsible:</p> <p>President, Principal, Directors of Communication &amp; Development</p>	<p>Plan for various mailings to the priests: thank you letter to Pastors</p> <p>Mailings of The Sentinel magazine</p>	<p>Fall, 2019</p> <p>Fall, 2019</p>	<p>Postage</p> <p>\$1500 print/mail</p>	

**Goal 2.3**

Rights and responsibilities of the faculty, staff, and parents/guardians are explicitly defined in regulatory handbooks. (AB2.3)

Annual Goal/ Responsible	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal:</p> <p>The school will review existing policies and programs for bullying</p>	<p>The administration will review the policies in a faculty meeting, including use of Stop It app</p> <p>The faculty will review the curriculum in a Division Level meeting</p>	<p>September, 2019</p> <p>September, 2019</p>	<p>Stop It app, handbook, Anti-Bullying program from Round Rock ISD</p>	

**Goal 2.4**

**The school demonstrates long range strategic planning to support the school’s mission, vision and/or philosophy. (AB2.4)**

Annual Goal/ Responsible	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal: The school will ensure that stakeholders are included in long range strategic planning</p> <p>The school will ensure that annual surveys for parents, board, faculty and staff are conducted</p> <p>Responsible: President, Board, Principal, faculty and staff</p>	<p>The administration will work with staff to create the draft of the annual goals.</p> <p>Draft copies will be submitted to the board, faculty and staff for review and input</p> <p>Fall surveys will be conducted to obtain information that can be considered for implementation during the current school year.</p> <p>Key items from surveys will be incorporated in employee handbooks, in-service training and professional development</p> <p>Surveys will be reviewed for upcoming year’s Strategic Plan goals.</p> <p>Survey will use Harvard’s Universal Question “How Likely is it that you would recommend our school to others?”</p>	<p>Summer, 2019</p> <p>August, 2019</p> <p>October, 2019</p> <p>Fall, 2019</p> <p>Summer, 2020</p> <p>Fall, 2019</p>	<p>Strategic Plan Draft, no cost</p> <p>Survey document and results; no cost</p>	

**Goal 2.5**

**The instructional program and education facilities are funded to meet the stated goals of the long range strategic plan. (AB2.5)**

Annual Goal/ Responsible	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal: The school will ensure long range strategic resource management of budgets and facilities</p> <p>The school will evaluate the needs for additional staffing, as the school grows</p> <p>Responsible: President, Principal, Asst Principal</p>	<p>The board will consider enrollment trends when setting tuition, tuition assistance, and budget projections</p> <p>A Five Year Financial Plan will be updated following determination of debt service</p> <p>School will plan for staffing to accommodate student growth resulting from construction of Phase III classroom building</p>	<p>December, 2019</p> <p>Fall, 2019 Spring, 2020</p> <p>Spring, 2020</p>	<p>Budget and enrollment history, budget projections and forecasting, survey data</p> <p>Financial data, enrollment and budget projections and debt schedule</p> <p>Enrollment trends, admission event participation and school needs</p> <p>Costs will be included in budget planning for upcoming year</p>	





**Goal 2.7 – The school is aware of and responds to the changing needs of the community. (AB2.7)**

<b>Annual Goal/ Responsible</b>	<b>Action Steps</b>	<b>Timeline</b>	<b>Resources/ Cost</b>	<b>Evaluation</b>
<p>Goal:</p> <p>The school will respond to parent input from surveys and ongoing communication by identifying key areas of concern and making them a focus for improvement.</p> <p>The school will provide professional development for faculty about differentiating instruction</p> <p>Responsible: President, Principal, Assistant Principal</p>	<p>Review identified areas from surveys and conversations for clarification in faculty handbooks, faculty meeting presentations, and annual goals</p> <p>The Learning Specialist will make monthly presentations to the faculty about instructional strategies that can be used for effective classrooms</p>	<p>Summer, 2019 Fall, 2019</p> <p>Fall, 2019 Spring, 2020</p>	<p>Handbooks, best practices for instruction; no cost</p> <p>ASCD resources</p>	

**Goal 2.8** - School effectiveness is monitored and evaluated by the principal and/or administrative team. (AB2.8)

	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal:</p> <p>Determine the effectiveness of curriculum and instruction in multiple subject areas</p> <p>Responsible:</p> <p>Principal, Assistant Principals, Grade Level Coordinators, faculty and staff</p>	<p>Review results of prior year data from IOWA Assessments, the ACRE, National Spanish Exam and the Technology Proficiency exam</p>	<p>Fall, 2019</p>	<p>Various test scores</p>	

