

St. Helen Catholic School

Strategic Plan

2022~23 - 2024~25



...educating the
whole person to see
with Christ's eyes.



St. Helen Catholic School

Mission, Vision, Philosophy

Mission Statement: St. Helen Catholic School is committed to educating the whole person to see with Christ's eyes.

Vision Statement: St. Helen Catholic School is a place where God permeates all that we do while we foster joyful disciples who know, love, and serve Christ and one another.

Philosophy: St. Helen Catholic School believes that all who minister to our students should work to develop them in Spirit, Mind, and Body by nurturing a commitment to know, love, and serve Christ and one another, by encouraging each child to attain their fullest potential, and by promoting and modeling a positive attitude towards a healthy lifestyle.



Domain 1

Catholic Identity

STANDARD 1: The Catholic school is a unique environment which has as its primary purpose the continued formation of the Christian person. The mission and beliefs of the school shall reflect the integration of Catholic faith and Gospel values and promote a community of believers and learners. Members of the school are a community and are called to unite in prayer, to proclaim the Gospel message and to serve others.

BENCHMARK 1.1: The mission statement describes the purpose of the school, its reason for existence, and is rooted in Catholic faith and Gospel values.

BENCHMARK 1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.

BENCHMARK 1.3: The school provides opportunities for prayer, liturgy, spiritual formation, and service.

Domain 1

Catholic Identity

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
<p>1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.</p>	<ul style="list-style-type: none"> *Principal *Teachers *Staff 	<ul style="list-style-type: none"> *Sort students and staff new to the school into Houses *Start House Council - 8th grade students to lead activities *Create and display House Council Representative pictures *House Council begin Bead Project 	<ul style="list-style-type: none"> *Sort students and staff new to the school *House Council - 8th grade House Representatives begin to set agendas for House meetings * Continue Bead Project 	<ul style="list-style-type: none"> *Sort students and staff new to the school *House Council - 8th grade House Representatives begin to set agendas for House meetings * Continue and expand Bead Project
<p>1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.</p>	<ul style="list-style-type: none"> *Pastor *Associate Pastor *Principal 	<ul style="list-style-type: none"> *Pastor, Assoc. Pastor, and Seminarian increase frequency of classroom & playground visits 	<ul style="list-style-type: none"> *Pastor and Assoc. Pastor continue classroom & playground visits *Pastor OR Associate Pastor lead Faculty/Staff meetings (2X a year) 	<ul style="list-style-type: none"> *Pastor and Assoc. Pastor continue classroom & playground visits *Pastor OR Associate Pastor lead Faculty/Staff meetings (2X a year)

Domain 1

Catholic Identity

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
<p>1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.</p>	<p>*Pastor *Principal *Liturgist</p>		<p>*Plan and execute school Mass for All Souls' Day with an emphasis on the importance of the celebration</p>	<p>*Reflect on 23.24 school Mass for All Souls' Day to decide changes to increase impact for student participation and learning</p>
<p>1.2: The school maintains a relationship with the Pastor, school/parish organizations, and the larger Catholic community in promoting a sense of Catholic identity within the school.</p>	<p>*Parent /Teacher Organization</p>	<p>*Maintain ongoing notifications in school newsletter to encourage Catholic community (monthly spirit nights, quarterly on-campus family events)</p>	<p>*Maintain ongoing notifications in school newsletter to encourage Catholic community (monthly spirit nights, quarterly on-campus family events)</p>	<p>*Maintain ongoing notifications in school newsletter to encourage Catholic community (monthly spirit nights, quarterly on-campus family events)</p>

Domain 1

Catholic Identity

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
1.3: The school provides opportunities for prayer, liturgy, spiritual formation, and service.	*Pastor *Principal	*Offer retreat experience for school staff Topic: "What Feeds Us?" Mental Health	Offer retreat experience for school staff Topic: "Living Our Mission"	*Offer retreat experience for school staff Topic: TBD
1.3: The school provides opportunities for prayer, liturgy, spiritual formation, and service.	*Principal *Middle School Religion Teacher	*Daily Advent Prayer Service - Lead by 6th grade students in the Church	*Daily Advent Prayer Service - Lead by 6th grade students in the Church	*Daily Advent Prayer Service - Lead by 6th grade students in the Church
1.3: The school provides opportunities for prayer, liturgy, spiritual formation, and service.	*Pastor *Principal *Liturgist *Middle School Religion Teacher	*Eucharistic Adoration & Benediction - (5 X a year)	*Eucharistic Adoration & Benediction (5 X a year) - Add Music by Mass Choir - Add Altar Servers - Add Worship Aid	*Eucharistic Adoration & Benediction (5 X a year) - Mass Choir, Altar Servers, Worship Aid

