

Standard 1: Mission and Philosophy – *The Vision and Values of a School*

Criteria

1.01 DEVELOPMENT OF MISSION AND PHILOSOPHY: The school's stakeholders engage in a systematic, inclusive and comprehensive process to develop mission and philosophy statements that direct the educational program; this includes a regular process for stakeholders to review, clarify and revise these statements.

Presentation of Mary School will have mission and philosophy statements that have been developed by appropriate representatives of the various stakeholders, and a shared evaluation process that periodically reviews the effectiveness, relevance, and quality of the statements.

As seen in our Student & Parent Handbook, Presentation of Mary School's mission and philosophy statements are reviewed by the SAC (School Advisory Commission) every other year, and the parents are surveyed every seven years to ensure it leads the school in every aspect.

In the Spring of 2017, the parents were surveyed, and it was found that the current mission and philosophy statements are appropriately and accurately leading the school, its beliefs, decisions, and future.

Evidence of Compliance
Narration of Compliance
Written Description of Process
Other Evidence (onsite)

1.02 MISSION STATEMENT: The school has a mission statement that concisely articulates a shared vision for the school community and establishes a commitment to support and promote student learning.

The purpose of Presentation of Mary School is to provide a Catholic community that fosters the religious and academic development of individual students in a safe and welcoming learning environment.

Evidence of Compliance
Written Mission Statement
Other Evidence (onsite)

1.03 PHILOSOPHY STATEMENT: The school articulates a philosophy of teaching and learning that elaborates, supports, and clarifies the mission statement.

Evidence of Compliance

Presentation of Mary School creates a supportive Catholic community committed to the Gospel message that calls us to faith, service, and worship. An environment of respect, peace, and justice fosters an appreciation of God's gift of life in all people. Each student is empowered to develop their own potential, which will lead to excellence in academics, athletic activities, and the fine arts.

Written Philosophy Statement
Other Evidence (onsite)

1.04 COMMUNICATION OF MISSION AND PHILOSOPHY: The school communicates the mission and philosophy to the stakeholders in the school community.

Evidence of Compliance

Presentation of Mary School communicates its mission and philosophy statements often and in many ways. They can be found in the Student & Parent Handbook, in our newsletter, on our website, in our student yearbook, and read prior to all of the School Advisory Commission's meetings.

Narration of Compliance
Observable Evidence
Other Evidence (onsite)

1.05 USE OF STATEMENTS: The school provides evidence that the mission and philosophy statements are the foundation for the school's goals, programs, policies, and procedures.

Evidence of Compliance

Presentation of Mary School's mission and philosophy statements are cornerstones to the identity of the school. These statements lead our school in all aspects and in every form.

Observable Evidence
Narration of Compliance
Other Evidence (onsite)

Throughout the Employee Handbook and Student & Parent Handbook, all appropriate policies and organizations directly or indirectly refer to these statements. As policies and curriculum are reviewed and updated, the teachers, administration, and governance committees use the mission and philosophy statements to lead the decisions.

Every room that students may use has a copy of our mission and philosophy to guide classroom instruction as well as universally communicate these statements to the students.

SUMMARY: MISSION AND PHILOSOPHY

Strengths and Challenges

Strengths:

- *The mission and philosophy statements are used to guide instruction.*
- *The mission and philosophy statements provide a clear framework to the community at large.*
-

Challenges:

-
-
-

Standard 2: Teaching and Learning – Curriculum, Instruction and Monitoring Learner Performance

Criteria

2.01 CURRICULUM STANDARDS: ^{LR*} The school has written curriculum standards that are vertically aligned to ensure every student successfully completes a rigorous academic program. Subject areas include: language arts, mathematics, science, social studies, fine arts, health, and physical education and other content areas appropriate to the school either as integrated or separate subjects, such as religion, technology, media literacy, and world language. (*MN Statute 120A.22 – Compulsory Instruction)

Presentation of Mary School's Curriculum Handbook includes written curriculum mapping and standards for each subject, grades kindergarten through eight. Curriculum topics follow a cyclical program, and are introduced in lower grades. Simple pedagogy becomes more complex as students progress.

All teachers have a copy of the mapping and standards for all grades and subjects. The handbooks are used for weekly lesson plans and long-term planning. The curriculum maps have been written, shared, and evaluated by the teachers in grade level groupings. Maps are sequentially organized to ensure that all standards are met.

Evidence of Compliance
Narration of Compliance
Written Curriculum Standards
High School: Syllabi and department objectives
Other Evidence (onsite):

Curriculum Handbook

2.02 CORRELATION WITH MISSION AND PHILOSOPHY: The school's curriculum standards and instructional strategies flow from the mission and philosophy.

Presentation of Mary School regards the mission and philosophy statements as the cornerstone of all instruction and learning. We nurture the religious and academic development of the individual student. Our environment is a safe and welcoming Catholic community where there are many opportunities for spiritual growth, such as daily prayer, weekly Mass, monthly rosary, monthly children's Mass, Adoration, eighth grade retreat day, Stations of the Cross, Reconciliation Services for grades two through eight, and participation in social justice service projects throughout the year. The religion program activates us to follow the philosophy of Jesus and influences

Evidence of Compliance
Narration of Compliance
Subject Area Philosophies
Other Evidence (onsite):

Copy of the Mission and Philosophy Statements

Morning Prayer
Daily Mass Announcement

the direction of each curriculum lesson in all subject areas. Our staff participates in building-wide staff retreats. These retreats allow us, as a group, to continue our journeys in growing closer to God, which in turn helps us meet the ideals and goals set forth by our mission and philosophy statements.

Schedule of School Masses
School Liturgy Planning Guide
Copy of “Pray The Rosary Daily”
Pamphlet
Rosary Schedule
Notice of Mass at RCCC
Adoration Schedule
8th Grade Retreat Planning Guide
Living Stations of the Cross
Program
Page of School Newsletter with
Living Stations Highlighted
Copy of Examination of
Conscience
Lenten Observances Grades One
to Eight: Social Justice
Notice from Newsletter of Lenten
Dinners
Staff Retreat Agenda/Notes

2.03 STANDARDS GUIDE INSTRUCTION: The school demonstrates that standards guide instruction.

At Presentation of Mary School, each teacher has a copy of the current curriculum handbook in his or her classroom. This handbook is correlated to the applicable national, state, or diocesan standards in each subject area. Teachers refer to the handbook as they develop lesson plans and units and plan long-range curriculum goals. The use of the curriculum handbook provides continuity when new faculty

***Evidence of Compliance
Narration of Compliance
Observable Evidence (onsite)
High School: Syllabi and
department objectives
Other Evidence (onsite):***

members are hired or when a teacher switches grade levels.

Periodically, teachers meet in grade level groupings to ensure that all standards are met.

Curriculum Handbook on
Website

Minnesota Department of
Education Standards in Blue
Binder

Sample Lesson Plan Template

First Grade Lesson Plan (Math)

Second Grade Lesson Plan
(Reading/Social Studies/Science)

Physical Education Lesson Plan

2.04 INSTRUCTIONAL STRATEGIES: The school utilizes research-based instructional strategies to accommodate varying learning styles, student needs, and foster active, meaningful engagement in learning.

The teachers of Presentation of Mary School use a variety of instructional practices to meet the individual needs of the student body. Professional development time is devoted to educating the teachers on different learning styles to best serve every student. We have completed trainings in Differentiation Instruction, Diversity Training (lead by Campbell-Jones), Higher-Level Thinking Skills, Individual Learning Styles, and Student Progress Monitoring. Each teacher has a variety of instructional resources, including iPads, math manipulatives, science kits, and online programs like GoNoodle, Khan Academy, and Raz-Kids to use in the classroom in order to meet the needs of all learners. In addition, we have taken advantage of continuing education opportunities to learn practical tools to develop the potential in students.

Evidence of Compliance
Narration of Compliance
Other Evidence (onsite):

***Examples of Instructional
Practices That Accommodate
Different Needs Are:***

First Grade Reading Lesson
Showing Diversity

Ways to Format Lesson Plan to
Incorporate Diversity

Physical Education Standards
Based Instruction with Diversity

5th Grade Project Showing
Differentiation

Kindergarten Math Showing
Differentiation

Multicultural Lessons Travel Buddies

Math Lesson

Incorporating Individual Learning Styles

Spanish Lesson Plan Showing Cultural Diversity

Multicultural Project (Festival of Nations)

Differentiation Workshop

Handout from Cultural

Proficiency Awareness Seminar

Bloom's Taxonomy of Higher-Level Thinking Skills

Spelling Challenges - Higher Level Thinking Skills

Oral Math Assessments

Examples of Pre- and Post-Assessments

Multiple Intelligence Rubric

First Grade Examples Individual Learning Styles

Middle School Social Studies Project Incorporating Individual Learning Styles

Taxonomy of Seven Learning

Styles

Examples of Student Self-Monitoring

Shared iPads (Grades K-4)

Classroom iPads (Grade 5)

One-On-One iPads (6-8th Grade)

Math Manipulatives

Gonoodle

Raz-Kids

Khan Academy

Proof of Registration of Teacher Workshops

2.05 MEETING THE DIVERSE NEEDS OF LEARNERS: The school will provide opportunities that engage and motivate each learner to develop his/her abilities and talents.

Presentation of Mary School offers a wide variety of opportunities to engage and motivate each learner both inside and outside of the classroom. A number of extracurricular activities are offered, including choir, drama club, yearbook, student council, volleyball, baseball, and swimming.

We have offered academic connections to further pursue and apply knowledge through STEM, Problem Based Learning classes, Quiz Bowl, Spelling Bee, and Science Fair. Students also have opportunities for field trips such as the sixth grade trip to Wolf Ridge Environmental Learning Center (ELC) and the eighth grade trip to Festival of Nations. Each grade level participates in classroom field trips that correlate to different subject areas.

