



Archdiocese
of
Louisville

School Improvement
Planning Document

Appendix A
Forms

TABLE OF CONTENTS

Page Number/s

ADMINISTRATOR EVALUATION PROCESS TEMPLATE	1
ASSESSMENT OF CATHOLIC RELIGIOUS EDUCATION	2-3
(ACRE) TEST RESULTS	
ENROLLMENT CHARTS	4-10
SOURCE OF STUDENTS	
INFANT BAPTISMS	
FIVE YEAR ENROLLMENT HISTORY	
HISTORICAL ATTRACTIVENESS RATES	
NET GAIN OR LOSS TO DETERMINE ENROLLMENT PROJECTIONS	
ENROLLMENT PROJECTIONS	
SPECIAL CIRCUMSTANCES STUDENT POPULATION	
eWALK RESULTS SUMMARY.....	11-13
FACILITIES FORMS	14-40
SCHOOL SITE ASSESSMENT	
FACILITIES CHECKLIST	
FACILITIES IMPROVEMENT PLAN	
FINANCIAL FORMS	41-44
TUITION-BASED INCOME	
TUITION-BASED EXPENSE	
STEWARDSHIP-BASED PARISH INCOME/EXPENSE	
STEWARDSHIP-BASED PARISH ANNUAL OPERATING COST OF PARISH	
INSTRUCTIONAL IMPROVEMENT PLAN DOCUMENTS	45-47
INSTRUCTIONAL IMPROVEMENT PLAN	
IIP – STRATEGIES/ACTIVITIES	
IIP – IMPLEMENTATION/IMPACT CHECK	
LoTi RESULTS SUMMARY.....	48
PREVALENCE OF “BEST PRACTICES’ IN MY CLASSROOM/SCHOOL	49-52
PRINCIPAL’S REFLECTION ON BEST PRACTICES WITHIN BUILDING	53-55
ROSTER & ASSIGNMENTS OF INSTRUCTIONAL PERSONNEL	56
SCHOOL PROFILE.....	57-60
SURVEYS.....	61-78
PRIMARY	
INTERMEDIATE	
MIDDLE SCHOOL	
FACULTY	
PARENT	
BOARD	
TERRA NOVA ASSESSMENT RESULTS	79-81

ADMINISTRATOR EVALUATION PROCESS TEMPLATE

	2004/05	2005/06	2006/07	2007/08	2008/09
Goal Setting Date					
Conference Date(s)					
PPR Completion Date					
# PD Hours Obtained					

ASSESSMENT OF CATHOLIC RELIGIOUS EDUCATION (ACRE) TEST RESULTS*

Faith Knowledge

	2008	2009	2010	2011	2012
<u>Domain I</u> God: Father, Son & Holy Spirit					
<u>Domain II</u> Church: One, Holy, Catholic & Apostolic					
<u>Domain III</u> Liturgy and Sacraments					
<u>Domain IV</u> Revelation, Scripture & Faith					
<u>Domain V</u> Life in Christ: Personal Morality & Catholic Social Teaching					
<u>Domain VI</u> Church History					
<u>Domain VII</u> Prayer/Religious Practices					
<u>Domain VIII</u> Catholic Faith Literacy					

Please note:

- The scores listed here are percentage scores and not NCE's (as listed on the Terra Nova Test). ACRE is a criterion reference test and reports only percentages.
- You will need to complete one of these forms for each grade in which the ACRE is given.

ASSESSMENT OF CATHOLIC RELIGIOUS EDUCATION (ACRE) TEST RESULTS*

Affective Statements – Personal Beliefs, Attitudes, Practices and Perceptions

The results to the affective statements from the ACRE test merit close inspection and consideration. Unlike the faith knowledge cognitive questions, where there is specified a correct response and specific scores can be measured from year to year, in the affective statements you will need to look at the pattern of responses over statements in a category as well as the magnitude of responses to individual statements in order to best judge trends within your school and among/across groups within your school.

List the trends that are indicated by the ACRE report entitled **Reporting Category: Relationship with Jesus** in your school and among/across groups within your school for the past 5* years.

List the major concerns that were surfaced in the ACRE report entitled **Reporting Category: Student Concerns** in your school for the past 5* years.

It is understood that the data from ACRE is only available beginning in 2008, the first year the test was administered in the Archdiocese of Louisville.

Source of Students

Name of Catholic Parish	20__/20__		20__/20__		20__/20__		20__/20__		20__/20__	
	No.	% of Total	No.	% of Total	No.	% of Total	No.	% of Total	No.	% of Total
1.										
2.										
3.										
4.										
5.										
Other Catholic Parishes										
Non-Catholic										
Total Enrollment										

Infant Baptisms 10 Year History

Name of Catholic Parish	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
1.										
2.										
3.										
4.										
5.										
Total Baptisms										

Five Year Enrollment History

Grade	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
Pre-School (3-yr olds)					
Pre-Kindergarten (4-yr olds)					
Kindergarten					
Grade One					
Grade Two					
Grade Three					
Grade Four					
Grade Five					
Grade Six					
Grade Seven					
Grade Eight					
TOTALS					

Parish Affiliation of Kindergarten Students

Name of Parish	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
1.					
2.					
3.					
4.					
5.					
Other Catholic Parishes					
Non-Catholic Students					
Total Kindergarten					

Historical Attractiveness Rates Kindergarten Students

	Column 1		Column 2	Column 3	Column 4	Column 5	Column 6
Year of Baptism	Number Baptized	Year entering Kindergarten	Number of Parish Students	Attractiveness Rate Col 2/Col 1	Other Catholic Students	Non Catholic Students	Total Kindergarten Students
1999		2004					
2000		2005					
2001		2006					
2002		2007					
2003		2008					
Five Year Average Attractiveness							

Projection for Kindergarten Students

Year of Baptism	Number Baptized	Year entering Kindergarten	Projected Number of Parish Students	Average Attractiveness Rate (From Above)	Other Catholic Students	Non Catholic Students	Total Kindergarten Grade
2004		2009					
2005		2010					
2006		2011					
2007		2012					
2008		2013					

Net Gain or Loss To Determine Enrollment Projections

	04-05 ↓ 05-06	05-06 ↓ 06-07	06-07 ↓ 07-08	07-08 ↓ 08-09	Average Net Gain or Loss as Students Move from Grade to Grade	Net Gain/Loss Figures Used to Prepare Projection
Grade K to 1	_____	_____	_____	_____	_____	_____
Grade 1to 2	_____	_____	_____	_____	_____	_____
Grade 2 to 3	_____	_____	_____	_____	_____	_____
Grade 3 to 4	_____	_____	_____	_____	_____	_____
Grade 4 to 5	_____	_____	_____	_____	_____	_____
Grade 5 to 6	_____	_____	_____	_____	_____	_____
Grade 6 to 7	_____	_____	_____	_____	_____	_____
Grade 7 to 8	_____	_____	_____	_____	_____	_____

Enrollment Projection

Grade	Historical				Current	Projection				
	School Year 04 - 05	School Year 05 - 06	School Year 06 - 07	School Year 07 - 08	School Year 08 - 09	School Year 09 - 10	School Year 10 - 11	School Year 11 - 12	School Year 12 - 13	School Year 13 - 14
Pre-K										
Kindergarten										
Grade One										
Grade Two										
Grade Three										
Grade Four										
Grade Five										
Grade Six										
Grade Seven										
Grade Eight										
Sub-total (K-8)										
<i>TOTAL</i> (including Pre-K)										

