



SACRED HEART SCHOOL STRATEGIC PLAN FOR IMPROVEMENT

OBJECTIVE 1 <i>Sacred Heart School will meet the academic needs of all students.</i>			
STRATEGY 1 <i>Sacred Heart School will develop a formal process for using NWEA results to evaluate program effectiveness, student growth, and to improve communication of student goals between school and home.</i>			
ACTION STEP 1 <i>Attend a NWEA workshop.</i>	TIMELINE <i>October 2016</i>	RESPONSIBILITY <i>Principal and two teachers</i>	PROGRESS REPORT <i>October 2016</i> Teachers attended a NWEA workshop for using test results to help with evaluating student and curriculum needs. <i>May 2017</i> Mrs. Boe and Mrs. McKichan attended another NWEA workshop to help develop our formal plan.
ACTION STEP 2 <i>Share findings with other faculty.</i>	<i>October 2016</i>	<i>Principal and two teachers</i>	<i>October 2016</i> Mrs. McKichan and Mrs. Smith shared their findings with faculty on how to better utilize NWEA test results to meet our curricular needs.
ACTION STEP 3 <i>Write a formal plan.</i>	<i>August 2017- August 2019</i>	<i>Principal and teachers</i>	<i>May 2018</i> Since NWEA has added new data components, teachers will begin writing a formal plan at our August 2018 in-service days to incorporate these new components.
ACTION STEP 4 <i>Evaluate and assess the effectiveness of the program.</i>	<i>June 2020</i>	<i>Principal and faculty</i>	
STRATEGY 2 <i>Improve Technology, Science and Math Curricula.</i>			
ACTION STEP 1 <i>Train teachers in use of Project Lead the Way's (PLTW) Launch program.</i>	Timeline <i>Summer 2016</i>	Responsibility <i>Teachers and Principal</i>	Progress Report <i>June 2016</i> Two teachers attended PLTW Core Training, and trained the faculty.
ACTION STEP 2 <i>Purchase and organize PLTW materials and write an implementation plan.</i>	<i>August 2016</i>	<i>Principal</i>	<i>May 2016</i> The materials were ordered and distributed to PLTW teachers.
ACTION STEP 3 <i>Implement PLTW's Launch program.</i>	<i>September 2016</i>	<i>Teachers</i>	<i>Sept. 2016</i> Our Gr. 6 science teacher developed a schedule for K-5 to implement PLTW. This schedule will allow each grade level to access the iPads as needed.
ACTION STEP 4 <i>Evaluate and assess the effectiveness of the practices.</i>	<i>June 2020</i>	<i>Teachers</i>	<i>June 2018</i> Gr. K-5 have used the program for two years with much success. With the hire of a new 5-8th grade science teacher this past year, she will train in PLTW to add the Gr. 6-8 program.
STRATEGY 3 <i>Develop and Implement an Up-to-Date, All-School Curriculum.</i>			

ACTION STEP 1 <i>Attend Ace Collaborative Science.</i>	2016-2018	<i>Principal and Teachers</i>	<p>June 2016/October 2016 Principal and 2 teachers attended ACE curriculum development. Will meet again in Aug. 2017. <small>August 2017/Nov. 2017/Mar. 2018</small></p> <p>ACE Science Curriculum meetings are now completed. Curriculum will now be fully incorporated this coming school year.</p>
ACTION STEP 2 <i>Attend Ace Collaborative Language Arts.</i>	2017-2019	<i>Principal and Teachers</i>	<p>June 2017 ACE Curriculum meetings will be held in June 2017. Principal and 2 teachers will attend. <small>October 2018/Feb. 2018</small> Principal and teachers attended ACE curriculum development. <small>June 2018</small> Principal and teachers will attend ACE Curriculum meetings in June 2018. Other meetings will be held in October 2018/March 2019.</p>
ACTION STEP 3 <i>Attend Ace Collaborative Religion.</i>	2017-2019	<i>Principal and Teachers</i>	<p>November 2016 The Principal and a teacher went to the ACE meeting to begin planning the religion units and goals with other religion teachers from the Diocese. <small>March 2017</small> Attended another meeting with religious educators to start the process of finalizing units, goals and objectives. <small>June 2018</small> Religion curriculum planning meetings will be held throughout the 2018-19 school year to finalize each grade level.</p>
ACTION STEP 4 <i>Attend Ace Collaborative Specials Training.</i>	2018-2020	<i>Principal and Teachers</i>	<p>June 2018 Curriculum training will be held for team leaders for specials curriculum areas. Will meet again in August 2018.</p>
ACTION STEP 5 <i>Compile and distribute an all-school curriculum guide.</i>	Summer 2020	<i>Principal and Teachers</i>	

