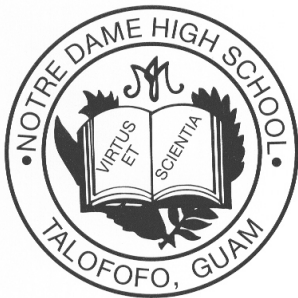




CHAPTER 5: Schoolwide Action Plan



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To insure that NDHS will pursue the objectives presented in the Schoolwide Action Plan, a yearly evaluation of progress will be undertaken by the administration. A written report summarizing the school's overall progress will be prepared in June of each year. This report will include recommendations of new steps in each plan until such time as the objective is achieved. The report will be submitted for review and ratification to the President and Board of Directors. The yearly written report will be communicated to the larger NDHS community by publishing it via the NDHS website. From time to time, progress will also be reported via other school publications, including the Royal Weekly and the Royal Monthly.

As a part of this annual evaluation process, each Department, coordinated through the administration, will be required to submit a written update of progress on each objective. This report will be presented to the administration in May of each year. In order to facilitate the measuring of progress, each Department will devote some time during their monthly meetings to reviewing an aspect of the Schoolwide Action Plan. Additionally, discussion of the Schoolwide Action plan will be an agenda item on the first Faculty/Staff Meeting of the school year in August. These items will also be discussed in the regular monthly Faculty/Staff Meetings as needed throughout the year.

Finally, NDHS will keep in place the structure of the Focus Teams each year. At least once every semester, the Focus Teams will meet for the purpose of reviewing the Schoolwide Action Plan as well as their WASC/WCEA criteria. In this way, NDHS will engage in an on-going self-study.

Action Plan #1: Catholic Identity

Objective: To enhance the Catholic identity of the school, especially in the areas of prayer, faith formation retreats, and community service learning programs.

Rationale: To strengthen the Catholic identity of the school among our families and the community at large.

Action Steps	Timeline	Responsible Parties	Resources	Outcomes	Assess Progress (Evidence)	Reporting Progress
<i>Assess and evaluate that the Mission and Philosophy statements are integrated in all aspects of school life</i>	2012-2013	<ul style="list-style-type: none"> Administration Department Chairs 	Department Budget	Implement and monitor	Copies of assessment and evaluation reports	Faculty and curriculum meeting agenda and minutes
<i>Provide an opportunity for the School community to be involved in prayer experiences and retreats</i>	On going	<ul style="list-style-type: none"> Administration Theology Department Faculty 	<ul style="list-style-type: none"> Department Budget Instructional Fees 	<ul style="list-style-type: none"> Retreat for all incoming 9th graders introducing to SSND Charism, its values, and vision Annual class retreats Division Masses held each semester Continuation of Schoolwide Liturgical Masses 	Creation of surveys for retreats, prayer service	Campus Ministry and Theology Department will create survey and present data faculty meetings and Development Days

<i>Provide opportunities for students to be of service to the Church and civic community</i>	On going	<ul style="list-style-type: none"> • Administration • Department Chairs • Community leaders • Mayors 	<ul style="list-style-type: none"> • School budget • Community support 	<ul style="list-style-type: none"> • Active participation of NDHS students in Archdiocesan events such as the annual Pro-Life Walk or World Youth Day activity • Encourage NDHS students' involvement in parish activities. (Creation of a school choir to sing at a particular mass at any one of the island's parishes.) • Partnership with civic and community leaders for NDHS students to provide service to the community i.e. participating in island wide cleanups. • Annual NDHS Service Day held in September 	<ul style="list-style-type: none"> • Registration forms showing the school/students participation of activities. • Evaluation of the effectiveness of the school/students' participation by Church and civic leaders and organizations 	<ul style="list-style-type: none"> • Theology Department, Academic Counselor will keep track of events and assessments
<i>Create surveys and conduct interviews with NDHS students to gather relevant personal experience and insight regarding faith life and faith formation.</i>	2012-2013	<ul style="list-style-type: none"> • Website • Theology Department 	<ul style="list-style-type: none"> • School budget 	<ul style="list-style-type: none"> • Survey students at the beginning of the school year, which identifies students' faith formation and participation in religious activities • Based on survey results at the beginning of the school year, 	Copies of Surveys, Report of the interviews	Theology Department & Academic counselor will keep track of data collection and present assessments to faculty/administration at large