Special Circumstances Student Population

Students who qualify for free/reduced meals					
	04/05	05/06	06/07	07/08	08/09
Number					
% of total student population					

Students who have limited English proficiency					
	04/05	05/06	06/07	07/08	08/09
Number					
% of total student population					

Students diagnosed with:					
	04/05	05/06	06/07	07/08	08/09
ADD					
ADHD					
Auditory Processing					
Autism					
Developmentally Delayed					
Emotional Disturbance					
Hearing Impairment/Deafness					
Learning Disability					
Mental Retardation					
Orthopedic					
Speech/Language					
Traumatic Brain Injury					
Vision Impairment/Blindness					
Other					
Number					
% of total student population					

eWalk Results Summary

Listed below are the results of the eWalk Survey for the years indicated.

eWalk Survey		2007-2008	2008-2009	2009-2010
Grouping Arrangement				
	Whole Group Instruction			
	Small Group Instruction			
	Individual Instruction			
	Multiple Groupings			
Evidence of Differentiation				
	Same Task/Same Level			
	Same Task/Different Level			
	Different Task/Different Level			
	No Evidence/No Activity			
Classroom Environment				
	Conducive Setup/Space			
	Procedures/Rules Evident			
	Procedures/Rules Enforced			
	Daily Objectives/Agenda			
	Essential Questions			
	Curriculum Map			
	Student Work Displayed/Rubric			
Teacher Activity on Entry				
	Direct Instruction			
	Circulating/Monitoring			
	Facilitating Learning			
	Working with Students			
	Reading to Students			
	Assessing			
	Sitting at Desk			
	Not Present			

eWalk Survey		2007-2008	2008-2009	2009-2010
Learning Activities				
	Reading			
	Listening			
	Seatwork/Worksheet			
	Viewing			
	Discussion			
	Writing			
	Presenting			
	Assessment			
	Passive Audience			
	Note taking			
	Guided Practice			
	Hands On/Inquiry			
Instruction				
	Comparing/contrasting, classifying, analogies, metaphors			
	Summarizing/ note taking			
	Reinforcing effort/ giving praise			
	Homework/guided practice			
	Non-linguistic representations/graphic organizers			
	Setting objectives/providing feedback			
	Generating/testing hypotheses			
	Questions, cues/advanced organizers			
	Brainstorming			
	Lecture			
	Other observed strategies			

eWalk Survey (continued)		2007-2008	2008-2009	2009-2010
LoTi Level				
	No computer use			
	Teacher is presenting using technology			
	Students are presenting using technology			
	Students are using technology to solve problems/do tasks			
	Students are creating hypotheses/verifying using technology			
	Students creating new material based on their knowledge of the subject material using technology			
Depth of Knowledge				
	Recall/Reproduction			
	Basic Application			
	Strategic Thinking			
	Extended Thinking			
Content literacy				
	Vocabulary Development			
	Reading Comprehension			
	Academic Dialogue			
	Verbal Fluency			
	Writing to Learn			
	Writing to Demonstrate Learning			

Based on the results above, the School Improvement Plan includes the following strategies to improve curriculum and instruction at our school.

FACILITIES

School Site Assessment

Facility Name: _____ Date: _____

Facility Location: _____

Present Enrollment: _____ Enrollment Capacity: _____

Person completing this form: _____

Title: _____

The Site(s) comprise approximately _____ blocks or _____ acres.

Site comments:

The school building was constructed in _____ (year).

The building has _____ number of stories/floors.

The building has a basement.

Yes / No
(Please circle one)

The building is:

Rectangular

"T" Shaped

"U" Shaped

Other:

(Please circle one—if **Other:**, please describe.)

(This section is for OLFE use only.)

Mechanical, Electrical, Plumbing: Comments:

Structural Comments:

Additions? _____

Roof Comments: _____

Interior Comments: _____

Roof - #1

The main roof is: (Please circle any that apply.)

rubber
slate

built up
composition shingle

roll

Other: _____

covered
sloped

flat
flat with sloped sides

peaked
composition shingle

Other: _____

- This roof has a history of roof leaks. **Yes / No**
Does the Parish have a roofer, who regularly comes out to evaluate the roofs and make necessary repairs? **Yes / No**

- This roof is believed to be original to the building. **Yes / No**

This roof was replaced approximately _____ years ago.

This roof was repaired in _____ (date).

- This roof drains through:

roof drains scuppers to gutters

Other: _____

that discharges through downspouts to:

grade the street storm drain

Other: _____

- The gutters are

copper vinyl metal

Other: _____

- Downspouts are

copper vinyl metal

Other: _____

- The roof edge / soffit materials are:

wood metal

Other: _____

- Roof condition is:

excellent good fair

poor bad

- Edge material condition is:

excellent	good	fair
poor	bad	
- Rooftop equipment and penetrations includes:

skylights	compressors
air shafts vents	lightning protection
Other: _____	
- Composition shingles are curling and appear brittle, some shingles are missing. **Yes / No**
- Slates are broken, some are missing, slates are becoming thin, and many slates have been replaced. **Yes / No**
- The condition of the chimney is:

excellent	good	fair
poor	bad	

Comments:

Roof - #2 (if applicable)

This roof is: (Please circle any that apply.)

rubber
slate

built up
composition shingle

roll
Other: _____

covered
sloped
Other: _____

flat
flat with sloped sides

peaked
composition shingle

- This roof has a history of roof leaks. **Yes / No**
Does the Parish have a roofer, who regularly comes out to evaluate the roofs and make necessary repairs? **Yes / No**

- This roof is believed to be original to the building. **Yes / No**

This roof was replaced approximately _____ years ago.

This roof was repaired in _____ (date).

- This roof drains through:
roof drains scuppers to gutters
Other: _____
that discharges through downspouts to:
grade the street storm drain
Other: _____

- The gutters are
copper vinyl metal
Other: _____

- Downspouts are
copper vinyl metal
Other: _____

- The roof edge / soffit materials are:
wood metal
Other: _____

- Roof condition is:
excellent good fair
poor bad

- Edge material condition is:

excellent	good	fair
poor	bad	

- Rooftop equipment and penetrations includes:

skylights	compressors
air shafts vents	lightning protection
Other: _____	

- Composition shingles are curling and appear brittle, some shingles are missing. **Yes / No**

- Slates are broken, some are missing, slates are becoming thin, and many slates have been replaced. **Yes / No**

- The condition of the chimney is:

excellent	good	fair
poor	bad	

Comments:

air shafts vents	lightning protection
Other: _____	

- Composition shingles are curling and appear brittle, some shingles are missing. **Yes / No**

- Slates are broken, some are missing, slates are becoming thin, and many slates have been replaced. **Yes / No**

- The condition of the chimney is:

excellent	good	fair
poor	bad	

Comments:

Building - Front

Entrances - Front

The front doors to the building are:

glass wood fiberglass

Other: _____

- The condition of the doors is:

excellent good fair

poor bad

- The doors have storm doors. **Yes / No**
- The doors have panic hardware. **Yes / No**
- The doors have exterior exit lights. **Yes / No**

The steps to the building are:

concrete stone brick

Other: _____

- The condition of the steps is:

excellent good fair

poor bad

There are railings. **Yes / No**

- The railings are metal/wood. **Yes / No**

- The condition of the railings is:

excellent good fair

poor bad

- The railings are loose and need to be reattached to wall. **Yes / No**
- The railings are loose and need to be reattached to step. **Yes / No**
- The railings need to repainted/replaced. **Yes / No**