**Goal 2.9** – The school provides professional development opportunities for faculty and staff. (AB2.9)

Annual Goal/ Responsible	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal:</p> <p>Faculty will be asked to present instructional strategies learned during professional development that can be used across other curriculum areas</p> <p>Responsible: President, Principal, Assistant Principal, faculty and staff</p>	<p>Schedule time during monthly faculty meetings for this to occur;</p>	<p>Fall, 2019 Spring, 2020</p>	<p>Division Level meetings will be used to plan the presentations</p>	

### III. Curriculum, Instruction and Assessment

**Standard 3:** The purpose, design and implementation of the curriculum represent the school's mission. A Catholic atmosphere, which is shared as well as understood by the teachers, and parents, permeates all areas of the curriculum. Instructional decisions support the schools' academic goals, objectives and priorities. Evaluation of the curriculum is continuous and responsive to the student needs.

**Benchmark 3.1** – The curriculum and instructional program are rooted in Catholic teachings, traditions and values.

**Benchmark 3.2** – Curriculum (objectives to be taught) and instruction (what is actually taught) are explicitly aligned.

**Benchmark 3.3** There is evidence of the use of current technology in the instructional program.

**Benchmark 3.4** – Individual student needs are met through programs of instruction.

**Benchmark 3.5** – The library provides resource and media support to the school's instructional program.

**Benchmark 3.6** – The administrative team and faculty review and analyze student achievement information and test results to plan program effectiveness.



**Goal 3.2 Curriculum (objectives to be taught) and instruction (what is actually taught) are explicitly aligned. (AB 3.2)**

Annual Goal	Action Steps	Timeline	Resources	Evaluation
<p>Goal: Define and describe differences between curriculum alignment and vertical alignment</p> <p>Coordinate with Savio teachers to ensure alignment of core subjects</p> <p>Ensure that the minimum science lab curriculum requirements comply with the recommendations of the National Science Teachers Association</p> <p>Review elective and specials to ensure effective programming and curriculum standards</p> <p>Responsible: Principal, Assistant Principal, Faculty</p>	<p>Curriculum alignment meetings will be held by grade level</p> <p>Vertical alignment meetings will be held by Divisions</p> <p>Work with Savio principal to set up meetings and format with teachers</p> <p>Facilitate meetings with science teachers by Division to review NSTA lab requirements</p> <p>Consider NSTA conference attendance for multiple science teachers</p> <p>Elective &amp; specials teachers will submit Pacing Charts for review, identifying resources for curriculum</p>	<p>Fall 2019, Spring, 2020</p> <p>Fall, 2019</p> <p>Spring, 2020</p> <p>Fall 2019 &amp; Spring 2020</p> <p>Fall, 2019</p> <p>Spring, 2020</p> <p>Fall, 2019</p>	<p>TEKS Resource System, lesson plans, Curriculum Alignment document</p> <p>Vertical alignment documents within the TEKS resource system</p> <p>TEKS Resource System, College Board AP curriculum</p> <p>NSTA requirements and conference, Savio Science contacts</p> <p>National professional organizations</p>	

**Goal 3.3**

**The school will demonstrate evidence of current technology skills taught and integrated into classroom instruction across all grade levels. (AB 3.3)**

Annual Goal	Action Steps	Timeline	Resources	Evaluation
<p>Goal:</p> <p>Evaluate technology curriculum used in elective classes</p> <p>Evaluate 8<sup>th</sup> grade technology proficiency results</p> <p>Responsible:</p> <p>Principal, Assistant Principal, faculty</p>	<p>Create a Pacing Chart based on the TEKS standards for grades 2 – 8; evaluate options for national standards</p> <p>Review spring, 2019 results for possible instructional enhancements</p>	<p>Fall, 2019</p> <p>Fall 2019 &amp; Spring, 2020</p>	<p>TEKS standards, TCEA conference, National standards and organizations</p> <p>Technology proficiency exams</p>	



**Goal 3.4**

**Individual student needs are met through programs of instruction. (AB3.4)**

Annual Goal	Action Steps	Timeline	Resources	Evaluation
<p>Goal: Evaluate additional instructional services to accommodate student's individual needs for enrichment and remediation</p> <p>Develop experiences that faculty can provide students to set goals for their learning and monitor their progress.</p> <p>Responsible: Principal, Assistant Principal, Faculty</p>	<p>Hold Division level meetings for faculty to share effective methods for enrichment and remediation</p> <p>Faculty to submit enrichment and remediation plans for identified students</p> <p>School will evaluate current services and practices for schedule implementation and effectiveness</p> <p>Send faculty to Texas Gifted and Talented Conference</p> <p>Faculty will assist students in creating a personal learning goal for the classroom.</p> <p>Consider implementation of goal setting through Guidance curriculum</p>	<p>Fall 2019 &amp; Spring 2020</p> <p>Winter</p> <p>Fall, 2019</p> <p>December</p> <p>Fall, 2019</p>	<p>Enrichment and remediation materials</p> <p>Current plans, TAGT conference, Division level meetings/discussions, ASCD</p> <p>Conference</p> <p>Family Goals implemented this year, Guidance curriculum</p>	