				<p>Theology Department will assess areas to improve students' faith development</p> <ul style="list-style-type: none"> • Closing survey at the end of the school year that will measure the effectiveness and development of Catholic Spirituality in the life of the student 		
<p><i>Use school newspaper, website, Royal Monthly/Royal Weekly, NDHS bulletin boards to address faith related topics, and highlight and market faith activities on campus.</i></p>	Ongoing	<ul style="list-style-type: none"> • Administration • Theology Dpt. • Marketing Dpt. 	<ul style="list-style-type: none"> • School budget 	<ul style="list-style-type: none"> • Creation of a bulletin board dedicated to Catholic events taking place at school and in the community 	Photos of the bulletin board	<p>Theology Department in cooperation with Marketing Department will track progress and effectiveness of this program.</p>

Action Plan #2: Curriculum and Instruction

Objective: To design and implement instructional strategies across the curriculum to meet the needs of all students.

Rationale: To provide on-going training and best practices in teaching and learning needed in classroom teaching.

Action Steps	Timeline	Responsible Parties	Resources	Outcomes	Assess Progress (Evidence)	Reporting Progress
<p><i>Develop and implement process of evaluating and updating curriculum in all departments, including alignment with ESLRs, Archdiocesan standards, and sequencing of courses.</i></p> <ul style="list-style-type: none"> • Create aggressive marketing plan • Evaluate curriculum: Hold faculty in-service trainings to evaluate and update curriculum. Curriculum coordinators and university professors will conduct in-service trainings. • Update curriculum: Offer more Advanced Placement courses; send faculty members to AP trainings offered by the College Board. 	2011-2017	<ul style="list-style-type: none"> • President • Principal • Strategic Planning Curriculum Committee • Academic Counselor • Faculty and Department Chairpersons 	<ul style="list-style-type: none"> • Department Budget • Budget for professional membership • Community support • Grants • Students • Faculty • Technology/Internet • College Board – PSAT, SAT 	<ul style="list-style-type: none"> • Increased enrollment • Increase in grant opportunities • Increase in standardized test scores: PSAT, SAT, SAT-10 • Increase in completion of college applications being filled out and scholarships granted 	<ul style="list-style-type: none"> • Resource allocation • Purchase of updated frameworks 	<ul style="list-style-type: none"> • Documentation of in-service trainings • PSAT, SAT, SAT-10 test scores
<p><i>Implement effective and consistent instructional methods, time management, and study skills strategies across the curriculum.</i></p>	2011-2017	<ul style="list-style-type: none"> • President • Principal • Strategic Planning Curriculum 	<ul style="list-style-type: none"> • List of in-service trainings • PowerPoint presentations 	<ul style="list-style-type: none"> • Increased time management and study skills preparation for college and 	<ul style="list-style-type: none"> • List of in-service trainings • PowerPoint presentation 	<ul style="list-style-type: none"> • Reports and data gathered during meetings

<ul style="list-style-type: none"> • Hold in-service trainings for instructional methods. • Teachers will implement time management and study skills strategies into their lesson planning. 		<p>Committee</p> <ul style="list-style-type: none"> • Academic Counselor • Faculty and Department Chairpersons 		workforce	s provided by presenters	
<p><i>Develop and implement strategies for effectively supporting and integrating appropriate technology that benefits the school community.</i></p> <ul style="list-style-type: none"> • Schedule university professors to train teachers how to integrate technology in the curriculum. • Teachers/administrators to attend technology training offered by the International Society for Technology in Education (ISTE). 	2011-2017	<ul style="list-style-type: none"> • President • Principal • Academic Counselor • Department Chairs • Faculty 	<ul style="list-style-type: none"> • Title 5 fka No Child Left Behind • In-service training 	<ul style="list-style-type: none"> • Increase in enrollment • Technology is up-to-date with 21st Century Learning • Students develop technological skills in preparation for college and workforce. 	<ul style="list-style-type: none"> • Grants received (Title 5) 	<ul style="list-style-type: none"> • Student electronic portfolios (internalization of the ESLR) • Reports and presentations on technology in education

Action Plan #3: Student Progress

Objective: To provide an effective school-wide college preparatory program that fosters and accounts for life-long student excellence.