There are problems with the doors. **Yes / No**

Problems with the doors include _____

The exterior wall needs to be:

repointed caulked rebuilt

The retaining wall needs to be:

repointed caulked rebuilt

Windows - Front

- Number of windows _____
- The condition of the windows is:

excellent	good	fair
poor	bad	
- Windows need to be:

repainted	reglazed	caulked
-----------	----------	---------

 If so, what percentage? _____
- Headers need to be:

repainted	reglazed	caulked
-----------	----------	---------
- The windows have storm windows. **Yes / No**
 If so, what type of storm windows are in place? _____
- The windows have window guards. **Yes / No**
 The condition of the window guards is:

excellent	good	fair
poor	bad	

Additional comments on entrances or windows:

Building – Right Side

Entrances - Right

The doors to the building are:

glass wood fiberglass

Other: _____

- The condition of the doors is:

excellent good fair

poor bad

- The doors have storm doors. **Yes / No**
- The doors have panic hardware. **Yes / No**
- The doors have exterior exit lights. **Yes / No**

The steps to the building are:

concrete Stone brick

Other: _____

- The condition of the steps is:

excellent good fair

poor bad

There are railings. **Yes / No**

- The railings are metal/wood. **Yes / No**

- The condition of the railings is:

excellent good fair

poor bad

- The railings are loose and need to be reattached to wall. **Yes / No**
- The railings are loose and need to be reattached to step. **Yes / No**
- The railings need to repainted/replaced. **Yes / No**

There are problems with the doors. **Yes / No**

Problems with the doors include _____

The exterior wall needs to be:

repointed caulked rebuilt

The retaining wall needs to be

repointed caulked rebuilt

Windows – Right Side

- Number of windows _____
- The condition of the windows is: _____
 excellent good fair
 poor bad
- Windows need to be:
 repainted reglazed caulked
 If so, what percentage? _____
- Headers need to be:
 repainted reglazed caulked
- The windows have storm windows. **Yes / No**
 If so, what type of storm windows are in place? _____
- The windows have window guards. **Yes / No**
 The condition of the window guards is:
 excellent good fair
 poor bad

Additional comments on entrances or windows:

Building – Left Side

Entrances - Left

The doors to the building are:

glass wood fiberglass

Other: _____

- The condition of the doors is:

excellent good fair

poor bad

- The doors have storm doors. **Yes / No**
- The doors have panic hardware. **Yes / No**
- The doors have exterior exit lights. **Yes / No**

The steps to the building are:

concrete Stone brick

Other: _____

- The condition of the steps is:

excellent good fair

poor bad

There are railings. **Yes / No**

- The railings are metal/wood. **Yes / No**

- The condition of the railings is:

excellent good fair

poor bad

- The railings are loose and need to be reattached to wall. **Yes / No**
- The railings are loose and need to be reattached to step. **Yes / No**
- The railings need to repainted/replaced. **Yes / No**

There are problems with the doors. **Yes / No**

Problems with the doors include _____

The exterior wall needs to be:

repointed caulked rebuilt

The retaining wall needs to be

repointed caulked rebuilt

Windows – Left Side

- Number of windows _____
- The condition of the windows is:

excellent	good	fair
poor	bad	
- Windows need to be:

repainted	reglazed	caulked
-----------	----------	---------

 If so, what percentage? _____
- Headers need to be:

repainted	reglazed	caulked
-----------	----------	---------
- The windows have storm windows. **Yes / No**
 If so, what type of storm windows are in place? _____
- The windows have window guards. **Yes / No**
 The condition of the window guards is:

excellent	good	fair
poor	bad	

Additional comments on entrances or windows:

Building - Rear

Entrances - Rear

The rear doors to the building are:

glass wood fiberglass

Other: _____

- The condition of the doors is:

excellent good fair

poor bad

- The doors have storm doors. **Yes / No**
- The doors have panic hardware. **Yes / No**
- The doors have exterior exit lights. **Yes / No**

The steps to the building are:

concrete stone brick

Other: _____

- The condition of the steps is:

excellent good fair

poor bad

There are railings. **Yes / No**

- The railings are metal/wood. **Yes / No**

- The condition of the railings is:

excellent good fair

poor bad

- The railings are loose and need to be reattached to wall. **Yes / No**
- The railings are loose and need to be reattached to step. **Yes / No**
- The railings need to repainted/replaced. **Yes / No**

There are problems with the doors. **Yes / No**

Problems with the doors include _____

The exterior wall needs to be:

repointed caulked rebuilt

The retaining wall needs to be

repointed caulked rebuilt

Windows - Rear

- Number of windows _____
- The condition of the windows is:

excellent	good	fair
poor	bad	
- Windows need to be:

repainted	reglazed	caulked
-----------	----------	---------

 If so, what percentage? _____
- Headers need to be:

repainted	reglazed	caulked
-----------	----------	---------
- The windows have storm windows. **Yes / No**
 If so, what type of storm windows are in place? _____
- The windows have window guards. **Yes / No**
 The condition of the window guards is:

excellent	good	fair
poor	bad	

Additional comments on entrances or windows:

Building - Basement

Entrances - Basement

The doors to the building are:

glass wood fiberglass

Other: _____

- The condition of the doors:

excellent good fair

poor bad

- The doors have storm doors. **Yes / No**
- The doors have panic hardware. **Yes / No**
- The doors have exterior exit lights. **Yes / No**

The steps to the building are:

concrete stone brick

Other: _____

- The condition of the steps is:

excellent good fair

poor bad

There are railings. **Yes / No**

- The railings are metal/wood. **Yes / No**

- The condition of the railings is:

excellent good fair

poor bad

- The railings are loose and need to be reattached to wall. **Yes / No**
- The railings are loose and need to be reattached to step. **Yes / No**
- The railings need to repainted/replaced. **Yes / No**

There are problems with the doors. **Yes / No**

Problems with the doors include _____

The exterior wall needs to be:

repointed caulked rebuilt

The retaining wall needs to be

repointed caulked rebuilt

Windows - Basement

- Number of windows _____
- The condition of the windows is:

excellent	good	fair
poor	bad	
- Windows need to be:

repainted	reglazed	caulked
-----------	----------	---------

 If so, what percentage? _____
- Headers need to be:

repainted	reglazed	caulked
-----------	----------	---------
- The windows have storm windows. **Yes / No**
 If so, what type of storm windows are in place? _____
- The windows have window guards. **Yes / No**
 The condition of the window guards is:

excellent	good	fair
poor	bad	

Additional comments on entrances or windows:

Building Structure

The building structure is:

brick	stone	wood
concrete block with veneer	Describe the veneer	_____

Load-bearing walls are:

reinforced concrete	brick	stone
concrete block	Other:	_____

The foundation is:

brick	stone	wood
concrete block with veneer	masonry	Other: _____

Interior support walls are:

concrete block	wood	Other: _____
----------------	------	--------------

Mechanical, Plumbing and Electrical Systems

Mechanical

- The heat source for the building is:

oil	gas-fired	electric
Other:	_____	

- The building is heated by:

steam boiler	hot water boiler	furnace
heat pump	Other:	_____

- The unit is located in:

mechanical room	Other:	_____
-----------------	--------	-------

- The unit was installed in _____ . (Date).

- The building is cooled by:

chilled water system	direct expansion units	window ac units
ceiling fans	Other:	_____

- The unit was installed in _____ . (Date).

- Piping seen has damaged pipe installation.