OBJECTIVE 2 <i>Sacred Heart School will meet the students' technological needs.</i>			
STRATEGY 1 <i>Sacred Heart will upgrade technology to create an environment of student-centered learning.</i>			
ACTION STEP 1 <i>Determine what technology is needed to meet the academic needs of students and teachers.</i>	TIMELINE <i>Fall 2017</i>	RESPONSIBILITY <i>Teachers, Principal, and Technology Committee</i>	PROGRESS REPORT <small>January 2018</small> It was determined that more iPads w/covers and Bluetooth keyboards were needed. This will allow more students to have access to technology. Will also need to purchase charging carts.

ACTION STEP 2 <i>Determine a source of funding.</i>	2017-2018	Principal, Technology Committee, Finance Committee	February 2018 The Catholic United Financial raffle funded these needs.
ACTION STEP 3 <i>Establish best practices in the classroom using technology.</i>	Summer 2018	Principal and Teachers	
ACTION STEP 4 <i>Establish a plan to prioritize technology needs each year.</i>	August 2018- August 2019	Principal, Teachers, Technology Committee	
ACTION STEP 5 <i>Develop a budget to meet technology needs.</i>	August 2018- August 2019	Principal, Technology Committee, Finance Committee	

OBJECTIVE 3 <i>Sacred Heart School will provide a safe, functional, and attractive learning environment.</i>			
STRATEGY 1 <i>Update the crisis management plan.</i>			
ACTION STEP 1 <i>Establish a committee.</i>	TIMELINE August 2016	RESPONSIBILITY Principal and School Board	PROGRESS REPORT August 2016 School board and principal formed a crisis management committee.
ACTION STEP 2 <i>Research best practices in crisis management and identify the school's security and safety needs.</i>	August 2016- August 2017	Crisis Committee	August/September/October 2016 The committee has begun looking at various security systems for our main entrance to school to decide what would be best for our building. Members of the Crisis committee will visit other schools to look at their security measures. In Nov. 2016 the principal and another teacher will attend the crisis management workshop at the MNSAA conference on Nov. 4. The Crisis committee will use the MN Dept. of ED Model Crisis Management Policy to guide their compliance with health and safety laws. June 2017 Security system (voice/speaker phone/lock bar) will be installed in our main entrance to the school. Both doors will be locked. Visitors will need to identify themselves. Secretary will buzz them in from the office. August 2017 Security system was fully installed. A notice was sent to all families about our new secure entrance which

			was implemented on the first day of school. Information was also provided to stakeholders in our weekly newsletter and church bulletin.
ACTION STEP 3 Write the plan.	August 2017- August 2019	Crisis Committee	^{May 2018} The Committee began reviewing our Crisis Policy in Jan. 2018. Members were divided into groups to review each section of the policy and procedures and have met each month with recommendations for best practices. Next meeting will be in August 2018.
ACTION STEP 4 Implement the plan.	September 2019	Principal and Teachers	
ACTION STEP 5 Evaluate the effectiveness of the plan.	June 2020	Principal and Teachers	
STRATEGY 2 Create a plan for future growth.			
ACTION STEP 1 Identify and analyze classroom space needs.	Timeline 2015-2025	Responsibility Principal, Staff, and School Board	Progress Report ^{May 2017} As our school population continues to increase our spacing needs include an art room, music room, before and after school daycare area. Storage space is limited. We also need more office space as our principal is now full-time.
ACTION STEP 2 Determine a source of funding.	2015-2025	Finance Committee	^{September 2017} At the school board meeting discussion was held on looking at the old school plans. Father Leif, a former pastor from 1994-2004, had the plans developed. At that time, funds were not available to proceed with any additions to the school. If and when a source of funding is determined, these plans will be helpful to increase our spacing needs.
ACTION STEP 3 Develop a long-term facility use plan.	2025	Principal, Pastor, and School Board	
STRATEGY 3 Improve the aesthetic appearance of the school building.			
ACTION STEP 1 Develop a committee to determine building needs.	Timeline September 2017	Responsibility Principal, Pastor, School Board, Finance Committee	Progress Report ^{September 2017} A committee was formed to determine building needs and plans made to meet throughout the school year.