Rationale: To ensure holistic growth of every student that will transcend after high school.

Action Steps	Timeline	Responsible Parties	Resources	Outcomes	Assess Progress (Evidence)	Reporting Progress
<p><i>Design and implement counseling support services for all students in areas of</i></p> <ol style="list-style-type: none"> 1. <i>academic achievement</i> 2. <i>college/career planning</i> 3. <i>personal growth</i> 	Ongoing	<ul style="list-style-type: none"> • Academic Counselor and Principal. Faculty assistance can be requested. 	<ul style="list-style-type: none"> • Administration • Department Budget • Development Office • Staff • Students • Community • Internet 	<ul style="list-style-type: none"> • Increased student participation • Increased GPAs • Increased test scores • Increased college enrollment 	<ul style="list-style-type: none"> • Meet quarterly (1st-3rd) with students on academic probation • Discuss PSAT data and results with students • Review AP Potential data and generate list of qualified students for AP classes • Meet 1:1 with juniors and seniors to discuss college/career options • Coordinate annual college week and career week and semester seminars on topics ranging from education and college to careers and strategies 	<ul style="list-style-type: none"> • Media Coverage • School website • Facebook Page • Financial Report • Grant reports

<p><i>Develop effective tools for clearly communicating and assessing the school's ESLRs.</i></p> <ul style="list-style-type: none"> • Organize activities that embody the ESLR • Implement assessment tool to measure students internalization of the ESLR 	<p>Ongoing</p>	<ul style="list-style-type: none"> • Academic Counselor • Principal • Faculty assistance • ESLR committee 	<ul style="list-style-type: none"> • Administration • Department Budget • Staff • Students • Community • Internet 	<ul style="list-style-type: none"> • Academic preparedness • Spiritual growth • Global awareness 	<ul style="list-style-type: none"> • Recitation of ESLR • Results of survey/ePortfolio 	<ul style="list-style-type: none"> • Media Coverage • School website • Facebook Page • Financial Report • Grant reports
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Action Plan #4: Development

Objective: To develop and implement a strategy for increasing student enrollment through improvement methods of marketing, recruitment, and public relations in the admissions process.

Rationale: Consistent with the school’s Mission and Charism, NDHS remains committed to attracting diverse and qualified students.

Action Steps	Timeline	Responsible Parties	Resources	Outcomes	Assess Progress (Evidence)	Reporting Progress
<i>Initiate projects, plans for development with special emphasis upon continued growth of grant acquisition and Alumni giving.</i>	2011-2017	<ul style="list-style-type: none"> • President • Principal • Marketing Office • Business Manager • Strategic Planning Development Committee • Academic Counselor • Coaches • Parent Alumni Advisory Board (PAAB) 	<ul style="list-style-type: none"> • Department Budget • Development Office • Alumni support • Community support • Grants • Students • Staff • Internet 	<ul style="list-style-type: none"> • Increased enrollment • Greater Alumni support • Increase in grant opportunities • Island-wide exposure • Year round marketing • Increase in funding 	<ul style="list-style-type: none"> • Success of Parent/Alumni Advisory Board Projects • Increase in Grants awarded • Media coverage • Registration Forms 	<ul style="list-style-type: none"> • Media Coverage • School website • Facebook Page • Financial Report • Grant reports
<p>STEP 1: Create aggressive marketing plan</p> <ol style="list-style-type: none"> 1. Aggressively market to middle schools. 2. Hold open house events that appeal to both potential students and parents twice a year (beginning of SY and at the end). 3. Hold coffee shop 	2011-2017	<ul style="list-style-type: none"> • Marketing Office • Business Manager • Strategic Planning Development Committee • Academic Counselor • Coaches 	<ul style="list-style-type: none"> • Department Budget • Students • Staff • Community support • Internet 	<ul style="list-style-type: none"> • Increased enrollment • Island-wide exposure • Year round marketing 	<ul style="list-style-type: none"> • Media coverage • Registration forms 	<ul style="list-style-type: none"> • Financial Report • Facebook Page • School Website • Media Coverage