Performance-based classes such as art, middle school choir, band, and music showcase student talent at Christmas and spring performances. Student artwork is displayed in the hallways throughout the school year.

Evidence of Compliance

Narration of Compliance

Other Evidence (onsite):

Copy of Yearbook with Pages Marked

Interoffice Memo: Student Council

Drama Club Playbill

Examples of STEM Activities

Festival of Nations Project

Field Trip Permission Slips

The Kindergarten-Eighth Grade Buddy and the First Grade-Fourth Grade Friends programs connect and motivate the younger students while developing the abilities and talents of the older students.

Middle School Art Schedule
Middle School Art Curriculum
Playbill for Spring Music Concert
Notification of Christmas/Spring Concerts
Pictures of Kindergarten/8th Grade Buddy Program and the First Grade/4th Grade Friends Program Marked in Yearbook

2.06 SERVICES TO SUPPORT LEARNERS: The school provides the necessary support to ensure that every student successfully completes the academic program.

Presentation of Mary School pre-assesses students in order to drive instruction and to enable us to meet them at their individual level in learning. This strongly sets the stage for their success. We use various intervention techniques, including Individual Education Plans (IEPs), Student Accommodation Plans, and the principles of Responsive Classroom to support the academic, social, and emotional needs of students. Assistive technology is used to aid students with various learning needs. Presentation of Mary School works in cooperation with Independent School District 622 (ISD 622) to assess and monitor the progress of students who qualify for special education services. Teachers are available outside of school hours to meet with students who need extra help. The services of two school counselors are utilized to cover individual student needs, and to conduct large group sessions on a grade level basis.

Presentation of Mary School also provides a math and reading specialist for the primary grades, and Title 1 services for elementary grades. Qualified volunteers provide additional help to students in need. Raz-Kids, an online reading program, and the Accelerated Reader program are used to ensure reading enrichment.

Evidence of Compliance

*Narration of Compliance
Written Process (onsite)
Evidence Process is Used
Other Evidence (onsite):*

Individualized Education Plan
Student Accommodation Plan
Title One Referral
Example of Morning Meeting From “Responsive Classroom”
Kindergarten-5th Grade School Counselor Lesson Plan
Reading and Math Specialist Schedule for Grades K-2
Elementary Title 1 Schedule

2.07 EVALUATION OF STANDARDS, INSTRUCTION, AND ASSESSMENT: The school has an established collaborative process for the ongoing evaluation and development of curriculum standards, instructional strategies, assessment practices and instructional resources.

At curriculum review time a committee, which includes at least one teacher from each grade level team, meets to establish the criteria of the curriculum under review. Curriculum is reviewed for consistency with the philosophy of Presentation of Mary School, content accuracy, content depth, content scope, design, ease of use, lesson plan model, standards coverage, teaching methods, technological support, and the use of technology for instruction.

Each teacher works to update instructional materials on an ongoing basis. Grade level meetings throughout the year focus on student achievement, appraise assessments used, and track compliance to standards. Sharing time at faculty meetings allows us to impart successful instructional strategies and instructional resources to one another. Any pertinent educational resource is placed in the faculty room or given to each teacher via their mailboxes or emails.

Formal and informal assessment of an individual teacher's instructional techniques including content expertise, instructional design skills, instructional delivery skills, instructional assessment skills, and course management skills are conducted by the principal throughout the year. These assessments include walk-through teacher observations, self-evaluations, and formal observations.

A report card committee was formed to evaluate letter-grade versus standards-based report cards. The committee then met to design, publish, and articulate the updated report card to the greater staff.

Evidence of Compliance

*Narration of Compliance
Written Process of Evaluation
Written Schedule of Review
Other Evidence (onsite):*

Curriculum Review Procedure

Mission Statement

Philosophy Statement

Teacher Workshop Schedule
Showing Grade-Level Meetings

Principal Observation Forms

Teacher Evaluation Forms

Standards Based Report Card
Sample

Report Card Evaluation Process

See Curriculum Handbook

2.08 LITERACY RESOURCES: The school demonstrates that literacy is essential to learning.

Presentation of Mary School students in kindergarten through second grade follow Superkids reading program. A reading specialist works every day with students in grades kindergarten through two. Upper elementary grades three through five combine spelling, grammar, and literature curriculum to enhance reading practices. Middle school students grades five to eight participate in novel studies, grammar, and vocabulary instruction.

Presentation of Mary School students in kindergarten through fourth grade visit the school library weekly. The school librarian or a parent volunteer read aloud a story appropriate to the grade level. The school library is open to all grades for research materials. Each classroom, including middle school classrooms, has a classroom library, and books are available in the Wold Room for student use. Each teacher subscribes to Scholastic Books, a monthly program that allows students to purchase books, which are then delivered to the classroom. Every year during Catholic Schools Week, the school librarian sets up a Book Fair which each class visits at least once that week, and is open and available for parents also. Students in kindergarten through fourth grades use Raz-Kids, an online reading program, to reinforce reading levels and monitor student progress. The Accelerated Reader program encourages students in grades two through eight to read. Students utilize electronic media to support research in science, math, social studies, and history classes.

Evidence of Compliance
Narration of Compliance
Other Evidence (onsite):

- Family Letter For Superkids Reading Program Grades K-2
- Superkids Class Record Report
- Reading Specialist Schedule Grade 1
- Summative Assessment Grade 4
- Vocabulary Lesson Middle School
- Library Schedule Grade 1
- Scholastic Reading Club Forms
- Catholic Schools Week Book Fair Notice
- Raz-Kids Letter to Parents
- Reading Review for Raz-Kids
- Reading Practice Tops Report for Accelerated Reader
- Accelerated Reader and Raz-Kids Awards
- End of Year Research Projects for Science, Social Studies and Art

2.09 TECHNOLOGY: The uses technology to prepare students to be proficient users of technology and support

the teaching and learning process.

Presentation of Mary School teachers use a wide variety of technology in our teaching strategies and hands-on student learning. Our use of technology can be seen throughout the building. Each classroom has a projector. The kindergarten room has a Smart Board, and three other Smart Boards are accessible throughout the school for use. A set of 20 iPads, available for kindergarten through fourth grade, is checked out by teachers for student use, while a set of iPads are assigned to the fifth grade classroom. Students in grades six through eight participate in a one-to-one iPad program. The computer lab, equipped with 23 student computers, provides students in kindergarten through eighth grade structured technology learning on a weekly basis. The computer lab is also available to classroom teachers to sign out during open times. Learning technologies are used throughout the school. Kindergarten through fourth grade use Raz-Kids, an online reading program, which can be utilized both in school and at home. Superkids, the kindergarten through second grade reading program, has an online assessment tool and other online components to enhance learning, and can be accessed both in school and at home. Grades four through eight use Khan Academy, an online personalized learning resource tied to the NWEA testing. Middle school students use Google classroom as well as a variety of educational apps. The building is equipped with wireless internet and a firewall has been installed to ensure safe internet use. Teachers attend technology-related workshops to keep current with new technology available for classroom use.

Students school-wide use the Archdiocesan recommended curriculum, NetSmartz and MBF, to inform and educate students how to be safe online.

Evidence of Compliance

Narration of Compliance

Observable Evidence (onsite)

Technology Policies (onsite)

Other Evidence (onsite):

SMART Board Reservation Sign-Up Sheet

iPad Check Out Sheet

1:1 iPad Program

Middle School

Computer Lab Schedule

Technology Curriculum Map

Raz-Kids Instruction Sign-In Sheet

Raz-Kids Teacher Corner

Superkids Class Record Report

Khan Academy

Student Pledge for iPad and Google Apps Use

Teacher In-Service for iPad Training and Technology Integration

Technology Integration Academy from Tierney

NetSmartz

MBF

2.10 PHILOSOPHY OF ASSESSMENT: The school clearly articulates a philosophy of assessment that guides teaching and learning.

Educational assessment at Presentation of Mary School embraces the following principles and values.

The purpose of assessment is to support and enhance student learning and guide teacher instruction. Each student is a unique individual created in the image and likeness of God, with a wide range of abilities, skills, knowledge, experiences, and cultures. Assessment shall focus on all areas of student learning and development including, but not limited to, core academics, intellectual ability, the arts, social justice, integration of technology, social-emotional development, physical fitness, and spiritual growth. Assessments shall be completed formally and informally. Measurement marking student progress in both a formative and summative manner shall be based on a variety of criteria including Presentation of Mary School curriculum goals, Archdiocese, Minnesota, and national standards, and individual student potential goals. Assessments shall be utilized to improve, measure, and self-evaluate classroom instruction and the academic performance of students. Assessment data shall be communicated through a variety of ways to students, parents, and Presentation of Mary School stakeholders.

Evidence of Compliance
Narration of Compliance
Philosophy of Assessment
 Other Evidence (onsite):
 Superkids Assessment Report

Pre-Assessment Reports

Pretest for Seventh Grade
 History

8th Grade History Pretest

Oral Exam Rubric for Science

Pre-Assessment Midwest States
 Cooperative Group Evaluation
 Form

Assessment “I Can” Statements
 (Math)

Algebra Warm Ups

NWEA Student Progress Report

Mid-Trimester Report

Student Progress Reports from
 Educate by TADS

2.11 MONITORING ACADEMIC STANDARDS: The school evaluates the extent to which students are meeting the curriculum standards.

Presentation of Mary School faculty and staff use a variety of assessment tools including NWEA MAP testing kindergarten through eighth grades, mid-trimester reports, trimester report cards, fall and spring conferences, rubrics, and Educate by TADS to monitor achievement throughout the year. Presentation of Mary School uses the public school system to help in diagnosing learner needs by administering or requesting necessary testing. Classroom teachers address the needs of students who do not qualify for services, as well as those high potential learners, through differentiated instruction. Students who have qualified for special education are serviced by the public school system. NWEA MAP testing results are reviewed by individual teachers and are used to direct individual learning. NWEA MAP testing results guide differentiated instruction for various subject areas.