Domain 1

Catholic Identity

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
1.3: The school provides opportunities for prayer, liturgy, spiritual formation, and service.	*Principal *Teachers Grades 5-8	Retreat opportunities: 5 = Camp Kappe 6 =Day at the Priors 7 = Day of Prayer & Reflection in Nature 8 = Tecaboca	Retreat opportunities: 5 = Camp Kappe 6 =Day at the Priors 7 = Day of Prayer & Reflection in Nature 8 = Tecaboca	Retreat opportunities: 5 = Camp Kappe 6 =Day at the Priors 7 = Day of Prayer & Reflection in Nature 8 = Tecaboca



Domain 2

Governance, Administration, and Management

STANDARD 2: School governance and leadership support an educational program of quality with systematic, legal, and fiscal responsibilities. School governance and leadership effectively plan and monitor school growth and viability in all areas. School governance and leadership support an effective and efficient instructional program.

BENCHMARK 2.1: The governance structure, i.e., advisory board, governing council, etc. supports the mission and vision of the school.

BENCHMARK 2.2: Code of Canon Law 801 states “ Religious institutes whose proper mission is education, retaining their mission faithfully, are also to strive to devote themselves to Catholic education through their schools, established with the consent of the diocesan bishop.”

BENCHMARK 2.3: Rights and responsibilities of the faculty, staff, students and parents/guardians are explicitly defined in regulatory handbooks.

BENCHMARK 2.4: The school operates in compliance with applicable federal and state laws and regulations.

BENCHMARK 2.5: The school demonstrates long range planning to support the school’s mission and vision.

BENCHMARK 2.6: The instructional program and educational facilities are funded to meet the stated goals of the Long Range Strategic Plan.

BENCHMARK 2.7: There is a comprehensive plan for institutional advancement.

BENCHMARK 2.8: The school is aware of and responds to the changing needs of the community (i.e., demographics, program needs, etc.)

BENCHMARK 2.9: School effectiveness is monitored and evaluated by the principal and/or administrative team.

BENCHMARK 2.10: The school provides professional development opportunities for faculty and staff.

Domain 2

Governance, Administration, and Management

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
<p>2.1: The governance structure, i.e., advisory board, governing council, etc. supports the mission and vision of the school.</p>	<p>*School Advisory Board</p>	<p>*SAB committees work in area of focus: -Nominations: • Create materials to be used for recruiting in February • Add 2 new members (1 parent/grandparent and 1 parishioner) –to create staggered terms -Catholic Mission: • Create car decal/magnet with school logo to provide each family • Discuss and gather items for 8th grade “TecabocaCare Package” • *Research and provide opportunities for Parent engagement</p>	<p>*SAB committees work in area of focus: -Nominations: *Complete grid assignment about current members - identify areas of expertise needed *Create Code of Conduct & Agreement document to be signed by members -Catholic Mission: *Roll Rosary/Prayer carline idea to other formats *Discuss and gather items for 8th grade “Tecaboca Care Package” *Research and provide opportunities for Parent engagement “Tips for Home”</p>	<p>*SAB committees work in area of focus: -Nominations: -Catholic Mission: -Finance: Goals to be placed in Strategic Plan after Diocesan SAB workshop</p>