Yes / No

Plumbing System

- The plumbing for this building is original to the building. **Yes / No**
If no, what is the date of last repair? _____
- Plumbing system problems were reported by Parish personnel. **Yes / No**
- Plumbing system problems were seen. **Yes / No**
- Generally the condition of the plumbing system appears to be:
 excellent good fair
 poor bad
- Water is supplied by:.
 local municipality private well
Other: _____
- Sewage drains to
 municipal sewer an on site system
Other: _____
- Hot water is provided by a:
 oil gas-fired electric
Other: _____
water heater in
 boiler hot water tank
Other: _____
- There are handicapped accessible bathrooms and/or fountains. **Yes / No**
Located _____

- Additional comments/problems:

Electrical System

- The electrical service is located in the _____
- The electrical service consists of:
disconnect switches _____ circuit breaker panels
fuses _____
with service estimated at _____ amps.

This building has transformer(s) located in a location.

Yes / No

- List problems (3' clearance) _____
- The building lighting system consists of
fluorescent _____ metal halide _____ sodium
mercury _____ incandescent
lighting fixtures with a good/ adequate /Other: lighting level.

Other: comments:

OilTanks

- This site has an oil tank. **Yes / No**

- An underground fuel oil storage tank is located _____
- The tank is abandoned. **Yes / No**
- The tank is original to the building construction. **Yes / No**
- The tank was reportedly installed in _____ (date).
- The capacity of the tank is:
 - _____ gallons
 - _____ gallons (estimated)
 - _____ unknown

- The tank is tested regularly. **Yes / No**
The tank was last tested _____ (date).
- Parish personnel reported no known leaks of water into the tank. **Yes / No**
- Parish personnel reported no known leaks of fuel from the tank. **Yes / No**
- In the short term, perform tightness testing to verify oil tank and fill pipe tightness. **Yes / No**
- Based on age, current environmental regulations and assumed condition, in the (short / mid / long) term (remove / remove and replace) the tank.

If tanks are seen that are not buried

- Oil storage tanks are located in:
a vault Other: _____

List any problems seen or reported:

INTERIOR

School Uses and Related Breakdown

Total Square Footage Area _____

Functional Uses (Rooms)	Number (Total)	Area (Total Sq. Ft.)	Capacity (Total)
Classrooms (Grades 1-8)			
Classrooms (Kindergarten)			
Classrooms (Pre - K)			
Music Room			
Art Room			
Science Room/Lab(s)			
Library Room			
Computer Room			
Cafeteria / Kitchen			
Auditorium			
Gymnasium			
Faculty Room			
Administrative Offices:			
a) Principal			
b) Guidance			
c) Nurse			
d) Main Office			
e) Conference / Meeting			
Restrooms			
Storage			
Other: Room Uses (Please List)			
Functional Uses Totals			

Functional Uses (Site)

- Modular Units (Please explain and indicate Ownership, Use, Size and Capacity):

- Parking Availability (Please explain and indicate Ownership, Use, Size and Capacity):

- School Yard / Play Areas (Please explain and indicate Ownership, Use, Size and Capacity):

- Other: School Related Site Uses:

- Is there more than one (1) school building (Yes / No). If yes, is the additional building (independent / combined with anOther: Parish use). Explain:

- If there is any functional use information and/or clarification you wish to provide for this survey. Explain:

School Capital Improvements /Repair Survey

The purpose of this survey form is to ascertain the past, present and future capital improvement projects and/or repair activities required to maintain the school's operations and facilities.

If there is more than one (1) school building involved, please identify each building for which improvements and/or repairs have been undertaken.

Briefly describe the Project for the building(s) involved indicating major components and building systems.

A. Major Capital Improvements/Repairs Past 5 Years

<u>Building</u>	<u>Project Description</u>	<u>Amount</u>	<u>Date Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Major Capital Improvements/Repairs Underway

<u>Building</u>	<u>Project Description</u>	<u>Amount</u>	<u>Date Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Building Evaluation Report

Asbestos and Environmental

- Does the school files contain the AHERA Management plan (Yes / NO) and/or the third year inspection (Yes / No). If so, -please give date: _____
- Are there any Asbestos related or Other: environmental concerns Yes / No If so, please explain:

Handicapped Accessibility

- The school building(s) are (not /partially/ fully) handicapped accessible. Please explain:

PLANT and FACILITIES CHECKLIST

The list that follows includes topics that would be relative to the general condition and appearance of the facilities. This is a partial listing – a quick snapshot of your facility.

About the School:

_____ Year built	_____ General condition of school
_____ Number of classrooms	_____ Number of classrooms not in use
_____ Auditorium	_____ Central meeting room/multi-purpose room
_____ Cafeteria	_____ Kitchen facilities and equipment
_____ Faculty room	_____ Gym
_____ Computer room	_____ Work area
_____ Separate library	_____ Adequacy of the facilities
_____ Other	

Are the school facilities used for parish/other activities?

Is the school facility adequate to carry out present educational programs?

Are corridors and stairways wide enough for traffic flow?

Is it handicapped accessible?

What is the operating condition of the heating and ventilating equipment?

Are there adequate electrical outlets?

What is the general appearance of the outside of the building?

Are the windows in good repair?

What is the appearance of the landscape?

Are parking facilities adequate?

Are there sufficient outdoor play areas?

What is the general appearance of the inside of the building?

Is there an adequate lunchroom facility?

What is the condition of student desks and other furnishings?

What major capital improvements are needed immediately and in the future?

FACILITIES IMPROVEMENT PLAN

(For projects costing less than the sum of one month's normal income or \$10,000,
whichever is less)

Project identified: _____

Expected Date of Completion: _____

Estimated/Known Cost: _____

Person Responsible: _____

Progress year 1:

Progress Year 2:

*Please refer to the Archdiocese of Louisville Policies and Procedures Manual, pages 54- 57,
for information regarding all renovations and new construction.*

TUITION-BASED SCHOOLS INCOME

200__	200__	200__	200__	Current Year 200__		200__	200__	200__
Tuition (including books and fees)								
Fundraising								
Financial Aid CEF School Choice Parish								
Parish Support								
TOTAL								
\$	\$	\$	\$	\$		\$	\$	\$

TUITION-BASED SCHOOLS EXPENSE

				Current Year			
200__	200__	200__	200__	200__	200__	200__	200__
Payroll & Benefits (faculty, staff, administration, others)							
_____	_____	_____	_____	_____	_____	_____	_____
Building Operational Costs (maintenance, utilities, improvements)							
_____	_____	_____	_____	_____	_____	_____	_____
Instructional Costs (books, supplies, etc.)							
_____	_____	_____	_____	_____	_____	_____	_____
Capital Expense (paying off bldgs/debt, capital improvements)							
Expense from Financial Aid							
_____	_____	_____	_____	_____	_____	_____	_____
TOTAL							
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

STEWARDSHIP PARISH SCHOOLS INCOME/EXPENSE

200__	200__	200__	200__	Current Year 200__		200__	200__	200__
Total Income								
Payroll and Benefits								
Building Costs Operational								
Instructional Costs								
Financial Aid Expense								
TOTAL SCHOOL EXPENSE								
\$	\$	\$	\$	\$		\$	\$	\$
Percentage of Total Stewardship								
%	%	%	%	%		%	%	%