Evidence of Compliance

Narration of Compliance

Analysis of Individual Progress

Other Evidence (onsite):

NWEA Student Progress Report

Mid-Trimester Report

Student Progress Reports from Educate by TADS

Trimester Standards Based Report Cards

Conference Date and Time Slips

Conference Sheet

Notice of Spring Conferences

Creative Writing Rubric

Science Fair Rubric

Independence School District #622 Learner Performance Review

Instructional Practices to Accommodate Different Needs

Examples of Differentiation

2.12 ASSESSMENT DEMONSTRATES ACHIEVEMENT: The school documents student growth and achievement over time using a norm-referenced standardized test and a variety of curriculum-based assessments.

All kindergarten through eighth grade students take the NWEA MAP test three times each year. Results from the current NWEA MAP test are compared to the results from previous tests to gauge student growth or areas for improvement. Students, teachers, and parents can see results and measure progress in specific areas of math, reading, and literature. The results of these tests guide instruction by highlighting individual strengths, and exposing areas of needed improvement. Lessons are then differentiated and steer students toward ability levels.

Assessments are evaluated following these criteria: Does the measurement tool relate to the mission and philosophy statements of the school? Is the purpose to measure student progress? Is active participation required by the learner? Does the measurement tool include process as well as product? Is learner self-evaluation promoted? Does the measurement tool enable learners to set their own goals? Is formative information provided? Is summative information provided? Can the measurement tool inform the teacher about the effectiveness of his or her instruction?

Achievement is documented with daily assignments, progress reports, mid-trimester reports, and trimester report cards.

Evidence of Compliance

Narration of Compliance

Other Evidence (onsite):

NWEA Class Report

NWEA Student Progress Report

Mid-Trimester Report

Student Progress Reports from Educate by TADS

Standards Based Report Cards

Measurement Tool Evaluation Questions

Rubric for Penguin Research Project

Physical Education Peer Assessment

Formative Assessment Metric Measurement (6th Grade)

Physical Fitness Flow Chart and Assessments

Fitness and Activity Journal

Formative Assessments (Middle School Social Studies and

History)

Summative Assessment (Middle School Religion)

Summative Testing (First Grade)

Summative Assessment (Art)

Formative Assessment (Kindergarten)

Self-Assessment (2nd Grade)

Summative Assessment (3rd Grade)

Summative Assessment (4th Grade)

Formative Assessment (7th Grade)

Summative Assessment (7th Grade)

Summative Assessment (8th Grade)

Formative Assessment (First Grade)

Summative Assessment (5th Grade)

2.13 ASSESSMENT RESULTS EFFECT CHANGE: The faculty uses assessment results to guide curriculum and instructional decisions.

Evidence of Compliance

Presentation of Mary School uses the NWEA MAP test for kindergarten through eighth grade in fall, winter, and spring. Teachers review individual student results and compare results from previous testing to evaluate student growth. The results are used to help guide the reading and math curriculum. Superkids, the kindergarten through second grade reading program, has an online assessment tool used to evaluate student learning and to guide instruction.

Narration of Compliance
✓ *Documented Changes to Curriculum/ Instruction*
✓ *Documented Evidence of Assessment Analysis*
Other Evidence (onsite):

NWEA Class Report

NWEA Student Progress Report

Mid-Trimester Report

Superkids Assessments Reports

Raz-kids Beginning of Year Report

Super Kids Pre-Assessment

Saxon Math Pre-Assessment

Standards Based Report Card

2.14 CRITERIA FOR EVALUATION: The faculty develops consistent criteria for evaluation and reporting of student work.

Presentation of Mary School maintains a permanent record file for all current students in grades kindergarten through eight. Information in each student's permanent record file includes a brief student profile, yearly progress reports, additional testing information for special needs students (copy of IEP), medical information (kept in a separate file in the nurse's office), any information from schools previously attended (transfer students), any modifications to learning previous teachers have made, and any other documentation pertinent to the history and progress of the student. Homeroom teachers are responsible for updating students' files at the close of each school year.

The results from learner assessments are used to make changes in curriculum instruction when necessary. Standardized testing data is given to teachers and parents to analyze strength and challenge areas in each student's learning.

Evidence of Compliance
Narration of Compliance
Other Evidence (onsite):

Student Cumulative Record

NWEA Student Progress Report

2.15 ASSESSMENT RESULTS COMMUNICATED: The school communicates learner progress to students, parents and the broader community.

Presentation of Mary School provides parents with trimester grades, and reports are sent home with the students half-way through each trimester as well as at the conclusion of each trimester. One-on-one parent/teacher conferences are scheduled for each student at the middle of first trimester in the fall, and optional parent/teacher conferences are offered in the spring. Parents or teachers can request a conference at any time during the school year. We provide phone number and email addresses for parents to contact teachers if needed. Presentation of Mary School provides a secure website, Educate by TADS, where parents in grades five through eight can access their child's grades or missing assignments. Student papers are sent home with the child for parents to see grades or progress. As necessary, principal or staff will call, email, or send home letters regarding any special concerns or issues. A copy of individual test results from the NWEA MAP standardized testing is sent to each parent whose child is tested. We review summary results for each class to assist in targeting curriculum areas that may need improvement.

Some classrooms require parent signatures on formal and summative assessments.

Evidence of Compliance
Narration of Compliance
Evidence Test Results are
Communicated

Other Evidence (onsite):

Middle School Trimester Report

Elementary Grade Trimester
Reports

Middle School Mid-Trimester
Section Progress Report

First Grade Mid-Trimester Report

Spring Conference Sign-Up
Sheet

Notice of Spring Conference

Spring Conference Sheet
(Primary Grades)

Teacher Contact Information

NWEA Class Report

NWEA Student Progress Report

Signed Test

2.16 TEACHING & LEARNING COMMUNICATED: The school communicates both the academic and affective dimensions of learning.

Evidence of Compliance

At Presentation of Mary School, communication is the key. The school’s website provides links to all areas of the school. A copy of the Student & Parent Handbook, which includes our Bully Prevention Policy, is available on the school website. Trimester and mid-trimester reports are sent home throughout the year. Parish bulletins include school news. The school’s Facebook page is updated often. Communication envelopes are sent home bi-weekly with the youngest student member of the family. Kindergarten through second grade have a communication sheet that goes home weekly; third through eighth grade use an assignment planner that goes home every day. The school newsletter is emailed biweekly and is also made available online. Sign-Up Genius is available for all parents to access for conference times and volunteer opportunities. Project requirements are sent home via email or hard copy, and assessment rubrics are shared with students and families.

***Narration of Compliance
Progress Reports/Report Cards
Other Evidence (onsite):***

- School Web Page**
- Copy of Student & Parent Handbook**
- Communication Section (Student & Parent Handbook)**
- Bully Prevention Policy (Student & Parent Handbook)**
- School Calendar**
- Mid-Trimester Student Progress Reports (Grade 4 and Grade 6)**
- Mid-Trimester Reports (Elementary)**
- Standards Based Report Cards**
- Conference Date and Time Slips**
- Conference Sheet**
- Notice of Spring Conferences**
- Church Bulletin**
- Communication Envelope**
- Weekly Happenings**
- Kindergarten “Peek of The Week”**
- First Grade Weekly Communication Sheet**

SUMMARY: TEACHING AND LEARNING

Strengths and Challenges

Strengths:

- ***We have a close-knit teaching staff that genuinely cares for one another. This results in an environment where communication amongst staff is strong. Each day we are able to come well prepared to teach and to meet our students' social, emotional, and behavioral needs. Students, in turn, start each day well prepared to learn.***
- ***Our curriculum has been focused to meet state standards which has allowed us to closely align our report cards with the standards as well.***
- ***We have numerous materials and resources available to enhance the learning of our students.***

Challenges:

- ***Because of our leadership turnover, initiatives are not consistently implemented.***
- ***Due to our small staff size, we are stretched too thin to thoroughly implement the needed changes.***

Standard 3: CLIMATE FOR LEARNING – *School and Classroom Environment and Facilities*

Criteria

3.01 STUDENT BEHAVIOR EXPECTATIONS: The school communicates expectations for student behavior and enforces a student discipline code that is supportive of the school's mission and philosophy, and conducive to learning.

Expectations for student behavior are indicated in the Presentation of Mary School Student & Parent Handbook and are listed in students' planners, which are purchased at the beginning of the year for grades three through eight. In the Student & Parent handbook, age appropriate consequences are also listed. There is an age appropriate Code of Conduct poster in each classroom. A district-funded counselor is on campus for the middle school once a week, and Presentation of Mary School independently contracts an elementary school counselor once a week. To ensure a safe environment Presentation of Mary School has a Bully Prevention Policy detailed in the Parent & Student Handbook. Respectful behavior is also a part of our school philosophy.

In the event that our policies and consequences are no longer effective, a student may be assigned to a behavioral contract to ensure cooperation and enrollment to our school.

Evidence of Compliance
Narration of Compliance
Code of Conduct (onsite)
Other Evidence (onsite):

- Student & Parent Handbook
- Posted Code of Conduct Posters
- Bully Prevention Policy (pp 9 – 10 in Student & Parent Handbook)
- Letters from Principal Explaining Detention Policies
- Individual Student Behavioral Modification Plan
- Sample Note Home/Parental Communication
- Grades 1-4 and 5-8 Detention Slips
- Grades K-2 and 3-8 Codes of Conduct

3.02 EFFECTIVE CLASSROOM MANAGEMENT: The school has classroom environments that are conducive to learning.

Presentation of Mary School has a written discipline policy that is followed by all teachers. Each teacher adapts the discipline policy in age-appropriate ways to fit their teaching style. Consequences and rewards ensure that all students feel respected and safe. The Student & Parent Handbook details what behavior is expected in a variety of different settings, including the classroom, playground, church, lunchroom, etc. To ensure adherence to the already detailed expectations, appropriate numbers of adults are assigned to supervise each of these locations.

