

***OUR LADY OF PERPETUAL HELP
CATHOLIC SCHOOL***

Inspiring...

Academic Excellence

Catholic Values

Family Community

**STRATEGIC PLAN
2007-2011**

**Catholic Education...Share The Spirit
ARCHDIOCESE OF SAN ANTONIO**

DEDICATED TO THE VISION OF THE CATHOLIC SCHOOLS OFFICE

SHARE THE SPIRIT! The fundamental purpose of Catholic Schools in the Archdiocese of San Antonio, and subsequently Our Lady of Perpetual Help, is to proclaim the Good News of Jesus Christ. His news is one of challenge, love, and unity. His spirit is caught in the lives of our students. Affirming that parents are the primary educators and partners of education, we prepare students to share the spirit of Jesus through community building, Christian acts of service, word, and worship. Our Lady of Perpetual Help School is committed to providing inspiring, active learning, and quality education so that all students “Share the Spirit of Catholic Education.”

The *Vision Statement* calls forth core beliefs that affirm the missionary dynamics of all Catholic Schools in the Archdiocese of San Antonio.

Foster a Catholic Identity: We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives and the global world.

Invest in Community Building: We are committed to building a communal spirit that is the heart and reality of Christian formation.

Provide Quality Education: We teach knowledge and critical skills so that students function fully as citizens within a changing technological and multicultural community.

Encourage Moral Formation: We lead by example in teaching moral values that encourage respect and responsibility.

Appreciate Families: We recognize the family as the basic faith community in which all members share as active participants in the educational process.

Support Parish Life: We believe that the school contributes to the parish through the formation of students as active participants in the parish community.

Share Governance: We seek support and participation from those who share a common vision, mission, and philosophy.

Seek Equitable Distribution: We are challenged to establish just distribution of resources to ensure quality and affordability to families and our church.

MISSION STATEMENT
OUR LADY OF PERPETUAL HELP SCHOOL

The mission of Our Lady of Perpetual Help School, Selma, Texas is to fulfill the educational ministry of the Catholic Church in our community. The school exists to provide quality education and Christian formation of the whole person by encouraging the development of each student's talents in the service of God and others.

PHILOSOPHY
OUR LADY OF PERPETUAL HELP SCHOOL

Our Lady of Perpetual Help School is an extension of the family and offers a Christian learning experience within a safe environment. Because parents are the primary educators of their children, we recognize that the school alone cannot attain the total development of the child. We strive to assist parents in fulfilling their responsibilities and consider ourselves partners in the education of the whole child—spiritually, morally, intellectually, physically, emotionally, and socially.

Following the example of Jesus' love for the young, we strive to teach as He did and to develop each student's abilities and talents. We encourage our students to become knowledgeable and creative in the 3R's of academics (reading, writing, and arithmetic), as well as the 3R's of Christian attitudes and values (religion, respect, and responsibility).

We strive to teach and instill Christ-like attitudes and values so that each of our students will be able to think, act, and live like Christ and recognize and fulfill his/her obligations and responsibilities as members of their family, school, community, nation, world, and Church.

Curriculum Development

GOAL: Promote opportunities for the core curriculum (6Rs) to be further developed in order to continue strengthening academic programs.

OBJECTIVE: Enhance the overall RELIGION exposure for the student body, to include catechesis in the home as a way of enhancing each student's exposure to their faith.