STEWARDSHIP PARISH SCHOOLS

ANNUAL OPERATING COST OF TOTAL PARISH

200__	200__	200__	200__	Current Year 200__	200__	200__	200__
					Annual Operating Cost of Total Parish per Household		
_____	_____	_____	_____	_____	_____	_____	_____
					Annual Operating Cost of School per school family		
_____	_____	_____	_____	_____	_____	_____	_____
					Annual Support from Parish to School		
_____	_____	_____	_____	_____	_____	_____	_____
					Annual Support from School Families to School		
_____	_____	_____	_____	_____	_____	_____	_____
					Contribution to other Parish Services from School Families		
_____	_____	_____	_____	_____	_____	_____	_____

Instructional Improvement Plan Archdiocese of Louisville

School _____ Date _____ Content Area _____

Needs Assessment Data	
Priority Need	Goal
Causes/Contributing Factors	Measurable Objectives

Instructional Improvement Plan Strategies/Activities

School _____ Date _____ Content Area _____

Measurable Objective

Strategy/Activity	Expected Impact	Responsible Person(s)	Start Date	End Date	Estimated Costs	Fund Source

Instructional Improvement Plan Implementation/Impact Check

School	Date	Content Area			
Measurable Objective					
Strategy/Activity	Implemented Partially Implemented Not Implemented	Has Activity Had Impact?		Evidence of Actual Impact on Educational Practice and Student Learning	Outcomes/Observations/New Data/Adjustments
		(YES)	(NO)		

Check up to see if working

Set up schedule to check 3 times a year (at Least)

Reflections on Implementation and Impact Relative to Mission and Beliefs	Reasons Implementation was Incomplete or Expected Impact Did Not Occur	Adjustments to Ensure Implementation and Appropriate Impact

LoTi Results Summary

Listed below are the results of the LoTi Survey for the years indicated.

LoTi Survey	2003	2005	2007	2009
Personal Computer Use				
Current Instructional Practices				
Level of Technology Implementation				

Based on the results above, the School Improvement Plan includes the following strategies to improve the use of technology by teachers and students within the context of learning.

PREVALENCE OF “BEST PRACTICES” IN MY CLASSROOM/SCHOOL

Reflect on how prevalent the use of each “best practice” is in your classroom. Rate your current level of using “best practices” using the following scale:

1 = The use of this best practice is *not at all prevalent* in my classroom.

3 = The use of this best practice is *somewhat prevalent* in my classroom.

5 = The use of this best practice is *very prevalent* in my classroom.

CURRICULUM

- ___ 1. There is focus on a limited number of concepts and skills.
- ___ 2. There is a reliance on the essential question in the subject area standards to determine curriculum.
- ___ 3. The teaching of essential concepts and skills is emphasized with all learners.
- ___ 4. There is an emphasis on analyzing, evaluating, and applying information and concepts.
- ___ 5. Disciplines are integrated where appropriate.
- ___ 6. Information and concepts are used to solve problems and create products.
- ___ 7. Technology is viewed as a tool to teach and learn subject areas.
- ___ 8. Cross curricular units are utilized to integrate knowledge.
- ___ 9. The curriculum includes a purpose, learning standards, implementation and accountability strategies.

PLANNING

- ___ 1. I plan with the end in mind.
- ___ 2. I plan across curricular areas.
- ___ 3. I engage in on-going short and long-range instructional planning
- ___ 4. I collaborate with peers to vary teaching/learning strategies in order to differentiate instruction
- ___ 5. I incorporate reflection, impact on student learning, and refinement in my lesson plans.

ASSESSMENT

- ___ 1. Assessment is aligned with curriculum designs, plans, and implementation.
- ___ 2. Assessment is used to plan instruction, determine prior knowledge and determine progress.
- ___ 3. There is a comparison of students to established standards and criterion-referenced tests.
- ___ 4. Individual work and contributions to the group work are assessed.
- ___ 5. There are a variety of summative and formative assessment and reporting measures.
- ___ 6. Assignments are returned to students with descriptive feedback and more than just a score or grade.
- ___ 7. Choice of assessment is determined by the product/method that best demonstrates what has been learned and includes a variety of measures such as student portfolios, performance events, performance tasks, etc.
- ___ 8. An appropriate amount and a variety of assignments are assigned for homework in consideration of various grade levels.
- ___ 9. Evaluation of student work is based upon scoring rubrics and/or performance checklists.
- ___ 10. Applied knowledge is assessed through activities and projects.
- ___ 11. Assessment scoring rubrics/performance checklists are clearly defined and articulated before they are used.

INSTRUCTION

- ___ 1. Students actively produce information through inquiry and research activities.
- ___ 2. Student-created representations, connections, and meaning (construction) are present.
- ___ 3. There is teacher coaching of students.
- ___ 4. Instruction is differentiated, reaching all learners based on readiness, interests and learning profiles.
- ___ 5. The use of multiple senses (visual, auditory, kinesthetic, tactile) for acquiring information and concepts is present.
- ___ 6. Students work in a variety of group settings.
- ___ 7. The focus is on ability as an attribute that can be developed and increased.
- ___ 8. Groupings are fluid and based on a variety of factors such as readiness, interests, modalities, and random assignment.
- ___ 9. Instructional methods are differentiated based on product, process and content.

INSTRUCTION (continued)

- ___ 10. There is variety and a balanced use of resources such as library materials, technology, visuals (globes, maps charts), manipulatives, graphic organizers, and community resources.
- ___ 11. The choice of instructional materials is based upon the alignment with curriculum goals.
- ___ 12. There is an emphasis on higher-order thinking skills.
- ___ 13. There are real-world applications of knowledge and skills that replicate workplace situations.
- ___ 14. Students are appropriately involved in reflecting upon their learning, setting learning goals, choosing learning activities, and evaluating their work.
- ___ 15. Opportunities, assistance and accommodations are made for students including those with special learning needs and for students who are “gifted.”
- ___ 16. Technology is integrated into the curriculum and used to research, analyze, and present information and concepts.
- ___ 17. New educational trends/best practices are incorporated into instruction.
- ___ 18. There are adequate instructional materials and resources including library, media, technology materials and services.

PROFESSIONAL DEVELOPMENT

- ___ 1. Professional development addresses the need to change/enhance individuals’ practices.
- ___ 2. Professional development focuses on improving student learning as the overall goal.
- ___ 3. Professional development is offered on our school campus.
- ___ 4. There is ongoing support for professional development.
- ___ 5. A variety of professional development opportunities (study groups, e-mail networks, peer coaching, action research, etc.) are provided.
- ___ 6. There is a sustained and intensive emphasis on priority topics.
- ___ 7. Methods emphasize practice, feedback, reflection, coaching, and support.
- ___ 8. Professional development is tailored to the needs of our teachers and our school and is aimed at keeping teachers current with innovative techniques.
- ___ 9. The success of professional development is determined by the level of change in participants’ behaviors.

PROFESSIONAL DEVELOPMENT (continued)

- _____ **10.** The professional development reflects school initiatives and the school improvement plan.
- _____ **11.** Professional development for our school reflects the goals of individual teachers in their professional growth plans.
- _____ **12.** Professional development is offered to non-teaching staff.
- _____ **13.** Professional development programs are evaluated relative to instructional improvement and improvement in student learning.

**Adapted with permission from work of Karen L. Tichy, Ed D., Associate Superintendent for Instruction for the Archdiocese of St. Louis*

2/18/03

PRINCIPAL'S REFLECTION ON BEST PRACTICES WITHIN THE BUILDING*

Please answer **Yes** or **No** to the following questions:

CURRICULUM

- ___ 1. Does each member of your faculty have a copy of the Archdiocesan Curriculum Handbook?
- ___ 2. Is the school's curriculum consistent with the curriculum articulated in the Archdiocesan Curriculum Handbook?
- ___ 3. Is there a plan to ensure that your teachers use the curriculum framework when planning?