Presentation of Mary School students all receive Netsmartz/MBF training throughout one academic week of the year to learn about cyber bullying and internet safety. Parents and Students in grades six through eight sign a pledge and permission forms for using Google Apps for Education and iPads.

Our school has a variety of multi-age partnerships in place throughout the school that provides the opportunity for older students to be role models to the younger students. This fosters an atmosphere of respect and understanding throughout the school.

Evidence of Compliance
Narration of Compliance

Other Evidence (onsite):

Student & Parent Handbook pp
15-18

Classroom Expectation Samples

Recess, Lunch, and Bus
Supervision Schedules

School Program Information
Form (Netsmartz Participation for
K-8 highlighted)

Student Pledge for iPad & Google
Apps for Educational Use

Parent/Guardian Permission form
for using Google Apps for
Education and iPads

Kindergarten/Eighth Grade
Buddy Program

First/Fourth Grade Buddy
Program

K-8 School Families

3.03 CONFLICT RESOLUTION: The school communicates and uses a process for resolving conflicts and grievances within the school community.

Presentation of Mary School is a Catholic environment which respects the dignity and value of each person. The Code of Conduct created by the school reflects Gospel values, self-esteem, and respect for others. All students are expected to use the Code of Conduct as a guideline for appropriate behavior, and it is posted in each classroom. Presentation of Mary School contracts an elementary school counselor who meets with the classes to discuss fruitful friendships and age appropriate conflict resolution. At every level, the teachers and administration handle disruptive behavior as soon as possible. Teachers follow a process of action as outlined in our Student & Parent Handbook for disrespectful actions and consequences for misbehavior. Elementary grades use a grade appropriate discipline sheet, which is signed by both students and parents.

The middle school follows the Student & Parent Handbook process of action, which outlines the consequences for misbehavior. A detention system is clearly outlined in the handbook.

Presentation of Mary School has an established Employee Handbook. The Employee Handbook is a document for employer and employees to ensure that both the law and the Church's social tradition will apply principles of justice and the Church's teachings for all employees. This handbook clearly defines action steps for employees to resolve conflicts appropriately.

Evidence of Compliance
Narration of Compliance
Written Practices & Procedures for all Stakeholders
Other Evidence (onsite):

Handbooks (Student & Parents/Employee)

Conciliation Policy (Employee Handbook)

Code of Conduct Posters in Every Classroom

School Program Information form (All educators signed the 2016 Code of Conduct Highlighted)

3.04 ATTENDANCE/TARDINESS: ^{LR*} The school has attendance and tardiness policies and procedures that are written, published, communicated and enforced; in addition, the school completes annual enrollment reports as is required by the local public school district and the state, and maintains copies of such reports.
*(*MN Statute 120A.22 - Compulsory Instruction)*

Presentation of Mary School's attendance and tardiness policy is detailed in the

Evidence of Compliance
Narration of Compliance

Student & Parent Handbook. All teachers receive a daily attendance notification indicating which students are present. All teachers also have access to the Educate by TADS website which contains complete lists of student names, addresses, dates of birth, etc. Students who have violated the Attendance and Tardiness Policy receive follow up communication by the school nurse/principal.

**Attendance/Tardiness Policy)
Enrollment Report to
District/State
Other Evidence (onsite):
Student & Parent Handbook p.
24, 25**

**Daily Attendance Report from the
Educate by TADS website**

**Enrollment Report to District and
State**

3.05 FACILITIES AND EQUIPMENT: The school facilities are safe, sanitary, and routinely maintained to assure effective working order and compliance with legal and code requirements; the school and class enrollments are compatible with the capacity of the facility.

Presentation of Mary School has adequate space for its current enrollment. Due to a large facility, our current enrollment allows us to take advantage of extra classrooms. All specialists have individual classrooms. Most teachers have access to additional classrooms for a variety of educational purposes.

**Evidence of Compliance
Narration of Compliance
Secured/Observed Access to
Building
Visitor/Guest Procedures
Other Evidence (onsite):**

Facility Security: Presentation of Mary School has electric locks on its exterior and interior doors to enhance safety and security. Visitors/volunteers are required to sign in and are then required to secure a visitor badge from the office secretary.

**Visitor/Volunteer Sign In/Out
Sheet**

Presentation of Mary School's Principal, Maintenance Supervisor, and Parish Administrator continually review the needs of the building concerning cleanliness, safety, and improvements. The campus is inspected every year through Catholic Mutual, our insurance company.

Volunteer Badge

**Pictures of Indoor/Outdoor
Security Cameras Throughout
School**

**Picture of Security Monitor in the
School Office**

2016 Catholic Mutual Inspection

3.06 LEGAL REQUIREMENTS: *LR** The school has written policies and procedures for meeting local, state and federal legal requirements including, but not limited to the following:

- K-12 Minnesota Compulsory Instruction Law
*(*MN Statute 120A.22 – Compulsory Instruction)*
- Access to Student Records
*(*As defined by Family Educational Rights & Privacy Act)*
- Employment Laws and Regulations
*(*As defined by MN Dept. of Employment & Economic Development)*

Presentation of Mary School Student & Parent Handbook (Last updated August 2017) and Employee Handbook cover these requirements. After reviewing, both parent and employee sign the last page and turn that page in to Administration.

According to the school laws of Minnesota, a child who is five years of age or will reach five years of age on or before September 1st is eligible for Kindergarten. Similarly, a child who is six years of age or who has successfully completed Kindergarten, or who will reach six years of age on or before Sept. 1st is eligible for grade one (Minnesota Statute: 120A.20 Subdivision 1 Section (b) on Age Limitations).

Access to student records is restricted to the classroom teacher and administrative team. These records will also be available to the parents/guardians upon appointment with the principal.

Evidence of Compliance
Narration of Compliance
Policy/Procedure Manual
Employment Laws/Regulations
Other Evidence (onsite):

Age of Admission
(Kindergarten/First Grade:
Student & Parent Handbook p.2)

Access to Student Records
(Student & Parent Handbook p.29
(*As defined by Family
Educational Rights & Privacy
Act))

K-12 Minnesota Compulsory
Instruction Law (MN Statute
120A.22- Compulsory Instruction)

Employment Laws and
Regulations (*As defined by MN
Dept. of Employment &

3.07 HEALTH AND SAFETY: *LR** The school has written policies and procedures that actively address local, state and federal health and safety requirements including, but not limited to the following:

- Bullying and Harassment
(*MN Statute 121A.031 – Prohibiting Intimidation and Bullying)
- Criminal Background Check
(*MN Statute 123B.03 – Background Check)
- Crisis Management Plan and School Safety Drills
(*MN Statute 121A.037 – School Safety Drills)
- Fire Regulations
(*As defined by MN Uniform Fire Codes)
- Food Preparation and Service (if applicable)
(*As defined by the MN Department of Health – Food Safety Division)
- Immunization Requirements
(*MN Statute 121A.15 – Immunizations: School Children)
- Internet Access for Students
(*MN Statute 125B.15 – Internet Access for Students; as defined by Federal Communications Commission)
- Right to Know & Biohazard Training
(*MN Statute 182.6555 and 182.6558; as defined by MN Occupational Safety & Health Act)
- School Bus Safety (if applicable)
(*MN Statute 123B.90 – School Bus Safety Training)
- Wellness Policies and Procedures (if applicable)
(*As defined by the MN Department of Health – Food Safety Division)

Presentation of Mary School meets all of the requirements listed above by continuously upholding a number of policies and procedures.

Our Bully Prevention Policy is outlined in our Student & Parent Handbook.

Presentation of Mary School’s Crisis Management plan Book is provided to all

Evidence of Compliance
Narration of Compliance
Policy/Procedure Manual
Other Evidence (onsite):

Bully Prevention Policy (page 9-

teachers and is stored in each classroom. In addition, written policies and procedures can be found in the principal's office, health office, maintenance office, and kitchen. The plan details the following: fire drills, severe weather, lockdowns, and other emergencies requiring evacuation. Plans and procedures are reviewed annually with staff.

All faculty and staff are required to undergo a mandatory criminal background check. Background records are securely stored within the Parish Center. In addition, all full-time and part-time employees as well as all volunteers at Presentation of Mary School participate in VIRTUS training.

Each room has floor plans and emergency drill procedures posted in the classroom. We have a license and an inspection sheet hanging in Kenney Hall as well as a binder in the kitchen where we track the heat of the food to ensure it is cooked to a safe temperature.

Presentation of Mary School has electric locks on its exterior and interior doors to enhance safety and security. Visitors/volunteers are required to sign in and secure a visitor badge from the office secretary.

Presentation of Mary School's immunization records are kept in the School Health Center.

Presentation of Mary School students all receive Netsmartz: Real World and Internet Safety training throughout one academic week of the year to learn about cyber bullying and internet safety. Parents and students in grades six through eight sign a pledge and permission forms for using Google Apps for Education and iPads.

Bloodborne pathogen and biohazard training are provided to staff. All staff and students also undergo an annual Bus Safety Training session.

Health and safety issues are addressed in the Presentation of Mary School's Student & Parent Handbook and the Employee Handbook. Allergy lists are kept in the school health center, and teachers are also made aware of student allergies and other health concerns.

