

St. Mary's Catholic School

Long Range Plan: 2009-2010 Update

Enrollment Narrative

When parents enroll their children in St. Mary's Catholic School, they are entering a community.

Parents will give careful consideration to the school where they plan to enroll their children. This consideration will include gathering information from administrators, staff and parents of current and past students, through the school website and other publications.

Stable enrollment is a goal at St. Mary's to maintain the viability of the school. One way to attain this goal is for the school to continue to maintain a positive image in the community and to emphasize the fact that the education provided at St. Mary's offers great opportunities for students to succeed. To that end, the school must continue to emphasize Christian values, a strong academic program, and a consistent and safe environment.

St. Mary's Catholic School Long Range Plan: 2009-10 Enrollment Assumptions

The enrollment goal is to reach capacity in each class from PreK through 8th grade. Plans are in place to continue to upgrade the current physical plant to make the campus safe, clean and inviting.

The school's location on the eastern side of the Spokane Valley will continue to provide a number of students necessary for the sustainability of the school.

Development of a PreK 3 program in 2007 has led to a full PreK 4 program in 2008 and 2009. The strength of this program will continue to attract families with young children to the school for possible future enrollment in grades K-8 and increase stability of enrollment in lower grades.

The school will continue to develop policies and procedures for families interested in enrolling students.

St. Mary's Catholic School

Long Range Plan: 2009-10

Enrollment Recommendations

- 1) If the census of a class is over 24, a decision will be made as to the viability of hiring a part or full time aide, as well as using parent volunteers.

History: Although society, families, student needs and teaching methodologies have changed in the last decade, the financial viability of the school necessitates that an effort be made to accommodate up to 30 students in a class.

Responsible group: teachers and parents will continue discussions regarding class size, and make recommendations to administration and SAC board.

Target date: ongoing

Cost: salary and benefits

- 2) A solid curriculum and effective teachers will insure that the enrollment of St. Mary's will remain consistent. Continuing to review and update curricular materials on a regular cycle will help keep St. Mary's academic reputation strong. It is also important to note that some students may have academic, psychological, physical or social issues that might not best be met at St. Mary's. Ways to enrich the curricula through fine arts and technology integration should be explored. Involving the students in competitions in the areas geography, spelling, math, science, and art are also ways to support the curriculum.

History: During the 2007-08 school year the staff worked to align math curricular goals from grade to grade and to localize the new diocesan math curriculum. The staff selected a text that had more focus on traditional math skills including computation, and this was implemented during the 2008-09 school year and revisited in the 2009-2010 school year. During the 2008-09 school year the school staff localized the diocesan Language Arts Curriculum that was developed the previous year with input from the St. Mary's Literature teacher grade 6-8 – and principal. A new reading program for grade K and 1 was purchased for implementation in the 2009-2010 school year. New Literature anthologies were purchased for 6th grade along with 'grammar' books for grades 2-5 (also for implementation in the 2009-2010 school year.) During 2009- 2010 the teachers worked on localization of the Social Studies curriculum (developed by the diocese

in 2008-2009 with input from St Mary's School 7th & 8th grade Social Studies teacher- and principal). Teaching materials for social studies will be purchase in the summer of 2010 for implementation in the 2010- 2011 school year.

Responsible group: teachers, administration, and parents

Target date: ongoing each school year

Cost: \$20,000 a year for new texts and consumable materials.

- 3) Review and update discipline procedures and school rules on a yearly basis.

History: A student handbook has been published and reviewed yearly. The handbook has a place for parents and students to sign indicating that they are aware of the handbook's contents. The handbook outlines school rules and the some guidelines for disciplinary action. Teachers and staff have also implemented the Steps to Respect anti bullying program and have attended Bullying prevention workshop presented by Martin Fleming (2008). The principal attended a workshop on creating student handbooks presented by Sr. Sarah Wannemuehler who is a Catholic School principal and also an attorney. Changes in the student handbook that reflect information gained at this workshop will be presented to the SAC for approval in 2010.

Responsible group: school administration, teachers, and staff. New policy must be presented to and approved by the SAC board.

Target date: yearly

Cost: <\$100

- 4) Develop ideas that expose St. Mary's to the greater community for recruitment of students and potential donors including joining the Valley Chamber of Commerce.

History: It is important to continue to market the school to a wider audience. Efforts at making the school more visible have been participation in Valley Fest, frequent articles and pictures in the Inland Register, and advertising in the local publications.

Responsible group: The administration and the development office

Target date: ongoing

Cost: \$1000 a year for dues and printing costs.

- 5) Determine reasons why families pick St. Mary's and why they choose to leave by developing a simple survey to administer when they register and when they withdraw their children. Information from these surveys may allow the school to increase enrollment.

History: A simplified exit interview form was developed by the SAC board in the winter of 2010 and will be implemented in the spring of 2010. The SAC has also developed a survey for why families chose St. Mary's. Information gained from these instruments may indicate areas for growth.

Responsible Group: Principal, secretary and development director will develop and administer surveys

Target date: spring 2010 and ongoing

Cost: \$100

- 6) Continue to find ways to strengthen the junior high at St. Mary's through more opportunities for leadership and extracurricular activities.

History: The student council's role has been highlighted and expanded during recent years. An elective program has been added to 7th and 8th grade and the community service program has been expanded in those grades. Students in 8th grade go on a 5 day field trip to the Olympic Park Institute.

Responsible group: Administration, junior high staff, parents, parish youth minister

Target date: ongoing

Cost: \$500

- 7) Develop an admission policy for PreK to ensure greater continuity of enrollment in grade K-8.

History: There is some attrition of PreK 4 students continuing on to Kindergarten enrollment. The SAC board will look at the development of a policy for preferential placement in the PreK 4 class to those who have the intention of enrollment in K-8. Continued assessment of the PreK program will benefit enrollment.

Responsible group: Principal, tech teacher, tech committee, pre-school staff, maintenance staff

Target date: Spring 2010

Cost: less than \$100

Ten Year Plan: Vision 2010

Enrollment

- Maintain stable and optimal enrollment.
- Promote/market enrollment, attracting our share of students as the population in the Valley grows.
- Continue yearly curricular updates.