<p>nights where students can perform poetry readings.</p> <p>4. In addition to Summer Enrichment, offer Sports Camps or other Summer Fun activities open to all middle school and high school students.</p> <p>5. Newspaper Articles and Ads</p> <p>6. Create official Facebook Page</p>						
<p>STEP 2: Secure financial Resources to support the initiatives contained in the Strategic Plan</p> <p>1. Fundraising efforts (Alumni Gala, Development Office Solicitation Letter, Alumni Brunch, etc.)</p> <p>2. Grant Applications (e-Rate, NSF, SSND Grants, etc.)</p>	2011-2017	<ul style="list-style-type: none"> • Marketing Office • Business Manager • Strategic Planning Development Committee • PAAB 	<ul style="list-style-type: none"> • Students • Staff 	<ul style="list-style-type: none"> • Increase in funding 	<ul style="list-style-type: none"> • Grants awarded 	<ul style="list-style-type: none"> • Financial Report • Grant reports
<p>STEP 3: Develop stronger Alumni Giving/Support</p> <p>1. Alumni Newsletters</p> <p>2. Alumni Association</p>	2011-2017	<ul style="list-style-type: none"> • Marketing Office • Business Manager • Strategic Planning Development Committee 	<ul style="list-style-type: none"> • Department Budget • Development Office 	<ul style="list-style-type: none"> • Greater support from Alumni (financial/service) 	<ul style="list-style-type: none"> • Increase in Alumni attendance at various school/Alumni 	<ul style="list-style-type: none"> • Financial Report • Media Coverage

Membership Incentives 3. Alumni Paraphernalia (alumni calendars, pins, T-Shirts, etc.)		<ul style="list-style-type: none"> • PAAB 			events <ul style="list-style-type: none"> • Increase in Alumni donations/service • Alumni Scholarships to students (children of Alumni) 	
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Action Plan #5: Resource Management

Objective: To evaluate the present facility, to develop a Master Plan for improvements and a systematic plan to identify and obtain financial resources for funding these.

Rationale: Consistent with the school’s Mission and Charism, NDHS remains committed to attracting diverse and qualified students.

Action Steps	Timeline	Responsible Parties	Resources	Outcomes	Assess Progress (Evidence)	Reporting Progress
<p><i>Initiate Annual evaluation of proposed budget.</i></p> <ul style="list-style-type: none"> - Recruitment of additional alumni supporters; - Research and apply for additional grants. 	2011-2017	<ul style="list-style-type: none"> • President • Principal • Business Manager • Marketing Office 	<ul style="list-style-type: none"> • Tuition fees • Alumni support • Community support • Public and private grants • Student fundraising 	<ul style="list-style-type: none"> • Financial security • Ability to grow the academic program • Maintain and improve the physical plant • Improve community image 	<ul style="list-style-type: none"> • Increased enrollment • Increased income of fundraising efforts • Increase in grant approvals 	<ul style="list-style-type: none"> • Financial reports of: <ul style="list-style-type: none"> - School - Fundraising - Grants
<p><i>Develop and constantly update long range financial plan with input from the board, Parent-Alumni Advisory Board, administration and marketing office to address operational costs, tuition assistance and sustainable tuition</i></p>	2011-2017	<ul style="list-style-type: none"> • President • Principal • Business Manager • Marketing office • Strategic Planning Development Committee • Parent-Alumni Advisory Board 	<ul style="list-style-type: none"> • Current departmental budgets cooperation between school and Provincial office, Development office, Parent-Alumni Advisory Board 	<ul style="list-style-type: none"> • Security in long range planning for improvements: physical plant and academics; - Increased confidence in the school by stakeholders - Growth of student body 	<ul style="list-style-type: none"> • Quantity of students • School profit margin 	<ul style="list-style-type: none"> • Financial Statements • Physical plant improvements • Student achievement