10 Student & Parent Handbook)

Crisis Management Plan Binder

School Program Information form
(States all Educators Completed
VIRTUS Training and had a
Background Check Completed)

Procedures for Employee
Background Check &
Criminal Background
Check located (Parish Office)

Floor plans/Emergency Drill
Procedures posted in
Classrooms

Health & Safety Emergencies
(Student & Parent Handbook)

Food Establishment License and
Inspection Report

Food Employee Health Fact
Sheet

SUMMARY: CLIMATE FOR LEARNING

Strengths and Challenges

Strengths:

- *We have a strong community that communicates behavioral and emotional concerns effectively across grade levels.*
- *Regarding our discipline policies teachers work together to support each other.*
- *We have effective classroom management techniques that are consistent across grade levels.*

Challenges:

- *Our facilities are old and that causes complications with maintenance and cleanliness.*
-
-

Standard 4: Communication and Community Relations – Stakeholder Involvement in the School

Criteria

4.01 ORIENTATION OF NEW MEMBERS: The school provides orientation for new staff, students, families, and volunteers. The orientation includes: school mission and philosophy, roles and responsibilities, school programs, and expectations for learners.

New staff attend orientation with the principal and existing staff prior to the start of a new school year. New members are given key materials along with an orientation to online tools and resources, as well as access codes and login information.

New staff at Presentation of Mary School are also given an experienced mentor teacher. This assists new staff members in adjusting to the norms and routines of the building. The mentor teacher is available to support the new staff member with resources, lesson planning, classroom management, and the unique needs that come up throughout the year.

New families with children in grades one through eight are given a New Student Information Packet to familiarize them with our school. Kindergarten families are given a folder specific to their learning program. They include registration forms, fast facts, transportation information, district guidelines, information on before and after-school care, and contact information for the principal.

Before the beginning of a new school year, Presentation of Mary School invites families to participate in a uniform exchange. As families join our community, they are given priority access to the uniforms. This helps them to prepare to come to school in compliance with our dress code.

Presentation of Mary School hosts a Back-To-School Night where families can come to the classrooms, drop off materials, and meet the teacher. Shortly after the beginning of the new school year, we host a Meet-the-Teacher night along with a Parent

Evidence of Compliance

Narration of Compliance

Other Evidence (onsite):

New Staff Orientation/Workshop
Week Documents

New Student/Kindergarten
Information Packets

Uniform Exchange Facebook
Post

Back to School Night
Documentation

Building Volunteer
Documentation

VIRTUS Training

Information session. These events give new families continued access to the teachers and staff as they prepare to transition into our community.

All new staff and volunteers participate in VIRTUS training.

Volunteers fill a variety of roles in our building. As they become acclimated to each individual role, a basic orientation, specific to those duties, is individually given.

4.02 COMMUNICATION: The school provides effective and regular communication and interaction, both internally and externally, that builds relationships and advances the mission of the school.

Presentation of Mary School has many stakeholders with whom we communicate throughout the year, both internally and externally.

In order to make our various messages accessible to the entire community, we employ technology, paper-mailings, newsletters, social media, digital media, and print resources.

Presentation of Mary School maintains a website as a central hub for information for staff, current students and their families, and prospective families. Updated regularly, this allows immediate access to much of the important information stakeholders need.

We email a biweekly newsletter with current events and reminders to all school families. Families can request a paper copy if desired. This is sent home in students' biweekly communication envelopes. These envelopes also include information about community events, church events, save-the-dates, and other activities.

Our school makes use of social media to keep parents and community members informed of events in the building and in support of our school.

Teachers at Presentation of Mary School send home timely communication to their families regarding classroom events, homework, and special activities. These can take many forms, such as emails, newsletters, and calendars.

On an individual basis, teachers communicate with families via email, phone, Educate by TADS, and in-person to share needed information pertinent to each individual student and their family.

Evidence of Compliance

Narration of Compliance

Internal Communication Samples

External Communication Samples

Other Evidence (onsite):

**Examples of Internal
Communication**

**School Website
Printout/Documentation**

Biweekly Newsletter Example

**Documentation of Social Media
Presence**

**Examples of Classroom
Communication**

4.03 PARENT/GUARDIAN INVOLVEMENT: The school partners with parents and guardians by providing opportunities that will enhance the education of their children.

At the beginning of each school year, a Volunteer Opportunities form is sent home to families with orientation materials to gather interest in the many volunteer positions we have in our building. Families are obligated to complete 25 service hours as a part of our School Service Program. An account of these hours is maintained along with their tuition account.

As field trips arise throughout the year, teachers request volunteer chaperones on an as needed basis. Our library employs a variety of volunteers throughout the school year and across grade levels as readers.

Parent/Teacher conferences are held twice a year. Conferences in the fall are formal, scheduled time slots in which every family has the opportunity to meet with their child's teacher(s). In the spring, conferences are conducted on an as needed basis either determined by the teacher or requested by the family.

Families are encouraged to attend school events that include, but are not limited to, school Masses, school rosary, science fair, holiday parties, fundraisers, Stations of the Cross, Back-to-School Bonfire, drama productions, and music programs. Parents receive invitations from the school office and/or their child's teacher.

We periodically send out family surveys via Survey Monkey and use the data to guide our classroom practices as well as the evolving vision for our school.

Our parent volunteer organization, Parents of Presentation Students (POPS), is another opportunity for parents to be present and active in our school. They host and plan a variety of activities to involve our children and their families such as a yearly Halloween Party and Breakfast with St. Nicholas.

Evidence of Compliance
Narration of Compliance
Parent/Guardian Opportunities
Other Evidence (onsite):

Volunteer Opportunities Form

School Service Hours Program
Tracking Form

Library Sign-Up Sheets from
Various Grades

Chaperone Request Emails

Conference Documentation

Invitation to Children's Mass

POPS (Parent of Presentation
Students) Website Presence with
Documentation of Programs

Survey Monkey

Halloween Party Invitation

4.04 COMMUNITY RELATIONSHIPS: The school is involved in the community to promote and advance its mission.

Presentation of Mary School has partnered with other schools for bussing and currently partners with the Catholic Athletic Association (CAA) for athletics. As a member of the CAA, our students are able to participate in a variety of athletic programs given our involvement with other schools.

Presentation of Mary School receives bussing, special education services and

Evidence of Compliance
Narration of Compliance
Other Evidence (onsite):

Documentation of Partnership for
Bussing

Athletic Partnerships

testing, a middle-school counselor, Title I, and nutrition services through our public school district. This involvement allows us to serve many of our students' needs.

Students at Presentation of Mary School participate in a variety of service projects throughout the year, giving of their time, efforts, and donations. Examples include:

- In the past, during our Advent Angel program each December, students adopt individuals for whom to provide Christmas gifts and Birthday Bags.**
- As members of a global community, our service projects for Guatemala include the collection of school supplies and eye-glasses for students in need.**
- Students and families collect pop tabs for the Ronald McDonald House at Children's Hospital.**
- As a part of our Kindergarten-Eighth Grade Buddy program, kindergarten and eighth grade students deliver May Baskets throughout the community.**
- Eighth grade students volunteer and serve at our yearly fundraising auction.**
- Students and families have the opportunity to volunteer at a variety of parish community activities, including the Spring Festival and Soup Suppers during Lent.**
- Individual classrooms organize service projects with our Faith Formation Director to reach out to the needs of the poor in our community.**

Documentation

Documentation of Partnership
with Public District (Bussing)

Documentation of Special
Education Services as Provided
by Public School District

Documentation of Middle School
Counselor as Provided by Public
School District

Documentation of Title I Services
as Provided by Public School
District

Documentation of Nutrition
Services as Provided by Public
School District

Advent Angel Program Literature

Documentation of Service Project
for Guatemala

Notice of Pop-Tab Collection
Program

Documentation of Student
Outreach via Mass at Ramsey
County Care Center

Documentation of Student May
Day Basket Delivery in
Community

Documentation of 8th Grade
Volunteers at Annual Auction

Notice of Spring Festival
Volunteer Opportunities

4.05 MARKETING AND ENROLLMENT: The school establishes marketing initiatives to recruit and retain students and foster relationships that advance the school’s mission.

Evidence of Compliance

Presentation of Mary School advertises our pre-kindergarten through eighth grade programs along with the dates for our kindergarten information night and new student registration nights via mail, blurbs in the church bulletin, our Facebook page, and sponsored social media advertisements.

Narration of Compliance
Other Evidence (onsite):

Presentation of Mary School participated in the White Bear Avenue Parade for the Ramsey County Fair. During this event, we had an opportunity to make contact with families all over our community and distribute a variety of promotional materials, including flyers, Frisbees, and tote bags.

Advertising/Marketing for K-8
Programs, Open House, and
Kindergarten Information Nights
via US Mail

We offer a family referral bonus of \$200 for existing families to refer friends, family, or neighbors. Word of mouth is one of our strongest marketing tools.

Documentation of Participation
and Marketing Efforts in the
White Bear Avenue Parade for
the Ramsey County Fair

We have purchased mailing lists for the last several years and sent out targeted mailings to families with children whose ages fall in our target age group.

Family Referral Tuition Bonus
Information

We partnered with St. Pascal’s to provide bussing to students in our neighborhoods. To promote this, we purchased a mailing list in March of 2015 and sent mailings to all school-aged families in our target bussing area.

Various Targeted Mailing Lists

The building has signage as well as numerous banners to make passersby aware of the education programs we offer along with contact information.

Mailing in Partnership with St.
Pascal’s for Potential Students in
our Bus Areas

We make yard signs available to all families and incentivize the use of those signs in their neighborhoods with prizes and contests.

Physical Signage On and Around
School Grounds

In order to retain students in the transition from primary to middle school, we have a Back-to-the-Future-Day, where fourth grade students shadow in the middle school prior to Middle School Information Night.

Yard Signs for School and Parish
Families

Middle School Information Night is hosted yearly so that families can come check out our school. The evening is open to both students and parents of children in grades four through eight. In 2017, we featured a guest speaker on “Bullying in 2017.”

Documentation of Bark-to-the-
Future Day

Families also were there to learn about all the things our middle school offers, and learn about our Middle School Grants for new families.