**Goal 3.5** - The library provides resource and media support to the school's instructional program. (AB3.5)

<b>Annual Goal/ Responsibility</b>	<b>Action Steps</b>	<b>Timeline</b>	<b>Resources/ Cost</b>	<b>Evaluation</b>
<p>Goal:</p> <p>Evaluate current print and electronic resources to determine the extent to which they support the instructional program of the school. (AB 3.5A)</p> <p>Responsible:</p> <p>Principal, Librarian, Assistant Principal</p>	<p>Librarian will attend Division level meetings to understand instructional needs</p> <p>Review Library electronic resources, Library World</p>	<p>Monthly, throughout the year</p> <p>Fall 2019</p> <p>Spring, 2020</p>	<p>Funding would be arranged for next school year's budget, based on identified need</p>	

**Goal 3.6** - The administrative team and faculty review and analyze student achievement information and test results to plan program effectiveness. (AB 3.6)

Annual Goal/ Responsibility	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal:</p> <p>Develop a documented process for longitudinal growth using test data (AB 3.6C)</p> <p>Responsible:</p> <p>Principal, Assistant Principal, faculty</p>	<p>Link testing data to student records in a non-evaluative way.</p> <p>Create recommendation process for student growth based on scores and class grades</p>	<p>Fall, 2019</p>	<p>Test scores</p>	

#### **IV. Student Services and Activities**

**Standard 4:** Student services enhance the curriculum and are an integral part of the learning process.

**Benchmark 4.1** – The school plans, implements and documents a comprehensive counseling and guidance program for students.

**Benchmark 4.2** – The school plans, implements, and documents the need for student academic assistance.

**Benchmark 4.3** – The school provides support to new families and students on the campus to ensure success.

**Benchmark 4.4** – The school provides additional services and resources to meet student needs.

**Benchmark 4.5** – The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.

**Goal 4.1 The school will provide a comprehensive counseling and guidance program for students. (AB 4.1)**

Annual Goal	Action Steps	Timeline	Resources/Cost	Evaluation
<p>Goal:</p> <p>Revised Second Step curriculum for guidance will be introduced to all guidance teachers.</p> <p>Counselor to begin to teach Middle School Guidance classes (6-8)</p> <p>Responsible:</p> <p>President, Principal, School counselor, Religion teachers</p>	<p>Faculty will meet to review new Second Step material; identify developmental milestones in Division Level groups</p> <p>Counselor will plan lessons for weekly guidance classes based Second Step curriculum</p>	<p>Fall 2019</p> <p>Fall 2019</p>	<p>Second Step, Guidance curriculum</p> <p>Second Step and Guidance curriculum</p>	



**Goal 4.3**

**The school will provide support to new families and students on the campus to ensure success. (AB. 4.3)**

Annual Goal	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal:</p> <p>Explore additional services and resources to meet the needs of a growing student population (SS B 4.4)</p> <p>Enhance the communication with new families during their time of adjustment</p> <p>Consider the implementation of an enrollment testing process provided to students entering the school, in order to determine their needs.</p> <p>Responsible:</p> <p>President, Principal, Assistant Principal, Director of Admission</p>	<p>Collect information from fall parent, faculty, board survey</p> <p>Director of Admission will create a checklist and timeline for communicating with new parents throughout the fall</p> <p>Evaluate other school's testing programs</p> <p>Create timeline and process for implementation</p>	<p>Spring, 2020</p> <p>Fall, 2019</p> <p>Fall, 2019</p>	<p>Parent survey results</p> <p>Accreditation documents</p> <p>Director of Admission</p> <p>Diocesan schools and principals, Superintendent, Other Diocese</p>	

**Goal 4.4** - The school provides additional services and resources to meet student needs. (AB 4.4)

Annual Goal/ Responsibilities	Action Steps	Timeline	Resources/Cost	Evaluation
<p>Goal:</p> <p>Evaluate the interest/need for summer program offerings</p> <p>Evaluate need for additional services from School Counselor</p> <p>Responsible:</p> <p>President, Principal, Counselor</p>	<p>Prepare survey and distribute by email to students and parents</p> <p>Monitor time needed for MS Guidance and student support</p>	<p>Spring, 2020</p> <p>Fall, 2019</p> <p>Spring, 2020</p>	<p>Faculty, student and parent surveys: no cost</p> <p>Guidance schedule and curriculum, student referrals; additional costs to be determined after assessing</p>	





**V. Plant and Facilities**

**Standard 5:** The physical plant/facilities and safety practices of the school promote a safe environment conducive to student learning.