Domain 2

Governance, Administration, and Management

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
<p>2.1: The governance structure, i.e., advisory board, governing council, etc. supports the mission and vision of the school.</p>	<p>*School Advisory Board</p>	<p>*SAB committees work in area of focus: -Finance: <ul style="list-style-type: none"> • Research a formal timeline and process for external audits • Create a one-page “Did You Know” section for parishioners/parents about 529 education savings plan account • Explore ways SAB finance committee can support and assist the Business Manager -Whole Board: <ul style="list-style-type: none"> • Explore funding ideas to boost staff salaries • Explore ways SAB can support and assist the Development Director </p>	<p>*SAB committees work in area of focus: -Finance: <ul style="list-style-type: none"> *finalize a formal timeline and process for audits conducted by SAB *Explore ways to communicate to the parish the importance of the school and launch a “How You Can Support” initiative *Explore ways SAB finance committee can support and assist the Business Manager -Whole Board: <ul style="list-style-type: none"> *Create “Did You Know” flyer for parish bulletin and school newsletter about SAB roles and responsibilities *Explore ways SAB can support and assist the Development Director </p>	<p>*SAB committees work in area of focus: -Nominations: -Catholic Mission: -Finance: -Whole Board <ul style="list-style-type: none"> • Explore ways SAB can support and assist the Development Director <p>Goals to be placed in Strategic Plan after Diocesan SAB workshop</p> </p>

Domain 2

Governance, Administration, and Management

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
2.8: The school is aware of and responds to the changing needs of the community (i.e., demographics, program needs, etc.)	<ul style="list-style-type: none"> *Principal *Learning Support Specialist *Instructional Staff 		<ul style="list-style-type: none"> *Principal - Hire for new position on campus - Learning Support Specialist *Principal, Learning Support Specialist, and Instructional Staff work to create LLS job description 	*Evaluate Learning Support Specialists' role and continually adjust for higher degree of effectiveness
2.10: The school provides professional development opportunities for faculty and staff.	<ul style="list-style-type: none"> *Principal *Instructional Staff *Learning Support Specialist 		*Peers on the Prowl observations of fellow teachers –shared feedback - discussion of learning	*Peers on the Prowl observations of fellow teachers –shared feedback - discussion of learning

Domain 2

Governance, Administration, and Management

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
2.10: The school provides professional development opportunities for faculty and staff.	*Principal *Learning Support Specialist	*Provide professional reading resources: Master Teacher PD, Marshall Memo, Today's Catholic Teacher, various titles from ASCD	*Provide professional reading resources: Master Teacher PD, Marshall Memo, Today's Catholic Teacher, various titles from ASCD *Learning Support section in weekly Shout Out! to provide instructional strategy ideas	*Provide professional reading resources: Master Teacher PD, Marshall Memo, Today's Catholic Teacher, various titles from ASCD *Learning Support section in weekly Shout Out! To provide instructional strategy ideas
2.10: The school provides professional development opportunities for faculty and staff.	*Principal		*Allocate Title II funds for 3 or 4 teachers to submit request for Professional Development of choice	*Allocate Title II funds for 3 Or 4 teachers to submit request for Professional Development of choice



Domain 3

Curriculum, Instruction, and Assessment

STANDARD 3: The purpose, design, and implementation of the curriculum represent the school's mission. A Catholic atmosphere, which is shared as well as understood by teachers, students, and parents/guardians, permeates all areas of the curriculum. Instructional decisions support the school's academic goals, objectives, and priorities. Evaluation of the curriculum is continuous and responsive to student needs.

BENCHMARK 3.1: The curriculum content and instructional program are rooted in Catholic teachings, traditions, and values.

BENCHMARK 3.2: Curriculum (objectives to be taught) and instruction (what is actually taught) are explicitly aligned.

BENCHMARK 3.3: There is evidence of the use of current technology in the instructional program.

BENCHMARK 3.4: Individual student needs are met through programs of instruction.

BENCHMARK 3.5: The library provides resource and media support to the school's instructional program.

BENCHMARK 3.6: The administrative team and faculty review and analyze student achievement information and test results to plan program effectiveness.

Domain 3

Curriculum, Instruction, and Assessment

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
<p>3.1 The curriculum content and instructional program are rooted in Catholic teachings, traditions, and values.</p> <p>3.2: Curriculum and instruction are explicitly aligned.</p> <p>3.4 Individual student needs are met through programs of instruction.</p>	<ul style="list-style-type: none"> *Principal *Learning Support Specialist *Instructional Staff *Office Administrator *Business Manager 	<p>*Research possible publishers for new textbooks for Math, Science, Social Studies</p>	<ul style="list-style-type: none"> *Order samples from three different publishers for Science *Preview ALL titles *Discuss in teams and across teams (Primary, Intermediate, Middle School) *Make decisions for all three subjects *Purchase new textbooks 	<ul style="list-style-type: none"> *Implement use of NEW Science - Instructional Staff discuss and decide based on course assignments **Order samples from three different publishers for Social Studies *Preview ALL titles *Discuss in teams and across teams (Primary, Intermediate, Middle School) *Make decisions for all three subjects *Purchase new textbooks