ACTION STEP 2 <i>Prioritize aesthetic needs and evaluate budget to meet these needs.</i>	September 2017-August 2023	Principal, Pastor, School Board, Finance Committee	March 2018 It was determined the following needs improvement: school lockers, hallway floors, painting of hallways and gym, replace classroom carpeting. Next step is to prioritize.
ACTION STEP 3 <i>Seek prices and bids.</i>	September 2017-August 2023	Committee Members	
ACTION STEP 4 <i>Oversee the installation.</i>	September 2017-August 2023	Committee Members	
STRATEGY 4 <i>Create a plan to support parents and students in understanding handbook policies.</i>			
ACTION STEP 1 <i>Identify the best way to ensure parent and student understanding of Sacred Heart School policies.</i>	August 2017	Teachers and Principal	August 2017 Parents were given the handbook at our open house. After reading the handbook, parents were to sign a signature page to verify they have read and understand our school's policies. These will be kept on file each school year.
ACTION STEP 2 <i>Develop a plan to implement best practice.</i>	August 2017	Teachers	August 2017 Teachers will incorporate into their back to school letters best practice for using our handbook.
ACTION STEP 3 <i>Implement the plan.</i>	September 2017-May 2018	Teachers and Principal	September 2017 A handbook policy will be put in our weekly school newsletter to remind parents of our school's policies and procedures. May 2018 All sections of the parent handbook were printed and reviewed in the weekly school newsletter. This will be utilized each school year.
STRATEGY 5 <i>Update the current wellness policy and procedures.</i>			
ACTION STEP 1 <i>Establish a committee.</i>	Timeline August 2016	Responsibility Principal and School Board	Progress Report August 2016 Phy Ed teacher, Greg Storey, is head of the committee. Faculty, staff, and parents are also on the committee.
ACTION STEP 2. <i>Research best practices in health and wellness.</i>	August 2016-August 2017	Wellness committee	October 2016 The committee had their first meeting to research and discuss best practices for our health and wellness. Committee will continue to meet throughout the school year as we determine what works best for our school community. A grant is being written to buy two water hydration drinking fountains. In Nov. 2016 the principal

			<p>and another teacher will attend the wellness workshop at the MNSAA conference on Nov. 4.</p> <p>November 2016 A grant was received and two hydration systems were installed. Faculty and staff participated in "Most steps by the end of the Month" wellness challenge.</p> <p>January 2017 A Mower County Community health specialist met with the principal and phy. ed. teacher to inform us of services that are available for local schools to improve our wellness plan.</p>
ACTION STEP 3 Write the plan.	August 2017- August 2018	Wellness committee	<p>November 2017 The committee met several times in the Fall of 2017. Wellness plan was completed and approved by the wellness committee and school board on Nov. 8, 2017.</p>
ACTION STEP 4 Implement the plan.	September 2018	Wellness committee, faculty, staff, and school community	
ACTION STEP 5 Evaluate the effectiveness of the plan.	June 2019	Wellness committee	

OBJECTIVE 4 Sacred Heart School will maintain a sufficient student population.

STRATEGY 1 Sacred Heart School will maintain/increase current enrollment.

ACTION STEP 1 Determine the feasibility of a preschool.	TIMELINE School Year 2017-2018	RESPONSIBILITY Parish Priest and School Board	PROGRESS REPORT September 2017 It was determined that adding a preschool at this time was not feasible due to spacing issues.
ACTION STEP 2 Distribute an interest survey.	June 2018	Principal, School Board, and Priest	
ACTION STEP 3 Implement the program.	School Year 2018-2019	Principal and Committee	

OBJECTIVE 5 Sacred Heart School will integrate Catholic Identity into all aspects of the school.

STRATEGY 1 Sacred Heart School will have a written Catholic Identity Improvement Plan.