**Benchmark 5.1** – The physical facilities and indoor/outdoor area(s) of the school are designed for their functions.

**Benchmark 5.2** – The school maintains a safe environment for the school community.

**Benchmark 5.3** – The school community is informed and aware of safety practices.

**Goal 5.1**

The physical facilities and outdoor/indoor areas of the school are designed for their functions, including: (B5.1)

Annual Goal	Action Steps	Responsible/ Timeline	Resources/ Cost	Evaluation
<p>Goal:</p> <p>School will work to develop and evaluate:</p> <p>outdoor space for physical activities</p> <p>sufficient parking</p> <p>eating space for students</p> <p>designated space for student health needs</p> <p>physical facilities that provide for total school gatherings, PE classes, etc</p>	<p>Finalize construction of three new buildings and Pavilion to complete Phase II of the Master Plan</p> <p>Create play space behind Charity</p> <p>Evaluate parking this year for possible expansion in Phase III</p> <p>Purchase tables, and plan for storage. Create bad weather plan</p> <p>Establish new clinic area in new Admin building</p> <p>Purchase/secure donations for equipment for new multipurpose Pavilion for PE, athletics, theatre</p>	<p>Fall 2019, Spring, 2020</p> <p>Fall, 2019 Ongoing</p> <p>Summer 2020,</p> <p>Spring, 2020, ongoing</p> <p>With opening of new buildings</p> <p>Spring, 2020, ongoing</p>	<p>Engineering and contractor plans, site and building permits</p> <p>Finalize engineering plans</p> <p>Engineer review</p> <p>Design plans for Pavilion</p> <p>Construction planning</p> <p>Construction planning</p>	

**Goal 5.2 The school shall maintain a safe environment for the school community. (AB5.2)**

Annual Goal/ Responsible	Action Steps	Responsible/ Timeline	Resources/ Cost	Evaluation
<p>Goal: Introduce I Love You Guys Foundation-Standard Reunification Method (SRM)</p> <p>Modify Crisis Management Plan to include SRM information. (BM 2.4)</p> <p>Comply with Foundation Memorandum of Understanding to inform all first responder groups of the use of SRM and SRM.</p> <p>Responsible: President, Principal, Assistant Principal</p>	<p>Identify multiple reunification locations</p> <p>Update plan once SRM is determined</p> <p>Letters to be sent/contact/meetings to be held with law enforcement, fire departments, EMS&lt; County and/or City Emergency Managers</p>	<p>August, 2018</p> <p>Fall 2019</p> <p>Fall, 2019</p>	<p>I Love You Guys Foundation Trainer, Mr. John-Michael Keyes</p> <p>Texas School Safety Center</p> <p>Current Emergency Management Manual, SRP and SRM materials, Texas School Safety Center</p>	

**Goal 5.3 The school community is informed and aware of safety practices. (AB 5.3)**

Annual Goal/ Responsible	Action Steps	Timeline	Resources/ Cost	Evaluation
<p>Goal: The school will provide students with training on the SRM at least once each year.</p>	<p>Review SRM with faculty, staff prior to student training</p>	<p>October</p>	<p>I Love You Guys Foundation material and website</p>	
<p>The school will drill each of the actions of the SRM</p>	<p>Students will be taught and practice</p>	<p>Fall, 2019</p>	<p>I Love You Guys Foundation material and website</p>	
<p>The school will provide parents with information about the I Love You Guys Foundation, SRP and SRM, online references and/or print.</p>	<p>Parents will be detailed information about the SRP and SRM within the Parent Handbook</p>	<p>Summer, 2019</p>	<p>I Love You Guys Foundation material and website</p>	
<p>Responsible: President Principal, Assistant Principal</p>				

## **Summary and Conclusion**

The Strategic Plan provides a valuable opportunity for ongoing evaluation of program and school needs. The document serves as a general guideline for planning and decision making and can be modified as new information becomes available. We look forward to the opportunities that our goals and action steps provide, and we look forward to enjoying the progress that can be made in a growing and ever-evolving school.