STRATEGIES:

- The school will continue to invite the clergy presence into the school for different activities and events
- The Religion Department will continue to work with the Spiritual Life Volunteers to maintain the schedule for Adoration to ensure students in all grades attend Adoration on a regular basis
- 2008 will be designated as the Religion Department Curriculum Fair; the focus of this particular year will be on catechesis of the family and will offer parents and students hands-on faith activities to share with their students
- The school will continue to research for and invite students, parents, and staff to participate in parish ministries and spiritual growth opportunities. Information on these activities can be provided to all through newsletters, Daily Bulletin, and flyers
- Teachers will utilize the on-line resources of the current K-8 religion department text, www.blestarewe.com
- Religion Department will create a survey that elicits the areas of faith parents feel unqualified to teach or reinforce with their children. This process will need to include realistic venues in which to present informational materials to parents since evening meetings are not always the best answer
- Provide more on-line resources, web sites, and opportunities for in-services with which parents can become more informed on Catholic issues and concerns
- Prepare a plan that will address key faith components in a logical sequence that builds on previous information/dialogue
- Develop better advertising for programs that are offered, to include in-services at the school, parish, and archdiocesan levels

- Assessment of Catechesis/Religious Education (ACRE): create a scope and sequence and grade-level breakdown of key concepts to be reviewed in preparation for the ACRE test given in 5th and 8th grades. Implement a plan to ensure theological concepts and faith practices are logically introduced and reviewed for maximum student achievement on the ACRE test

OBJECTIVE: Enhance the MATH content and learning experiences in all grade levels.

STRATEGIES:

- Purchase math computer games for classrooms and computer lab.
- Buy manipulatives, games, charts, etc. to be kept in a common storage room and shared by teachers.
- Research Accelerated Math program
- Acquire supplemental resources to reinforce concepts.
- Review and revise the honors Math program to ensure students are prepared for subsequent courses
- Utilize resources in the new middle school Math series to enhance methods of Instruction
- Research elementary Math publishers to determine textbook adoption for 2008-2009
- Develop assessment tools to accurately place students in accelerated programs.

OBJECTIVE: Increase the overall effectiveness of fundamental LANGUAGE ARTS curriculum strategies at all grade levels

STRATEGIES:

- Publish a school-wide Literary Journal--students complete essays, poems, and art in a school-wide journal
- Ensure students understand and can follow Plagiarism policies
- Strengthen the instruction of Phonics in the Primary grades
- Emphasize the importance of Handwriting
- Use computer software to assist in teaching grammatical concepts and composition
- Emphasize reading and writing more poetry (i.e., haiku, E.E. Cummings' style)
- Provide opportunities for students to participate in contests

- Give parents information they can use to understand how their child's reading develops and give them suggestions for how they can help foster improvement
- Utilize the "theme" paragraphs technique--the teacher provides the beginning sentence to start the students' writing
- Reinforce vocabulary lessons in 6-8
- Align TEKS with Lesson Plans
- Display Student Work
- Expose students to various types of writings throughout the years
- Give students the opportunity to do alternatives to the written book report
- Standardize the use of book reports across the grade levels.
- Hold students accountable for work done in the Library

OBJECTIVE: Enhance the overall technology and learning experience within the SCIENCE program

STRATEGIES:

- Ensure and document that all science teachers are including Catholic beliefs in their lessons
- Ensure graduating students are prepared for their high school Science curriculum. Seek ways to enhance the middle school Science program.
- Ensure the K-5 Science lab is used by all classes
- Increase emphasis in 5th grade on Space Science, i.e. visits to the NASA Space Center
- Refine the scope and sequence to ensure a building block approach as the students progress through grade levels. Ensure there are no holes in the Science program.
- Ensure Science teachers have the necessary equipment.

OBJECTIVE: Improve the overall effectiveness of the SOCIAL STUDIES program

STRATEGIES:

- Incorporate more map reading.

- Have geography bees in all grades.
- Use daily geography quizzes (DGRs) in all grades.
- Purchase a set wall maps for Texas, or a large projection screen to effectively use LCD and/or transparencies.
- Acquire funds for entry fees to regional history fairs, living history players, and more field trips.