ACTION STEP 1 Identify areas of weakness in regard to Catholic Identity.	TIMELINE School Year 2016-2017	RESPONSIBILITY Priest, School Board, Principal, and Staff	PROGRESS REPORT May 2017 Areas of weakness include implementing Catholic Identity into our daily curriculum, providing an explicit opportunity for students to reflect and/or share their personal
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			experience with service projects, retreats for students in K-7, promote our school at various community events.
ACTION STEP 2 <i>Draft a written Catholic Identity Improvement Plan.</i>	TIMELINE <i>August 2017- August 2018</i>	RESPONSIBILITY <i>Principal and Teachers</i>	PROGRESS REPORT <small>May 2018</small> Principal and teachers made lists throughout the year on what they did for Catholic Identity. At August 2018 in-service, teachers will compile their lists into a plan to be implemented in the new school year.
ACTION STEP 3 <i>Written Catholic Identity Improvement Plan will be finalized and approved.</i>	TIMELINE <i>September 2018</i>	RESPONSIBILITY <i>Principal, Priest, and School Board</i>	PROGRESS REPORT
ACTION STEP 4 <i>Implement the Catholic Identity Improvement Plan.</i>	TIMELINE <i>September 2018</i>	RESPONSIBILITY <i>Principal and Teachers</i>	PROGRESS REPORT
STRATEGY 2 <i>Sacred Heart School will hold a staff retreat to deepen religious formation.</i>			
ACTION STEP 1 <i>A retreat planning committee will be formed.</i>	TIMELINE <i>Summer 2016</i>	RESPONSIBILITY <i>Priest and Principal</i>	PROGRESS REPORT <small>June 2016</small> The committee brainstormed retreat ideas.
ACTION STEP 2 <i>The committee will schedule and plan the retreat.</i>	TIMELINE <i>Summer 2016</i>	RESPONSIBILITY <i>Priest and Principal</i>	PROGRESS REPORT <small>July 2016</small> A location, date, and retreat leader was chosen.
ACTION STEP 3 <i>Faculty and staff will attend the retreat.</i>	TIMELINE <i>August 2016- August 2017</i>	RESPONSIBILITY <i>Priest, Principal, and Staff</i>	PROGRESS REPORT <small>August 2016</small> It was decided that August was not the best time to have a retreat. The retreat has been rescheduled for Nov. 11. This is a non-school day. <small>Nov. 2016</small> Retreat was held on Nov. 11 at Assisi Heights in Rochester, MN. Father Leif was our spiritual director. <small>August 2017</small> It was determined that faculty and staff preferred to have a retreat at the beginning of the school year during our in-service days.
STRATEGY 3 <i>Sacred Heart School will add a Sacred Heart of Jesus component to the K-8 religion curriculum.</i>			
ACTION STEP 1 <i>A research committee will be formed.</i>	TIMELINE <i>Summer 2016</i>	RESPONSIBILITY <i>Principal and Priest</i>	PROGRESS REPORT <small>August 2016</small> The 2016-2017 school theme is Sacred Heart of Jesus. This was introduced to the students on their first day of school assembly and was part of Christian Student of the Month. <small>June 2017</small> The Sophia Institute will be a resource for

			<p>implementing this component as the Winona Diocese is looking at adopting their religion curriculum.</p> <p>May 2018 As of right now, the Diocese is not adopting the Sophia Institute curriculum because we are writing our own Religion curriculum. When this is complete, we'll have a better idea of how to implement the Sacred Heart of Jesus component within the ACE curriculum.</p>
ACTION STEP 2 <i>The committee will write the grade-level objectives.</i>	TIMELINE <i>August 2018- August 2019</i>	RESPONSIBILITY <i>Principal and Teachers</i>	PROGRESS REPORT
ACTION STEP 3 <i>The objectives will be reviewed and approved.</i>	TIMELINE <i>August 2019</i>	RESPONSIBILITY <i>Principal and Priest</i>	PROGRESS REPORT
ACTION STEP 4 <i>The objectives will be integrated into the K-8 religion curriculum.</i>	TIMELINE <i>September 2019</i>	RESPONSIBILITY <i>Principal and Teachers</i>	PROGRESS REPORT
STRATEGY 4 <i>Sacred Heart School will regularly review and update the mission statement and philosophy.</i>			
ACTION STEP 1 <i>Form a Mission Statement and Philosophy Committee.</i>	TIMELINE <i>August 2020</i>	RESPONSIBILITY <i>Parish Priest</i>	
ACTION STEP 2 <i>Create a schedule and a rubric to guide revision.</i>	TIMELINE <i>August 2020</i>	RESPONSIBILITY <i>Parish Priest and Committee</i>	
ACTION STEP 3 <i>Review and publicize the mission statement and philosophy.</i>	TIMELINE <i>December 2020</i>	RESPONSIBILITY <i>Parish Priest and Committee</i>	