PROFESSIONAL ORGANIZATIONS

- ___ 1. Do you know the organizations to which your faculty belong?
- ___ 2. Do you regularly ask faculty members about their involvement in professional organizations?
- ___ 3. Do you inquire about their participation in conferences and activities sponsored by professional organizations?
- ___ 4. Do you have a method for regularly gathering information about faculty participation in professional organizations?
- ___ 5. Do you advocate that faculty members join professional organizations and participate in their activities?
- ___ 6. Do you encourage participation in professional reading and professional growth opportunities?

WORKSHOPS, CONFERENCES, ETC.

- ___ 1. Do you regularly post newsletters in faculty areas or distribute them to faculty members?
- ___ 2. Do you have a staff member designated to post or disseminate workshop brochures mailed to the school?

PROMOTION OF FACULTY PARTICIPATION

- ___ 1. Do you post information about professional organizations, conferences, etc. in faculty areas?
- ___ 2. Do you share opportunities through regular faculty newsletters?
- ___ 3. Do you personally provide information to individual faculty members?
- ___ 4. Do you invite individual faculty members to consider attending specific conferences or workshops?
- ___ 5. Do you have school department memberships in professional organizations?
- ___ 6. Do you display publications from professional organizations in faculty areas?
- ___ 7. Do you periodically ask teachers to describe their understanding of the goals and content of the subject?.
- ___ 8. Do you engage teachers in professional reading about the goals and content of the subjects?
- ___ 9. Do you have on-going discussions among faculty who teach the same subject?
- ___ 10. Do you regularly review the alignment of the school's curriculum with that which is published in the Archdiocesan Curriculum Handbook?
- ___ 11. Do you promote participation in subject-based professional development?

PROMOTION OF BEST PRACTICE IN CURRICULUM, INSTRUCTION, AND ASSESSMENT METHODS

- ___ 1. Do you regularly observe classroom instruction and provide feedback to teachers?
- ___ 2. Do you discuss best practice methods with teachers individually and informally?
- ___ 3. Do you disseminate articles about best practice methods and the research that supports them?
- ___ 4. Do you arrange opportunities for teachers to observe others using best practices in your school and/or in other schools?
- ___ 5. Do you provide time within the school day for teachers to discuss instructional and assessment methods, share lesson plans, and analyze student work?
- ___ 6. Do you align school-wide goals/initiatives with those goals articulated in the professional growth plans of your faculty?
- ___ 7. Do you provide professional development opportunities that focus on changes in educational practice and improved student learning?
- ___ 8. Do you evaluate the success of professional development activities by the level of change evident in teacher classroom behaviors, methods, etc.?

FACULTY SHARING

- _____ 1. Do members of the faculty make presentations at faculty meetings or in-service programs?
- _____ 2. Do members of the faculty disseminate materials or professional literature to fellow faculty members?
- _____ 3. Do members of the faculty conduct faculty discussions on specific topics?

THE SCHOOL'S ROLE

- _____ 1. Does the school provide funds for individual or department professional memberships?
- _____ 2. Does the school provide funds for teachers to attend conferences and workshops?
- _____ 3. Does the school routinely access professional development funds from Title II and similar programs?
- _____ 4. Does the school request funds from the PTO or similar groups to support faculty participation in workshops and conferences?
- _____ 5. Does the school allocate a portion of the annual budget for professional development? (National average is ½ % of the budget)?
- _____ 6. Does the school provide substitute teachers for faculty members engaged in professional development activities during the school day?
- _____ 7. Does the school provide professional release time?

**Adapted with permission from work of Karen L. Tichy, Ed D., Associate Superintendent for Instruction for the Archdiocese of St. Louis*

2/18/03

ROSTER AND ASSIGNMENTS OF INSTRUCTIONAL PERSONNEL

Name	Position	Full/Part-time (F/P)	Personnel File (Y/N)	Highest Degree	Level of Rel Ed Cert	Areas/Levels of certification	Teaching in field (Y/N)	Class load in accordance with local policy Y/N	Date of Safe Environment Training	Number of years at this school	Total number of yrs teaching
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											

SCHOOL PROFILE

- I. Executive Summary - a written narrative that describes the school including the following:
 - A. Historical data - when it was founded, whom it served, whom it currently serves (if different than before), original enrollment, current enrollment and projection for enrollment
 - B. Physical facilities and campus
 - C. Overview of curriculum offered
 - D. History of accreditation
 - E. Brief overview of faculty including the percentage with advanced degrees and the co-curricular duties
 - F. Brief overview/synopsis of the survey data
 - G. Recent achievements
- II. School Characteristics and Demographic Data Charts
- III. Testing Data including Terra Nova results and ACRE results

SCHOOL CHARACTERISTICS AND DEMOGRAPHICS

Name of School:	
Location of School: (Urban, Suburban, etc.)	
Type of School:	

FINANCIAL INFORMATION

TUITION HISTORY

	2004/05	2005/06	2006/07	2007/08	2008/09
PARISHIONER:					
1 child					
2 children					
>2 children					
	2004/05	2005/06	2006/07	2007/08	2008/09
NON-PARISHIONER:					
1 child					
2 children					
>2 children					
	2004/05	2005/06	2006/07	2007/08	2008/09
OTHER					
Operating expend./child					
# Families receiving tuition assistance					

STUDENT INFORMATION

ENROLLMENT

	2004/05	2005/06	2006/07	2007/08	2008/09
Total Student Enrollment					
Average Daily Attendance					
# of Families					
AVERAGE CLASS SIZE					
PreK (4)					
K					
1					
2					
3					
4					
5					
6					
7					
8					
RELIGIOUS AFFILIATION					
# Catholic					
# Non-Catholic					
RACE					
#White					
#African-American					
#Asian					
#Other					
SPECIAL LEARNING NEEDS					
#LEP					
#504 students					
#Title I					
SOCIO-ECONOMIC FACTORS					
#Free/reduced lunch					

FACULTY AND STAFF INFORMATION

	2004/05	2005/06	2006/07	2007/08	2008/09
#FT Teachers*					
#PT Teachers*					
#FT Administrators*					
#PT Administrators*					
#FT Counselors					
#PT Counselors					
#FT Para-Educators					
#PT Para-Educators					
Average Daily Attendance					
% with Advanced Degree					
Avg. Yrs. Of Exper					
# Teachers New to This School					

Teachers* includes all classroom teachers, library/media specialists, technology coordinators, special needs coordinators.

Administrators* - includes Presidents, Principals, and Assistant Principals

PARISH(ES) INFORMATION

	2004/05	2005/06	2006/07	2007/08	2008/09
#Families					
#Families W/School-Aged Children					
#Students In Parish Rel. Ed. Program					

STUDENT SURVEY PRIMARY

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree
1.	I like this school.				
2.	This school is a nice place to learn.				
3.	I feel safe at this school.				
4.	I have friends at my school.				
5.	I see the principal around the school.				
6.	The principal and the assistant principal are friendly to me when I see them.				
7.	If I needed to talk to someone, the principal and the assistant principal would listen.				
8.	My teacher is friendly.				
9.	My teacher is willing to help me.				
10.	If I have a problem, I can talk to my teacher about it, and my teacher will help me.				
11.	I feel comfortable asking questions when I do not understand something or when I have a concern.				
12.	The work I do in class/school makes me think.				
13.	Very good work is expected at my school.				
14.	I use the computers in my classes, not just during computer class.				
15.	I use the library on a regular basis.				