Domain 3

Curriculum, Instruction, and Assessment

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
3.2: Curriculum and instruction are explicitly aligned.	<ul style="list-style-type: none"> *Principal *Learning Support Specialist *Instructional Staff 		<ul style="list-style-type: none"> *NEW TEKS/Standards Verification Binders - pages for TEKS and Religion Standards for all core teachers - track coverage in binder - document coverage in lesson plans 	<ul style="list-style-type: none"> *Review implementation of TEKS/Standards Verification Binders - make any necessary improvements
3.2: Curriculum and instruction are explicitly aligned.	<ul style="list-style-type: none"> *Principal *Learning Support Specialist Technology Director *Instructional Staff 	<ul style="list-style-type: none"> *Begin research for new Lesson Plan Platform *Make final decision by August 2023 beginning of the year in-service 	<ul style="list-style-type: none"> *Train core subjects Instructional Staff on use of FACTS (RenWeb) Lesson Plan platform 	<ul style="list-style-type: none"> *Review implementation of FACTS (RenWeb) Lesson Plan platform - make any necessary improvements

Domain 3

Curriculum, Instruction, and Assessment

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
3.3: There is evidence of the use of current technology in the instructional program.	*Principal *Technology Director	*iPad replacement in grades PK, K, 1 & 2 (2 students per device)	*Purchase new iPads for all Staff	
3.3: There is evidence of the use of current technology in the instructional program.	*Principal *Technology Director	*Purchase seven Promethean Boards (MS Language Arts, MS Math-Pre-Algebra-Algebra, MS Social Studies, MS Religion & Science, Grade 2, Art/Spanish, Library)	*Purchase three additional Promethean Boards (Grades 3, 4, 5)	*Purchase three additional Promethean Boards (Grades PK, K, 1)

Domain 3

Curriculum, Instruction, and Assessment

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
3.5: The library provides resource and media support to the school's instructional program.	*Librarian	*Research new possibilities for Book Fair options *Establish contact at new choice company to set up dates	*Conduct Book Fair with Literati	
3.5: The library provides resource and media support to the school's instructional program.	*Librarian		Implement use of ProQuest - new database available to students and teachers	

Domain 3

Curriculum, Instruction, and Assessment

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
3.6: The administrative team and faculty review and analyze student achievement information and test results to plan program effectiveness.	<ul style="list-style-type: none"> *Principal *Learning Support Specialist *Homeroom Teachers 	<ul style="list-style-type: none"> *Create and fill in new cover page for each student portfolio reflecting NWEA data from 21.22 school year *Train for administration of Dibels as Kinder standardized test 	<ul style="list-style-type: none"> *Create Student Information Binders (Contents - Student Profile Page, Accommodations Section, Strategies for Success Page, Parent Communication Log) 	<ul style="list-style-type: none"> *Continue use of Student Information Binders (Contents - Student Profile Page, Accommodations Section, Strategies for Success Page, Parent Communication Log)
3.6: The administrative team and faculty review and analyze student achievement information and test results to plan program effectiveness.	<ul style="list-style-type: none"> *Principal *Learning Support Specialist *Homeroom Teachers 		<ul style="list-style-type: none"> *Monthly meetings with Teams, Learning Support Specialist, and Principal to discuss and plan student instructional needs 	<ul style="list-style-type: none"> *Monthly meetings with Teams, Learning Support Specialist, and Principal to discuss and plan student instructional needs



Domain 4

Student Services and Activities

STANDARD 4: Student services enhance the curriculum and serve as an integral part of the learning process.

BENCHMARK 4.1: The school plans, implements, and documents a comprehensive counseling and guidance program for students.

BENCHMARK 4.2: The school plans, implements, and documents the need for student academic assistance.

BENCHMARK 4.3: The school provides support to new families and students on the campus to ensure success.