OBJECTIVE: Enhance and expand the effectiveness of the Library

STRATEGIES:

- Provide for a classroom environment that supports up-to-date technology learning and assistance by
 - o Purchased a video/screen projector system that is hooked up to computer to enhance integration of technology in classroom.
 - o Upgrading the Accelerated Reader system
 - o Purchasing a network Database system
 - o Purchasing a network Encyclopedia system
 - o Purchasing an Accelerated Math system
- Provide more creative writing opportunities by purchasing more thesauruses and dictionaries for classroom use
 - o Purchased 4th grade classroom set of student grammar books
 - o Purchased two 5th grade classroom sets of student atlases
 - o Purchased a book binding machine
- Provide more Speech and Drama resources by purchasing the current materials about Speech with instruction, skit, speeches, plays, monologues, etc. to assist students
- Provide more Spanish resources by
 - o Purchasing more Spanish videos and children's books
 - o Purchasing bilingual children's books
- Provide more audio resources by purchasing more books with tapes
- Provide more teaching resources by
 - o Strengthening the Teacher Resource library in the faculty lounge
 - o Purchasing online extended subscriptions to teacher magazines
 - o Purchase additional teacher magazine resources
 - o Purchase site license to EnchantedLearning.com

GOAL: Expand enrichment programs and curriculum in order to continue developing well-rounded students and allow them to develop their natural talents and interests.

OBJECTIVE: Offer programs and curriculum commensurate with student interest and needs.

STRATEGIES:

- Create a committee to convene biannually whose purpose would be to evaluate the extracurricular activities and available student organizations.
- Determine if student's needs are being met and identify whether the level of participation warrants offering the course(s).
- Evaluate student activities and services to create a better student/teacher ratio.

OBJECTIVE: Improve and expand the effectiveness of the Computer Literacy and Technology program

STRATEGIES:

- Improve overall computer literacy by:
 - o providing K-5 keyboarding skills.
 - o providing Grades 6-8 advanced computer skills to include computer literacy and applications.
 - o providing computer class twice a week; one class focusing on keyboarding, the other focusing on computer skills.
- Ensure adequate staffing for computer literacy program by hiring an additional Technology resource and providing in-service training for existing faculty.
- Provide for a classroom environment that supports up-to-date technology learning and assistance by:
 - o installing school-wide Internet capability, making every computer in the lab Internet-capable and at least one computer in each classroom Internet-capable.
 - o installing large screen TVs and projectors in the computer lab for training purposes.
 - o extending Cable TV to the classroom to provide teachers with further educational resources such as Discovery Channel.
 - o Install digital projectors in the classrooms.

OBJECTIVE: Enhance the effectiveness of the Speech and Drama department

STRATEGIES:

- Purchase in-classroom voice boosters to help with performances in small settings.
- Purchase a video camera to record the students during speeches, presentations, or performances to provide immediate feedback with rehearsals.
- Populate the library with current materials about Speech with instruction, skit, duos, speeches, plays, prose, monologues, poetry, etc. to assist students in interpretive readings.
- Provide for speech tournament fees in the school budget (like field trip fees) so that all interested students would have the opportunity to participate
- Acquire funds for Christmas Play supplies

OBJECTIVE: Expand and enhance the overall effectiveness of the Spanish Curriculum.

STRATEGIES:

- For Pre-K: purchase Spanish materials
- For Grades K-6:
 - o Increase the amount of weekly teaching time.
 - o Use a curriculum of lessons through all grades that ensures uniformity and a strong foundation to build upon from year to year
- For Grades 7th and 8th:
 - o Provide for one teacher resource for both the lower grade and the upper grade enrichment Spanish classes.
 - o Purchase more Spanish materials – games, videos, children’s books, flash cards, posters, computer programs, etc.
 - o In addition to the language, also teach Spanish history, culture, celebrations, famous people, famous sites, etc.