4.06 ADVANCEMENT: The school establishes development initiatives that advance the school’s mission.

Presentation of Mary School works to further our mission through a variety of initiatives.

Partnering with Tierney Brothers, we completed a Technology Audit in order to assess our technological needs for the building. As we continue to further our mission to foster academic development for our learners, we are better able to equip students with the technology they need to be successful due to this partnership.

Secondly, Presentation of Mary School’s alumni network is vast and reaches out to members in a variety of ways. The alumni network publishes a quarterly newsletter called Presentation Today. It includes school news, alumni updates, and alumni events. There is also an electronic mailing list that is maintained by our alumni group featuring news and volunteer opportunities as updates arise. We acknowledge our alumni support every year at our auction and gala where we recognize a distinguished alumnus with the Presentation Pride Alumni Achievement Award. The Presentation Pride Award is given to alumni who have made outstanding contributions in one or more of the following ways: Exceptional accomplishment in work career; Exceptional service in local, state or national affairs; or Exceptional service in support of the success of Presentation of Mary School. In the fall of 2016, Presentation of Mary School Alumni stepped up and offered a matching grant to spark fundraising efforts. For every dollar the school raised, up to \$10,000 dollars, alumni would match the donation. This new grant opportunity was met with great enthusiasm by our school

Evidence of Compliance

Narration of Compliance

Other Evidence (onsite):

Documentation of Technology
Audit in Partnership with Tierney
Brothers

Copy of “Presentation Today”

Copy of Electronic Alumni
Mailing List

Documentation of Alumni
Achievement Award

Documentation of Participation in
Catholic United Financial Raffle

Advertisement for Presentation
Beer Bust

Flyer for POPS Halloween Party

Flyer for Breakfast with St. Nick

and parish families. Our fundraising goal was achieved and we were able to take advantage of 100% of the new grant.

Fundraising helps to support and continue Presentation of Mary School's development and mission in a big way. Our school participates with more than 70 other Catholic schools and Catholic United Financial for a yearly fundraising raffle. Students, families, and stakeholders sell raffle tickets, of which 100% of proceeds directly benefit the school. We hold themed rallies and offer a variety of incentives to school families who participate.

Parents of Presentation Students (POPS) also hosts a variety of fundraising activities throughout the community. One of the many successful events is the Presentation Beer Bust. Presentation of Mary School has partnered with a local establishment to offer this event. Participants pay for a ticket that allows them unlimited drinks for a period of time. During which, POPS members provide entertainment, raffle drawings, and other fun. POPS also hosts a Breakfast with St. Nicholas event during December. Families from the school, parish, and community are invited to a breakfast with "St. Nick" himself. Families are encouraged to visit with St. Nicholas and get their pictures taken with a holiday backdrop.

In October, POPS facilitates a Family Halloween Party. Families pay a small admission fee for children to participate in ghoulish games, freaky music, and fiendish food. Costumes are encouraged and a small prize is awarded for best family-themed costume.

Trivia Night, a themed evening of fun, is sponsored by POPS each spring. Advertised on Facebook and our website, participants can win prizes for costumes and table decorations. Money raised benefits the parent organization.

Donations to our school are also a strong part of our continued development. Every year, our school auction committee reaches out to local and national businesses and organizations to solicit in-kind donations as well as gift certificates. School and parish families are encouraged to reach out to businesses and organizations that their families have used or would recommend for a donation with our donor request letter. Last year's auction had several items or packages on which attendees could bid.

Recently, the Catholic Schools Center for Excellence (CSCOE) stepped up with a new grant for Presentation of Mary School. CSCOE offered a matching grant, up to \$50,000, for Presentation of Mary's fundraising efforts. Funds were raised in the church, from alumni, via Go Fund Me, Facebook, and word-of-mouth, among other avenues. We successfully raised \$50,000, taking advantage of 100% of CSCOE's

Flyer for Annual Trivial Night

Documentation of Alumni Grant

Documentation of Annual
Panther Pride Auction

Documentation of CSCOE Grant

matching dollars.

4.07 ANNUAL REPORT TO STAKEHOLDERS: The school annually publishes a state-of-the-school report to stakeholders that communicates progress on strategic initiative, assessment results, and use of financial resources.

Our school principal and School Advisory Commission (SAC) work together to develop ongoing goals and objectives. Our principal consults the Commission as she drafts the yearly presentation to stakeholders, presented annually at a State of the School meeting. This is disseminated via her presentation as well as handouts. This includes information about our vision and mission, standardized assessment results, and the ongoing balancing of the budget.

In addition to the State of the School meeting, student standardized assessment scores are discussed individually with each family during our fall conferences. Families are provided with individualized reports in math and reading along with specific commentary on relative strengths and weaknesses.

Budgetary items are published each week in the church bulletin to keep stakeholders informed as to the monthly giving and expenses related to school operations.

The school publishes a newsletter that is sent home with school families every other week with information relevant to news, upcoming events, and volunteer opportunities.

Evidence of Compliance

***Narration of Compliance
State-of-the-School Report***

Other Evidence (onsite):

Minutes from SAC/All Parent Meeting

Student Progress Report

NWEA Roles and Reference Sheet

Communication Regarding School Budget

Financial Report to “Stakeholders”

Communication through Church Bulletins

School Newsletter

Yard Sign for School and Parish Families

Back-to-the-Future Day Literature

Middle School Information Night Literature

SUMMARY: COMMUNICATION AND COMMUNITY RELATIONS

Strengths and Challenges

Strengths:

- *Communication to stakeholders is updated frequently via website, social media, email, newsletter and classroom information.*
- *The school's marketing initiatives have been successful in the past few years, raising large amounts of money.*

Challenges:

- *Keeping current with technology can be difficult and costly.*



STANDARDS DOCUMENTATION

Standard 5: Personnel – *Qualifications, Evaluations, and Development of the Staff*

Criteria

5.01 ADMINISTRATOR QUALIFICATIONS: The school has a principal or administrator who has Minnesota administrative licensure; or at a minimum has a master’s degree in education (curriculum and instruction, educational leadership, or school administration) from an accredited institution.

Presentation of Mary School employs principals/administrators who have Minnesota administrative licensure, or at a minimum, have a master’s degree in education from an accredited institution or are enrolled in such a program leading to a qualified degree within a five-year period.

Presentation of Mary School’s administrator has been the principal since July 2016 and holds a Master of Arts degree in Instruction and Curriculum Design. The principal also is enrolled in the Murray Institute seeking her Education Specialist degree through the University of St. Thomas.

Evidence of Compliance
Narration of Compliance
Verification of Compliance
Other Evidence (onsite)

5.02 ELEMENTARY TEACHER QUALIFICATIONS*: The elementary school’s grade level teachers and those teaching math, science, social studies, or language arts have Minnesota teacher licensure; or at a minimum have a baccalaureate degree in education from an accredited institution.

**Middle school teachers may be qualified by meeting either Standard #5.02 or #5.03.*

All of Presentation of Mary School’s homeroom teachers have at least a baccalaureate degree in their curriculum area or hold a Minnesota license.

Evidence of Compliance
Narration of Compliance
✓ Verification of Compliance
for all Teachers (onsite)
Other Evidence (onsite)

5.03 SECONDARY TEACHER QUALIFICATIONS*: The secondary school’s teachers have Minnesota teacher licensure; or at a minimum have a baccalaureate degree from an accredited institution and demonstrate

proficiency in the content area taught.

**Middle school teachers may be qualified by meeting either Standard #5.02 or #5.03.*

Does not apply.

Evidence of Compliance
Narration of Compliance
✓ ***Verification of Compliance***
for all Teachers (onsite)
Other Evidence (onsite)

5.04 SPECIALIST TEACHER QUALIFICATIONS: The school's specialists (world language, fine arts, technology, library, physical education, religion, etc.) have a baccalaureate degree from an accredited institution; or at a minimum demonstrate proficiency in the teaching area.

All specialists at Presentation of Mary School have at least a baccalaureate degree and either have a license in the field they are teaching or have demonstrated the required proficiency in their teaching area.

Evidence of Compliance
Narration of Compliance
✓ ***Verification of Compliance***
for all Teachers (onsite)
Other Evidence (onsite)

5.05 CRIMINAL BACKGROUND CHECKS: ^{LR*} The school requires criminal history background checks on individuals who are employed in the school. (**MN Statute 123B.03 and 122A.18 – Background Check*)

All school employees, guest teachers, and volunteers are required to undergo a criminal background check.

Evidence of Compliance
Narration of Compliance
Evidence in Personnel Files
Other Evidence (onsite)

5.06 CODE OF ETHICS: The school publishes and maintains a professional code of ethics for its employees.

All school employees are required to read and agree to the Code of Ethics and a Code of Conduct found in the Employee Handbook.

Evidence of Compliance
Narration of Compliance
Code of Ethics (onsite)
Other Evidence (onsite)

5.07 JOB DESCRIPTIONS: The school provides written job descriptions for all school employees, which include roles, responsibilities, and accountability.

All employees have a job description on file in the Parish Center.

Evidence of Compliance
Narration of Compliance
Job Descriptions (onsite)
Other Evidence (onsite)

5.08 EVALUATION PROCESS: The school has an evaluation process for all school employees that includes regular and ongoing supervision, annual documented reviews and a clear relationship between evaluation and employment decisions, and when needed, suggested courses of action to improve performance.

Presentation of Mary School conducts performance reviews. The principal formally evaluates each teacher and meets with them afterwards. The observation form is reviewed with the employee by the principal at that time. These are documented and put into employee files. Informal, ongoing supervision is done by the school principal on a regular basis. Classroom visits occur often and are not formally documented in the employee's file. If performance issues arise, the written evaluations would be used to create goals and an action plan to improve performance.