STUDENT SURVEY INTERMEDIATE

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree
1.	I feel like I belong at this school.				
2.	I like this school.				
3.	I feel safe at this school.				
4.	I have friends at this school.				
5.	Students have a positive attitude about this school.				
6.	Faculty and staff treat students with respect.				
7.	Faculty and staff care about the students.				
8.	School spirit is high.				
9.	Parents are welcomed at our school.				
10.	Parents are involved in their children's education and in school activities.				
11.	Students show respect to the faculty and staff.				
12.	Students show respect for one another.				
13.	There are enough extra -curricular activities offered at this school.				
14.	Discipline policies are administered fairly.				

INTERMEDIATE
(con tinued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree
15.	Students are challenged to do their best work.				
16.	The faculty and staff are committed to academic excellence.				
17.	Homework is assigned to help students to learn.				
18.	There is adequate technology to support my learning.				
19.	There are adequate library resources to support my learning.				
20.	My teachers use different ways to teach in my classes.				
21.	I feel comfortable asking questions if I do not understand something or when I have a concern.				
22.	My teachers let me demonstrate what I know in a variety of ways.				
23.	Grading policies are fair.				
24.	The work at this school is challenging to me.				

STUDENT SURVEY

MIDDLE SCHOOL

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree
1.	I feel like I belong at this school.				
2.	I like this school.				
3.	I feel safe at this school.				
4.	I have friends at this school.				
5.	Students have a positive attitude about this school.				
6.	Faculty and staff treat students with respect.				
7.	Faculty and staff care about the students.				
8.	School spirit is high.				
9.	Parents are welcomed at our school.				
10.	Parents are involved in their children's education and in school activities.				
11.	Students show respect to the faculty and staff.				
12.	Students show respect for one another.				
13.	There is a sufficient number of extra -curricular activities offered at this school.				
14.	Discipline policies are administered fairly.				
15.	Students are challenged to do their best work.				
16.	The faculty and staff are committed to academic excellence.				

MIDDLE SCHOOL
(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree
17.	Homework is assigned to help students to learn.				
18.	There is adequate technology to support my learning.				
19.	There are adequate library resources to support my learning.				
20.	My teachers use different ways to teach in my classes.				
21.	I feel comfortable asking questions if I do not understand something or when I have a concern.				
22.	My teachers let me demonstrate what I know in a variety of ways.				
23.	Grading policies are fair.				
24.	The work at this school is challenging to me.				

FACULTY SURVEY

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.	1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree	5 Don't Know
--	------------------------	------------	---------------	---------------------------	--------------------

INSTRUCTIONAL PROGRAM/STUDENT LEARNING

1.	Teachers encourage students to recognize and use their abilities to their full potential.					
2.	The faculty and staff are committed to academic excellence.					
3.	The school succeeds at preparing the students for future work.					
4.	The school meets the academic needs of the students.					
5.	Students are given an appropriate amount of homework.					
6.	Students have adequate library/media resources to support the academic program.					
7.	Students have adequate technology to support the academic program.					
8.	The programs meet the requirements of students with special needs.					
9.	Teachers provide a variety of learning activities.					
10.	Teachers hold high expectations for students.					
11.	Teachers are available to give students extra assistance, if warranted.					
12.	Students have an adequate number of opportunities to get involved in extra-curricular activities.					
13.	Our curriculum is based upon effective teaching/learning strategies and best practices in the field.					
14.	We teach higher-order thinking skills.					
15.	Instructional effectiveness is not compromised by the size of classes.					

FACULTY SURVEY

(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree	5 Don't Know
16.	A variety of assessments is offered to students.					
17.	The school's assessment practices are administered fairly.					
18.	Our school does a great job in the following areas:					
	English/Language Arts					
	Fine Arts (music, and art)					
	Foreign Language					
	Mathematics					
	Religious Instruction					
	Science					
	Social Studies					
19.	Overall, the students perform well academically.					
20.	There are adequate opportunities to participate in religious experiences (liturgies, sacraments, prayer services, etc.).					
21.	The religious formation program prepares students for an adult Christian life.					

PROFESSIONAL ORGANIZATION

22.	Teachers are provided adequate planning time within the school day.					
23.	Professional development is required.					
24.	Teachers are regularly involved in the development of major policies (curriculum, discipline, professional development, etc.).					
25.	Teachers are supported by the administration.					

FACULTY SURVEY

(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree	5 Don't Know
26.	Teachers are given feedback on their performance in a timely and professional manner.					
27.	The administrator is an effective instructional leader.					
28.	Quality work is expected of the adults working in this building.					

PHYSICAL PLANT

29.	The facilities are adequate for the program offered.					
30.	The facilities are well maintained.					
31.	Classrooms are neat and conducive to learning.					

CLIMATE

32.	I feel like I belong at this school.					
33.	I like working at this school.					
34.	Teachers and administration show respect for the students.					
35.	Teachers and administration show mutual respect for one another.					
36.	The students show respect for each other.					
37.	Students experience a sense of self-worth and belonging to the school community.					

FACULTY SURVEY

(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree	5 Don't Know
38.	The school provides an atmosphere where every student can succeed.					
39.	The school fosters sensitivity toward people of differing religious beliefs.					
40.	The school fosters sensitivity toward people of differing ethnic and racial origins.					
41.	The school fosters sensitivity toward people of differing economic backgrounds.					
42.	The discipline of the school builds up and supports a sense of self-worth in the students.					
43.	Discipline policies are administered fairly.					
44.	The school meets the social needs of the students.					
45.	Students enjoy going to school here.					
46.	The faculty and staff experience a sense of self-worth and belonging to the school community.					
47.	Faculty and staff have a positive attitude about the school.					
48.	Teachers help students develop positive relationships.					
49.	I feel safe at this school.					

COMMUNICATION

50.	School is in compliance with archdiocesan policies for sex abuse, personal safety education, and safe environment.					
51.	The faculty and staff establish and maintain regular and open communication with each other.					
52.	The faculty and staff establish and maintain regular and open communication with parents.					
53.	The faculty and staff establish and maintain regular and open communication with the board.					

FACULTY SURVEY

(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree	5 Don't Know
54.	Parents have a good understanding of the school's programs.					
55.	Parents take an active role in their children's education and school functions.					
56.	Policies are clearly communicated.					
57.	Parents feel welcomed in this school.					

PUBLIC RELATIONS

58.	The presence of the school positively influences the larger community.					
59.	The school participates in civic projects and events in accord with the school philosophy.					
60.	The school has a good public image.					
61.	For the most part I am satisfied with our school.					

I think the major strengths of this school are:

I think these are the areas of concern:

I suggest the following ways to address my concerns:

PARENT SURVEY

Number of children in this school:

1	2	3	More than 3
---	---	---	-------------

Children's grades/s (circle all that apply)

K	1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---	---

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.	1	2	3	4	5
	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know

CLIMATE

1.	I feel welcomed at our school.					
2.	Parents experience a sense of self-worth and belonging to the school community.					
3.	I respect the school's teachers.					
4.	I respect the principal.					
5.	The teachers and the administration show respect for the students.					
6.	The students show respect for one another.					
7.	Students experience a sense of self-worth and belonging to the school community.					
8.	The school provides an atmosphere where every student can succeed.					
9.	The school fosters sensitivity toward people of differing religious beliefs.					
10.	The school fosters sensitivity toward people of differing ethnic and racial origins.					
11.	The school fosters sensitivity toward people of differing economic backgrounds.					
12.	The discipline of the school builds up and supports a sense of self-worth in the students.					
13.	Discipline policies are administered fairly.					
14.	The school meets the social needs of the students.					