OBJECTIVE: Provide quality ATHLETICS for students as they progress into high school

STRATEGIES:

- Organize, develop, and direct an athletic program which will promote , protect, and conserve the health and physical welfare of all participants

- Formulate and maintain policies that will safeguard the educational values of athletics and cultivate the high ideals of good sportsmanship
- Promote uniformity of standards in all athletic competitions
- Develop an athletic elective that consists of the students who play sports for the school
- Summer camps for volleyball and basketball
- Increase number of school sponsored sports
- Promote athletic pride with a pep rally at the beginning of all sports and if we make the playoffs
- Promote athletic pride by allowing the sports players to wear their jerseys to school for all game days
- Raise revenue for the athletic program by
 - o Selling athletic shirts and sweatshirts
 - o Organizing car washes with parent involvement
 - o Host a yearly basketball tournament

OBJECTIVE: Maintain the high standard of the current Music Education Program and continue to build upon the existing foundation

STRATEGIES:

- Incorporate a formal Pre-K music program.
- Incorporate musical histories and biographies into the 4th quarter curriculum
- Classroom-use percussion instruments (jingle sticks and bracelets, wood sticks, triangles, etc.) utilized at all grade levels; recorders in grades 3, 4, and 5.
- Collaboration between music and religion department staff expanded to ensure music selections for weekly masses enhance the designated themes
- On-going use of black line masters to create curriculum pieces established
- Two+octave hand bell set donated to school by alumnus and used by students in recorder ensemble
- Choral and instrumental performances expanded to include Hebrew, African, and European selections and contemporary electric guitar and piano pieces during Christmas program and talent show. Also, include CD recordings and performance opportunities for American and Texan music and folk songs.

- Black line masters focusing on rhythm, music theory, and vocabulary to augment curriculum
- Will incorporate “Baby Mozart”, “Baby Bach”, and “Baby Beethoven” DVDs into curriculum to strengthen connection between fine arts and music
- Add performances to Christmas program and talent show that include electric guitar, contemporary drums, and other unique instruments
- Add computer station to music lab that will offer software for student training in listening and music composition (Sibelius)
- Purchase video camera to record and critique student performances
- Purchase a CD Read/Write drive to burn our own CD performances
- Provide CDs for students to practice at home (band, orchestra, recorders, PSIA music memory)
- Establish a listening center to strengthen student aural skills (COW science lab)
- Choir students at grades 3-8 should use concert folders during all applicable performances
- Group instrumental music classes according to beginning/advanced.
- Create new instrumental class groups
 - o Beginning strings, band, and guitar
 - o Advanced orchestra, band, and guitar
- Reorganize the master schedule to allow for daily rehearsals for instrumental music classes
- Reorganize the Christmas concert according to these options:
 - Shorten the length
 - Start earlier
 - Divide into two concerts (only if student population grows to a point that we can't physically fit into the Church)

OLPH Development

GOAL: To create financial stability for the school by designing, developing, and implementing programs which generate income equivalent to 25 percent of our gross operating budget.

OBJECTIVE: Review the OLPH Brand and Marketing Plan annually to determine if our Brand and message connects with our target audience.

STRATEGIES:

- Conduct an annual survey to determine if or message reaches the local Catholic community.
- Conduct a bi-annual survey to determine if the OLPH Brand has shifted.
- Publicize results at PTC, School Council, and Parish meetings.

OBJECTIVE: Explore opportunities for long term financial support

STRATEGIES:

- Maintain use of a professional grant writer as a means to generate non-tuition based income.
- Build Alumni and maintain an Alumni data base, contact Alumni and develop processes to invite them to major school events.
- Budget \$8000 per year for Grant writer fees, maintain this level as long as our return on investment remains 50% or more.

OBJECTIVE: Design, implement, and maintain programs that encourage community members and local business to assist in the material support of OLPH School.

STRATEGIES:

- Raise 15% of our budget from non-tuition sources over the next five years.
- Raise 25% of our budget from non-tuition sources over the next ten years.