Evidence of Compliance
Narration of Compliance
Written Description of Process
✓ Annual Reports in Personnel Files (onsite)
Other Evidence (onsite)

Observation Form

5.09 SUPPORTING PROFESSIONAL EXCELLENCE: The school system-wide support and on-going training in curriculum, instruction and assessment strategies that result in high levels of student achievement. The teaching staff and administrators collaborate and are accountable for the implementation of professional development.

Grade level meetings at the beginning of the year and periodically throughout the school year are held to discuss curriculum, align standards, and cover student concerns. Staff meetings and professional development days allow for collaboration between teachers. Curriculum maps are updated bi-monthly. Ongoing, informal improvements to teaching strategies are made when needed.

Evidence of Compliance
Narration of Compliance
✓ School-wide Professional Development Plan
✓ Evidence of Annual Professional Development (onsite)
Other Evidence (onsite)

Curriculum Handbook

5.10 ONGOING DEVELOPMENT OF SUPPORT PERSONNEL: The school provides opportunities for ongoing education and development for support staff.

All Presentation of Mary School support staff go through formal VIRTUS Safe Environment Training. Some of the support staff had the opportunity to attend the Catholic Schools Center for Excellence (CSCOE) Conference. The Lunch Service Provider attends Food Manager training and must pass a test every three years through the city of Maplewood in proper food preparation and service. All of the school's support staff have a yearly review with the principal.

Evidence of Compliance
Narration of Compliance
Other Evidence (onsite)

Proof of VIRTUS Training in
Parish Center

Hours for CSCOE Conference

Picture of Certificate of Food
Manager Training

Blank Yearly Review Sheet

5.11 PERSONNEL RECORDS: The school maintains accurate and confidential personnel records and credentials as required by law and as necessary for its effective operations.

Personnel records are held in the business administrator's office as well as the principal's office.

Evidence of Compliance
Narration of Compliance
✓ *Personnel Files for All Employees (onsite)*
Other Evidence (onsite)

SUMMARY: PERSONNEL
Strengths and Challenges

Strengths:

- *Our school staff is highly qualified and participates in ongoing professional development.*
- *Presentation of Mary School has a streamlined and effective evaluation process.*
- *One-on-one communication with the administrator is frequent and timely.*

Challenges:

- *Frequent turnover in the business office has contributed to record-keeping challenges.*
- *Budgetary restrictions have affected staffing responsibilities campus-wide.*
-



STANDARDS DOCUMENTATION

Standard 6: Leadership, Administration and Governance – Responsibility for Educational and Organizational Effectiveness

Criteria

6.01 ADMINISTRATION: The school has a clearly defined leadership structure that articulates a clear mission and vision, is responsible for the development and oversight of personnel, directs the development and continuous improvement of curriculum and instruction, identifies responsibility for the day-to-day operations, and ensures the operational vitality of the school.

Our principal is the lead individual in the day-to-day management and operations of Presentation of Mary School. The principal, pastor, and financial administrator work collaboratively on many issues that arise.

The principal supervises and evaluates all Presentation of Mary School’s employees and maintenance staff. Each member of the staff is held accountable to achieve personal goals, while also meeting all the requirements of their job as described in the Employee Handbook.

At Presentation of Mary School, our principal oversees the daily teaching and learning within each classroom to ensure the needs of all students are met. She also provides professional staff development, which gives teachers and staff further opportunities to excel.

The principal ensures safety on campus and provides supervision to students when needed. The principal and pastor provide professional leadership to ensure that the mission and philosophy statements, school curriculum, policies, and day-to-day actions at Presentation of Mary School are guided by our Catholic beliefs and Gospel values.

Our principal communicates regularly with stakeholders and members of the church and school community regarding school progress and updates. In addition, she leads all school-sponsored events, meets with parents as needed, leads recruitment efforts, marketing, and public relationships while nurturing relationships with all stakeholders.

Evidence of Compliance

Narration of Compliance

Other Evidence (onsite):

Narration of Compliance

Principal’s Job Description

Workshop Agenda

In-service Notes

School Newsletter

Bulletin Article

SAC Minutes

6.02 ADMINISTRATOR EVALUATION: The school has a defined evaluation process for its administrator(s) based on job descriptions.

The principal is given a detailed job description in writing. During the time of hire and at the end of the year review, the job description is reviewed by the pastor and principal together. The pastor will do a formal evaluation of our principal annually.

Evidence of Compliance
Narration of Compliance
Evidence of Annual Evaluation
Other Evidence (onsite):

Narration of Compliance

Job Descriptions (Parish Center)

6.03 GOVERNANCE: The school has a clearly defined governance structure which includes administrator accountability and established written roles and responsibilities for members of the governing authority, advisory committee and other advisory/consultative groups.

The School Advisory Commission (SAC) is the principle consultative body to the principal and pastor, and as such, exists to offer advice in certain matters of school development, but does not make administrative decisions. The SAC is called to a positive, forward-looking model of discussion intended to help the school realize ongoing goals and objectives that enhance student learning and character formation.

The members of the SAC are reminded that theirs is a service to the Gospel in response to their baptismal call. Therefore, they are to carry out this service with a spirit of prayer, humility, and awareness of the overall mission of the Church. There are four general areas of focus for the SAC: Strategic Planning, Financial Advice, Policy Formation, and Public Relations. The SAC generally meet every other month throughout the school year.

The membership of the SAC consists of the pastor, the principal, the parish council liaison, and six members appointed to represent the school community (two new members will be appointed each year, for a term of three years). Additionally, a liaison from the SAC sits in on the financial council meetings, thus ensuring open communication throughout the parish leadership.

Those eligible for membership of the SAC are parents or guardians of Presentation of Mary School students in grades kindergarten through eight for the upcoming year, or a parishioner of Presentation of Mary Church who is committed to

Evidence of Compliance
Narration of Compliance
Constitution/Bylaws
✓ Policies Outlining Roles/Responsibilities
Other Evidence (onsite):

Narration of Compliance

SAC Bylaws and Candidacy Application

SAC Guidelines

CSCOE Principal Meetings

MNSAA Conference

Catholic education. Ineligible for membership are employees of the school or parish and their spouses (except under the discretion of the pastor) or SAC members who have served two consecutive terms.

Each spring, new members will be invited to submit an application for membership. The applications should be revised by a subcommittee of the SAC. The SAC makes formal recommendations to the principal and pastor and the nominees are contacted.

At the first meeting in the fall, it will be agreed upon to assign the following roles: Chairperson: to facilitate the meetings and prepare and distribute the agenda; Vice-Chairperson: to assume the duties of the Chairperson in his or her absence; Secretary: to record notes and action items from each meeting.

The parish's Board of Trustees, Parish Council, and Finance Council are indirectly involved in governing the school, as they give guidance and support to our principal and pastor. In particular, the Finance Administrator and Finance Council provide crucial input about the parish and school's financial viability.

6.04 GOVERNANCE DEVELOPMENT: The school formation for governing body through orientation, ongoing development and training, and self-evaluation.

Individuals who wish to be on the SAC are asked to apply. After applications are received, names are removed from all applications and a SAC sub-committee reads and reviews them. Once completed, the SAC sub-committee recommends the individuals who meet the requirements to the pastor and principal.

At the first meeting of every year, the pastor and principal review the guidelines of the SAC and its purpose. Sub-committees are formed and individual positions such as Chairperson, Vice Chairperson, and Secretary are filled.

Evidence of Compliance
Narration of Compliance
Orientation/Training Evidence
Other Evidence (onsite):

Narration of Compliance

SAC Bylaws and Candidacy
Application

SAC Guidelines

6.05 SCHOOL POLICIES: The governing body systematizes the policies of the school's operations to ensure

faithfulness to the mission and continuity through leadership changes.

Presentation of Mary School has a Student & Parent Handbook which includes all policies relevant to the families in our building. Included in this handbook are policies on grades, attendance, discipline, and extra-curricular activities. There is also a Staff Policy Manual which clearly defines all policies related to employment at Presentation of Mary School. Both of these policy manuals align with our Parish and School Mission Statements. They are subject to periodic review and are updated as needed.

Proposed changes and updates may come from numerous parish or school committees. Each committee includes a liaison from the Parish Council, which allows for clear communication between all major stakeholders. All major changes need to be approved and recommended by the Parish Council.

Evidence of Compliance
Narration of Compliance
Policy Documents (onsite)
Other Evidence (onsite):

Narration of Compliance

SAC Minutes

Parish Council Minutes

Student & Parent Handbook

Employee Handbook

6.06 FINANCIAL SUSTAINABILITY: The school engages in financial planning that includes defined revenue sources, delineation of costs, and projections for the future.

Presentation of Mary School's budget for the upcoming year is estimated in January and tentatively set in May once registration forms are in and tuition assistance needs are determined. Once this is established the principal, pastor, Finance Administrator, and Finance Council meet to review the current year's budget and determine what (if any) changes need to be made for next year's budget.

After that is determined, the principal is responsible for all accounts, tuition management, and monitoring school expenses throughout the year. In October of the following year, the principal, SAC, Finance Council, and Finance Administrator review the year-end budget and adjust accordingly.

Evidence of Compliance
Narration of Compliance
Tuition and Fees Structure
Previous Year's Budget
Current Budget Reports
Current Financial Reports
Other Evidence (onsite):

Narration of Compliance

Previous Year Budget (Parish Center)

Current Budget (Parish Center)

Current Financial Reports (Parish Center)

SAC Minutes

6.07 FINANCIAL SUPPORT OF THE PROGRAM: The school’s budget supports and sustains the delivery of the educational program by providing for facilities, equipment, resources and technology needs.

With the guidance of the Finance Council, Finance Administrator, pastor, principal, and SAC the tuition schedule is set. Due to recent financial instability within the parish and school community, adjustments were made to staffing and the budget to help offset the shortfall.

The school has also addressed the challenging financial situation by reducing the amount discounted for multi-student families. Additionally, reduced tuition for parish families has been eliminated.