PARENT SURVEY

(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1	2	3	4	5
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
15.	Students enjoy going to school here.					
16.	Students are safe at this school.					

PUBLIC RELATIONS

17.	School is in compliance with archdiocesan policies for sex abuse, personal safety education, and safe environment.					
18.	The school participates in civic projects and events in accord with the school philosophy.					
19.	The presence of the school positively influences the larger community.					
20.	The school has a good public image.					

COMMUNICATION

21.	There are sufficient opportunities for parent involvement.					
22.	The administration, faculty, and staff establish and maintain regular, open communication with parents.					
23.	School policies are clearly communicated.					
24.	The make-up of the school board is representative of the school community.					

CHRISTIAN FORMATION PROGRAM

25.	Teachers help students develop positive relationships.					
26.	There is adequate opportunity to participate in religious experiences (liturgies, sacraments, prayer services, etc.).					

PARENT SURVEY

(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.	1	2	3	4	5
	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know

PHYSICAL PLANT AND FACILITIES

27.	The facilities are adequate for the program offered.					
28.	The facilities are well-maintained.					
29.	Classrooms are neat and conducive to learning.					

INSTRUCTIONAL PROGRAMS/STUDENT LEARNING

30.	Teachers encourage students to recognize and use their abilities to their full potential.					
31.	The faculty and staff are committed to academic excellence.					
32.	The school succeeds at preparing the students for future work.					
33.	The school meets the academic needs of the students.					
34.	Students are given an appropriate amount of homework.					
35.	Students have adequate library/media resources to support the academic program.					
36.	Students have adequate technology to support the academic program.					
37.	The programs meet the requirements of students with special needs.					
38.	The school's assessment practices are administered fairly.					
39.	Students have an adequate number of opportunities to get involved in extra-curricular activities.					
40.	The administration, faculty, and staff are competent.					

PARENT SURVEY

(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1	2	3	4	5
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
41.	Our school does a great job in the following areas:					
	English/Language Arts					
	Fine Arts (music, and art)					
	Foreign Language					
	Mathematics					
	Religious Instruction					
	Science					
	Social Studies					
42.	Teachers encourage students to use decision-making and problem-solving skills.					
43.	Students are taught critical thinking skills.					
44.	The school curriculum reflects what is important in education.					
45.	Teachers offer a variety of learning activities.					
46.	Classes seem to be interesting.					
47.	Teachers hold high expectations for student learning.					
48.	Overall, the school performs well academically.					
49.	For the most part I am satisfied with our school.					

PARENT SURVEY
(continued)

I think the major strengths of this school are:

I think these are the areas of concern:

I suggest the following ways to address my concerns:

BOARD SURVEY

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1	2	3	4	5
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
1.	I receive the information I need about the school and its programs.					
2.	I know fairly well what the curriculum covers.					
3.	I know and understand the school's mission.					
4.	There is open communication between the board and the administration/faculty/staff of the school.					
5.	Parents experience a sense of self-worth and belonging to the school community.					
6.	The school fosters sensitivity toward people of differing economic backgrounds.					
7.	The school fosters sensitivity toward people of differing religious beliefs.					
8.	The school fosters sensitivity toward people of differing ethnic and racial origins.					
9.	Instructional practices build up and support a sense of self-worth in the students.					
10.	The discipline of the school builds up and supports a sense of self-worth in the students.					
11.	Grading, reporting and awards build up and support a sense of self-worth in the students.					
12.	Extra-curricular activities build up and support a sense of self-worth in the students.					

BOARD SURVEY

(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1	2	3	4	5
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
13.	The school community is perceived as committed to the philosophy of the school and the philosophy and mission of the Church.					
14.	The school is in compliance with archdiocesan policies for sex abuse, personal safety education, and safe environment.					
15.	The faculty and staff are committed to academic excellence.					
16.	There is interaction with and sharing of resources between the school and the larger community.					
17.	The presence of the school positively influences the larger community.					
18.	The school participates in civic projects and events in accord with the school philosophy and mission.					
19.	The school community responds in appropriate ways to the need for stewardship of local, national and world resources.					
20.	The educational program offered to our students is of high quality.					
21.	The administration/faculty/staff are accessible.					
22.	There is sufficient parent involvement in the school.					
23.	The school has adequate facilities.					

BOARD SURVEY

(continued)

For each of the statements listed below, check the box of the number that best corresponds to your agreement with the statement.		1	2	3	4	5
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
24.	I am satisfied with the school.					
25.	The school provides appropriate accommodations for the needs of all learners.					
26.	There are adequate library/media resources to insure a quality instructional program.					
27.	There is adequate technology to support student learning.					

I think the major strengths of this school are:

I think these are the areas of concern:

I suggest the following ways to address my concerns:

TERRA NOVA ASSESSMENT RESULTS

Grade: _____ Testing Month/Year: _____

Name of Test: _____

Edition/publication year: _____ Test Publisher: _____

Were any groups excluded from testing? Why?

A = Anticipated MNCE Score

O = Obtained MNCE Score

	20__/20__		20__/20__		20__/20__		20__/20__		20__/20__	
No. tested										
Percentage Tested										
Reading	A	O	A	O	A	O	A	O	A	O
Vocabulary	A	O	A	O	A	O	A	O	A	O
Reading Comp.	A	O	A	O	A	O	A	O	A	O

	20__/20__		20__/20__		20__/20__		20__/20__		20__/20__	
No. tested										
Percentage Tested										
Language	A	O	A	O	A	O	A	O	A	O
Language Mech.	A	O	A	O	A	O	A	O	A	O
Language Comp.	A	O	A	O	A	O	A	O	A	O

TERRA NOVA ASSESSMENT RESULTS

	20__/20__		20__/20__		20__/20__		20__/20__		20__/20__	
No. tested										
Percentage Tested										
Math	A	O	A	O	A	O	A	O	A	O
Math Computation	A	O	A	O	A	O	A	O	A	O
Math Comp.	A	O	A	O	A	O	A	O	A	O

	20__/20__		20__/20__		20__/20__		20__/20__		20__/20__	
No. tested										
Percentage Tested										
Science	A	O	A	O	A	O	A	O	A	O

	20__/20__		20__/20__		20__/20__		20__/20__		20__/20__	
No. tested										
Percentage Tested										
Social Studies	A	O	A	O	A	O	A	O	A	O

	20__/20__		20__/20__		20__/20__		20__/20__		20__/20__	
No. tested										
Percentage Tested										
Spell	A	O	A	O	A	O	A	O	A	O

TERRA NOVA ASSESSMENT RESULTS

	20__/20__		20__/20__		20__/20__		20__/20__		20__/20__	
No. tested										
Percentage Tested										
Word Analysis	A	O	A	O	A	O	A	O	A	O

	20__/20__		20__/20__		20__/20__		20__/20__		20__/20__	
No. tested										
Percentage Tested										
Total Score (NCE)	A	O	A	O	A	O	A	O	A	O

Explain the growth or decline that has taken place over the last five years.

Explain if a particular group of students is doing better or worse than the majority of students.

You will need to complete one of these forms for each grade in which the Terra Nova is given.