Spiritual Development and Campus Environment

GOAL: To maintain a positive, Christian learning environment

OBJECTIVE: Enhance the spiritual focus and development of the OLPH students

STRATEGIES:

- All classrooms will have the Code of Conduct, as written by the Religion Department and based on the Disciple program of the school, displayed
- The Religion Department will use this above Code of Conduct to develop and implement the “Marian Award”, recognizing those students, school-wide, who consistently exhibit the qualities of our Lady and her Son, Jesus. This recognition would be given on the last day of school (at Graduation for 8th graders)
- The school community will reinstate the Guardian Angel program to help orient and welcome new students and families into both the school and the OLPH family.
- The faculty will develop a formal mentoring program for new students, particularly for the older students. The purpose of the program is to ensure the new students’ immersion into the life and atmosphere of the school and guide the student towards success.
- Encourage community building by continuing to add student performances at more school functions.
- The faculty will develop a general format that could be regularly used to link activities and school successes to the key concepts expressed in the mission and philosophy of the school

OBJECTIVE: The preservation of the learning environment from disruptive students through enforcement of a consistent, universal, discipline program.

STRATEGIES:

- Teachers identify ways they praise students who exhibit positive behaviors, to possibly include positive notes mailed home, Fabulous Friday celebrations, and the Marian Award.

- Continue to research in-services on the subjects of class management and creative, positive discipline
- Continue to research and provide to teachers, web-site references focusing on classroom management ideas.
- Religion Department will develop a Good Character Awareness program for students and parents.

Facilities and Campus Safety

***GOAL:* To create and maintain campus facilities that facilitate the best possible learning experience and the feeling of a safe environment for OLPH students, faculty, and parents.**

***OBJECTIVE:* Assure the health and safety readiness of all school personnel**

STRATEGIES:

- Continue the development of emergency plans for school staff and students. Finalize emergency plans and provide initial and follow-up training for all faculty and students. Provide parents with their roles and responsibilities in the event of a given emergency.
- Continually monitor and enhance student supervision procedures
 - o During arrival at school, including drop-off areas
 - o During dismissal from school, including pick-up areas
 - o In all areas, instructional and non-instructional

***OBJECTIVE:* Continuing planning for and updating facilities while keeping in mind that the long-term goal is the building of new facilities**

STRATEGIES:

- Fix and maintain critical equipment and facilities that would otherwise pose a safety, health, hygiene or comfort issue if not fixed or maintained.
- Plan and budget for large-scale projects, such as restroom remodeling, despite the fact that new facilities are planned because it is a safety, health, hygiene or comfort issue
- Maintain the school campus to an acceptable and appealing cleanliness and cosmetic level by continuing routine maintenance and beautification programs.

- Establish and continue a quarterly inspection plan. Rotate among volunteer parents or selected groups such as PTC Board, School Council, etc. to conduct walk through inspections of the campus.
- Plan for increases in space for the library, cafeteria, administrative offices, sick room, computer lab, and private faculty restrooms.

Policy, Planning, and Academic Support

GOAL: Ensure the long range vision for the school through active planning and execution.

OBJECTIVE: Formulate and propose new policies, develop and monitor the strategic plan, and provide support in the areas of curriculum enhancement and faculty/school recognition.

STRATEGIES:

- Review and update policies set forth in the Student/Parent Handbook.
- Apply for 2009 National Blue Ribbon School designation.
- Quarterly nominations of faculty, staff, or volunteers for local, state, and national recognition awards.
- Develop and implement long term strategic plan setting forth goals, objectives, and defined strategies in areas to include curriculum, finance, marketing, spiritual, community, and faculty and staff development.

Community Development

GOAL: Continuously improve the relationship between OLPH School, the Church, the Parish, and the community.

OBJECTIVE: Active participation will be encouraged in both parish and school ministries by parents, students, staff, and parishioners.

STRATEGIES:

- Staff will continue to search for ways that students can participate in service projects for the parish and larger community
- Staff will continue to research avenues where students can be active in parish ministries to include letters of invitation to the different parish ministries offering our help in their mission

OBJECTIVE: Maintain an open relationship with the Parish and community.