The school is dedicated to meeting the needs of all families and has seen an increase in tuition assistance needs. To help meet those needs, the school dedicated a portion of the 2016 Panther Pride Auction to the operating budget. It has also created the Angel Fund Program to assist in tuition aid.

- Evidence of Compliance
- Narration of Compliance*
- ✓ *Annual Budget for Facilities, Equipment, Resources & Technology*
- Other Evidence (onsite):
- Narration of Compliance*
- Tuition/Fee Schedule*
- Communication to Parents*
- Registration Forms*
- Angel Program Pledge Card*
- Technology Agreement*
- CESCO Grant Letter*
- MISF Grant Application*
- iPad Program Document*
- Student Pledge for iPad and Google Applications*

6.08 COMPENSATION: The school has a written process for determining employee compensation that is regularly reviewed and communicated.

Presentation of Mary School has determined that a publically distributed salary schedule would not be appropriate to meet the school’s needs. Due to the instability of expected income, the parish and school cannot in good conscience publish a form that

- Evidence of Compliance
- Narration of Compliance*
- ✓ *Written & Communicated Statement of Process*

would indicate an employee's upcoming salary. Therefore, when feasible, Presentation of Mary School increases salaries by giving a blanket percent to all staff members.

In recent years, we have treated each employee as individual. In accordance with Justice in Employment, those employees that had been given written warnings did not receive the same percentage increase as the rest of the staff. In these situations, the employee is given specific reasons why the salary increase was not given, as well as an improvement plan specific to the individual.

Other Evidence (onsite):

Narration of Compliance

Archdiocesan
Compensatory Data

6.09 EMPLOYEE HANDBOOKS: The school has published employee handbooks that articulate current policies and procedures.

At Presentation, the Employee Handbook was created in August of 2009 and updated in 2017. The Employee Handbook is a comprehensive manual that consists of updated and new policies as well as the Student & Parent Handbook. As this document is updated, all employees receive a copy of it and sign a form stating they have received and read their handbooks. Each year both handbooks are reviewed and updated as necessary.

Evidence of Compliance

Narration of Compliance

Employee Handbooks

✓ Published Policies &
Procedures

Other Evidence (onsite):

Narration of Compliance

Employee Handbook

6.10 PARENT AND STUDENT HANDBOOKS: The school provides parents and students a school handbook that reflects current policies and procedures.

Each year, Presentation of Mary School provides all students and parents with an updated copy of the Student & Parent Handbook which includes our school's policies and procedures. All the policies and procedures have been reviewed by the principal and staff. Should any changes or updates need to occur, the principal will seek counsel from the SAC. The handbook is posted on the website and available at all times for parents, students, and staff. All parents and students are required to sign and return an acknowledge receipt form at the beginning of each school year.

Evidence of Compliance

Narration of Compliance

Parent/Student Handbook

Other Evidence (onsite)

6.11 ADMISSIONS POLICY: The school defines admissions policies and procedures in accordance with legal,

ethical, and professional practices.

Presentation of Mary School has an admission policy and diversity statement to ensure that discrimination is not a factor of our admission process for any student. Our policies reflect our desire to retain our current students as well as warmly welcome any new ones.

Evidence of Compliance
Narration of Compliance
Nondiscrimination Policy
Other Evidence (onsite):

Admission Policies

Diversity Statement

School Newsletters

6.12 STUDENT RECORDS: ^{LR*} The school maintains student records necessary for the operation of a quality educational program.

Each fall, Presentation of Mary School submits a report to the Minnesota Department of Health with up-to-date immunization records for every student. In the spring, a letter is sent home to parents with incoming kindergarteners as well as all new students to our school. All records are needed before attending Presentation of Mary School. A district-provided nurse oversees these tasks and that ensures Presentation of Mary School meets all immunization standards of the Minnesota Department of Health.

Evidence of Compliance
Narration of Compliance
Other Evidence (onsite):

Narration of Compliance

Immunization Records (Nurses Office)

Immunization Form

Presentation of Mary School maintains a permanent school record for each student attending the school, as well as a folder that travels with them to their homeroom each year. Within these folders are progress reports, detention notices, phone call records and IEP information on accommodations/recommendations for learning or testing. This information is then available to each teacher daily to communicate the progress of the individual student. Student grades can be found on the Educate by TADS website.

Student Records (School Office)

Each child has a file in the office that includes but is not limited to report cards, standardized testing results, IEP/accommodation records, disciplinary records, and custody records. The files are in a locked cabinet in school office.

SUMMARY: LEADERSHIP, ADMINISTRATOR AND GOVERNANCE

Strengths and Challenges

Strengths:

- ***Our principal works tirelessly to manage the day-to-day operations of the school, supervises and evaluates all staff, connects well with the students, provides professional leadership, and is an ongoing force in the success of our school.***
- ***The four parts of the School Advisory Commission (SAC) generate interest, enthusiasm, and support for our school.***

Challenges:

- ***Handbooks need to be updated regularly to keep current with the changes in the school.***
- ***With the current monetary crisis, financial sustainability is an ongoing challenge for our school. In conjuncture with that, we need to have a written policy of compensation in place.***

Standard 7: School Strategic Plan for Improvement – *Strategies & Tools for Improving the School*

Criteria

7.01 DEVELOPMENT OF SCHOOL STRATEGIC PLAN: The school has a systematic, inclusive, and comprehensive process for developing its School Strategic Plan for improvement. This plan identifies measurable, end-result objectives, strategies for achieving the objectives, and time-specific action steps for fulfilling the strategies.

Presentation of Mary School formed a School Strategic Plan Committee in the winter of 2018. The School Strategic Plan (SSP) Committee consists of six members. The committee consists of the parish pastor, the school principal, two School Advisory Council members, and two parish Trustees. The school staff was an important part of the process as well. The staff met in the spring of 2017 and the fall of 2017 to draft, edit and finalize the School Strategic Plan according to the MNSAA framework. The committee then reviewed the SPP for an approval of a broader group. The long-term goal of the staff and committee is to maintain the SSP as a living document. In building the SSP, the creators utilized the past school survey data and the self-study narratives that teacher committees had drafted, particularly focusing on the school’s strengths and challenges. Through a series of meetings and small group work, the School Strategic Plan was drafted, edited, and finalized.

Evidence of Compliance
School Strategic Plan
Narration of Compliance
Other Evidence (onsite)

Presentation of Mary School
Strategic Plan

In-service Agendas

Faculty Meeting Agendas for
small group work time

7.02 QUALITY OF PLAN: The school has developed a written School Strategic Plan for improvement in conformity with the Quality Expectations of MNSAA.

The school has a written School Strategic Plan for improvement. The plan is written in conformity with the Quality Expectations of MNSAA as the plan is:

• Valid – The plan accurately represents the current state of the school. The plan builds on current challenges that are identified in the school’s self-study. Also, the plan builds on existing initiatives that have been established at Presentation of Mary School.

Evidence of Compliance
Narration of Compliance
defining how the plan is:
1) Valid 2) Connected
3) Supported 4) Visionary
5) Reasonable 6) Focused
Other Evidence (onsite)

- **Connected** – *The plan is directly connected to the strengths and challenges that are reflected in the self-study. As the school seeks to improve, the plan particularly focuses on challenges identified by parents in our surveys, as well as staff as they worked on the plan.*
- **Supported** – *The strategic plan committee is composed of members from the School Advisory Council, administration and the parish community. The teachers were heavily involved in the creation of the plan and support it as well.*
- **Visionary** – *The strategic plan establishes a long-range vision for Presentation of Mary School. Action steps within the various plan strategies address many of the school’s larger challenges through a systematic approach. Along the way, the plan often requires committees and groups to thoroughly research and identify existing issues, identify and communicate solutions, and partner with others to implement changes. The strategies within the plan will significantly improve the quality of Presentation of Mary School.*
- **Reasonable** – *The strategic plan builds on several initiatives that have already been underway at Presentation of Mary School. The plan also identifies several new strategies that will begin at Presentation of Mary School. Each strategy’s action steps are spread out over several years to give those responsible for the strategy’s action steps reasonable time to accomplish their tasks. The format of the plan places responsibility on a group, which will aid in any one person being too burdened with strategic plan action steps. The strategic plan was formed with the school’s limited resources (both staff and financial) in mind.*
- **Focused** – *All objectives and strategies of the strategic plan directly relate to student achievement and learning or indirectly support student learning. Even those strategies focused on finances, are truly focused on the students. because without proper financial planning the success of the student learners will be affected.*

7.03 COMMUNICATION OF PLAN: The school has a process for communicating the School Strategic Plan for improvement which includes regular updates on progress to the various stakeholders of the school community.

Evidence of Compliance

The school strategic plan is available on our school website, referenced in school newsletters, distributed to the Parish Council, and distributed to the School Advisory Council.

Narration of Compliance
Other Evidence (onsite)

7.04 EVALUATION OF THE PLAN: The school has a systematic and inclusive process for the review and revision of the strategic plan.

The school staff and the School Advisory Council annually review the school strategic plan. The plan is also reviewed by the SAC and school administration as needed during scheduled SAC meetings.

Evidence of Compliance
Narration of Compliance
Other Evidence (onsite)

SAC agendas

SUMMARY: THE SCHOOL STRATEGIC PLAN FOR IMPROVEMENT
Strengths and Challenges

Strengths:

- ***A wide array of stakeholders were involved in the creation of the School Strategic Plan.***
- ***Presentation of Mary School is committed on ongoing improvement centered on student needs.***
- ***The School Strategic Plan is valid, connected, supported, visionary, reasonable, and focused; and meets the strict MNSAA guidelines.***

Challenges:

- ***Keeping the Presentation of Mary School's Strategic Plan an ongoing and living document.***
- ***Continually updating stakeholders on the progress of the plan.***