BENCHMARK 4.4: The school provides additional service and resources to meet student needs.

BENCHMARK 4.5: The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.

Domain 4

Student Services and Activities

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
4.1: The school plans, implements, and documents a comprehensive counseling and guidance program for students.	<ul style="list-style-type: none"> *Principal *Classroom Teachers *Staff 	<ul style="list-style-type: none"> *Training facilitated by Sisters - Unlocking Education in Virtue” *Create ticket system to be used to recognize virtuous behaviors and earn House points 	<ul style="list-style-type: none"> *Implement ticket system *Plan full Guidance lessons with team (Primary, Intermediate, Middle School) *Use of Student Planners in Grades 3 - 8 *Weekly virtue studied school-wide 	<ul style="list-style-type: none"> *Continue ALL previous efforts *Review and discuss ways to enhance Guidance program
4.2: The school plans, implements, and documents the need for student academic assistance.	<ul style="list-style-type: none"> *Principal *Learning Support Specialist *Homeroom Teachers 		<ul style="list-style-type: none"> *Create Student Information Binders (Contents - Student Profile Page, Accommodations Section, Strategies for Success Page, Parent Communication Log) 	<ul style="list-style-type: none"> *Continue use of Student Information Binders (Contents - Student Profile Page, Accommodations Section, Strategies for Success Page, Parent Communication Log)

Domain 4

Student Services and Activities

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
4.3: The school provides support to new families and students on the campus to ensure success.	<ul style="list-style-type: none"> *Principal *Development Director *Office Administrator *Business Manager 	*Create a New Family Orientation to welcome new families	<ul style="list-style-type: none"> *Conduct New Family Orientation - August 2023 *Mid-year check in (Development Director) 	<ul style="list-style-type: none"> *Conduct New Family Orientation - August 2024 *Mid-year check in (Development Director)
4.4: The school provides additional service and resources to meet student needs.	<ul style="list-style-type: none"> *Principal *Learning Support Specialist *Instructional Staff 		<ul style="list-style-type: none"> *Principal - Hire for new position on campus - Learning Support Specialist *Principal, Learning Support Specialist, and Instructional Staff work to create LLS job description 	*Evaluate Learning Support Specialists' role and continually adjust for higher degree of effectiveness

Domain 4

Student Services and Activities

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
4.5: The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.	*Athletic Director	*Create Cross Country Teams - Elementary (5th & 6th) and Junior High (7th & 8th)	*Continue Cross Country Team *Increase Meets to 3 times per year	*Continue Cross Country Team *Maintain Meets at 3 times per year
4.5: The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.	*Principal *The Knight School		*Coordinate with <i>The Knight School</i> to offer after-school Chess Team to students in Grades 1-4	*Continue <i>The Knight School</i>
4.5: The school sponsors extracurricular activities, including athletics and student organizations, to meet the special interests of the students.	*Principal *House Council Faculty Sponsor (MS Social Studies Teacher)	*Start House Council - 8th grade students to lead activities *Create and display House Council Representative pictures *House Council begin Bead Project	*House Council - 8th grade House Representatives begin to set agendas for House meetings * Continue Bead Project	*House Council - 8th grade House Representatives begin to set agendas for House meetings * Continue and expand Bead Project



Domain 5

Plant and Facilities

STANDARD 5: The physical plant /facilities and safety practices of the school are adequate and well designed for instruction and conducive to learning.

BENCHMARK 5.1: The physical facilities and indoor/outdoor area(s) of the school are designed for their functions.

BENCHMARK 5.2: The school maintains a safe environment for the school community.

BENCHMARK 5.3: The school community is informed and aware of safety practices.

Domain 5

Plant and Facilities

Benchmark	Person(s) Responsible	2022-2023	2023-2024	2024-2025
5.1: The physical facilities and indoor/outdoor area(s) of the school are designed for their functions.	*Pastor *Principal *Facilities Manager	*Research and gets bids for new fence around the playground *Decide on vendor *Schedule installation	*Installation of wrought iron fence around the playground	
5.2: The school maintains a safe environment for the school community.	*Pastor *Principal *Facilities Manager Loyal IT	*Research and get bids for replacement of cable with fiber (internet)	*Schedule and oversee installation of fiber *Work with Loyal IT for final switch over	