STRATEGIES:

- School will continue to invite the parish community to school functions such as open houses, movie nights, and prayer services
- School will continue the Community Luncheons, with the goal to inform the greater communities around us of what the school offers their constituents who attend OLPH
- Continue to research community activities and events, such as the Selma Tree Lighting, and other San Antonio and surrounding area events where our students may offer their services
- The school will continue to invite and recruit parish and community leaders to volunteer as resources for the school and take on roles such as playground supervisors, etc.

OBJECTIVE: Increase opportunities for community involvement.

STRATEGIES:

- Sponsor and participate in the Community Leader Breakfast.
- Schedule and participate in “Singing in the Community” events, such as the Selma Tree Lighting.
- Recruit Parish and community leaders to volunteer as resources for the school and take on roles such as playground monitors.
- Participate in community events, such as the Selma Heritage Days.
- Recruit students to create and send out invitations inviting community leaders to school events.
- Involve students and faculty in the events of the surrounding communities outside the Selma area.

Faculty and Administration Staff Development

***GOAL:* Ensure the continued development of a competent OLPH faculty and administration staff.**

***OBJECTIVE:* Maintain a standardized methodology to evaluate effectiveness of the OLPH Faculty and Staff**

STRATEGIES:

- Analyze, implement, and train teachers regarding the scope and sequence of the school curriculum.
- Expand cooperation and communication among teachers through peer observations and feedback from experienced teachers.
- Integrate the revised archdiocesan teacher evaluation instrument into the performance assessment process.

***OBJECTIVE:* Provide professional development opportunities for the OLPH Faculty and Staff**

STRATEGIES:

- Develop a process to determine professional development needs and opportunities, to include SAT-10 results.
- Target professional development to the needs of the faculty and staff.
- Develop staff computer literacy to enhance integration of technology into the curriculum
- Provide teacher training regarding potential learning disabilities, learning styles, multiple intelligences, and learning theory.
- Create approaches to instruction that identify student learning styles and articulate what instructional strategies and techniques best suit student need.
- Provide a method to acquire and distribute information regarding applicable laws that affect Catholic education.

OBJECTIVE: Provide resources and support for teachers and Administrative staff

STRATEGIES:

- Distribute essential student information (health issues, special needs, etc.) received from parents to the appropriate teachers.
- Establish a program to track student academic and testing information.
- Provide teachers with gifted and talented resources for advanced students.
- Provide an accessible faculty workroom that has a conducive environment (make this part of the building plans for the new facilities).
- Investigate hiring additional office staff to assist in daily activities.

OBJECTIVE: Identify and delegate leadership responsibilities to the Faculty and Staff

STRATEGIES:

- Increase the areas of responsibility for department chairs.
- Match the expertise and interests of all faculty members with community taskings and activities.

Relationship Management

GOAL: To improve and maintain effective relationships and communication.

OBJECTIVE: Continue to provide opportunities for parent volunteers

STRATEGIES:

- Develop a volunteer information booklet that will inform parents and volunteers of opportunities to help in the school; would include time frame of the activity, basic information about the activity and what volunteers need to do to help with this activity

OBJECTIVE: Maintain open communication methods

STRATEGIES:

- Continue to utilize the methods of communication in place to include, but not limited to, the newsletter, the Daily Bulletin, PTC meetings, and flyers to parents
- Invite different ministries to include input into the newsletter; an example would be the Spiritual Life letter
- Continue to identify school departments who should be included for the month in the information flow (an example would be Coach's Corner or Library)

OBJECTIVE: Provide parents with expected academic progress of each grade level

STRATEGIES:

- Continue the Transition Night Meeting in May. Teachers should include a written information sheet outlining expectations and generalized academic goals
- E-mail: will be used as an opener communication for parents/teachers/staff/administration. As stated in the handbook, email is not used as a replacement for conferences or sensitive materials

OBJECTIVE: Raise the awareness of confidentiality

STRATEGIES:

- Develop a volunteer handbook that each family receives. Include a sign-off page that needs to be completed before parents can volunteer in the classroom.
- This sign-off sheet signature needs to be included in database with other needed signature papers