

SCHOOL PROFILE

INSTRUCTIONS

1. School Profile: the school will need to write a concise 3-5 page School Profile describing the following characteristics of the school: *community and neighborhood, students, families, history, and stakeholder perception*. The School Profile should be contained in the self-study report to be given to the onsite visitation team.

For school profile this is assigned to Mr. Krainz, Dee a Home & School Representative.

2. Data Collection: in order to write a School Profile, documented evidence will need to be collected. The school should be prepared to utilize the following sources of information, in addition to other available resources: *Police Department, City Hall, Chamber of Commerce, Census Data, and School District Superintendent*.
3. School Survey: The school should conduct a survey to the various stakeholders in order to gather data related to the school profile. In addition, the survey should measure satisfaction levels and concerns of those within the school community.

CIA Team B and Mary Boda (steering comm.)

A.01 STAKEHOLDER PERCEPTIONS

- Parents and students knowledge and attitudes about the school **In May 2008 survey. This will be supported by the 2009 survey.**
- Sponsoring organization's knowledge and attitudes about the school **We need to look at Parish comm. (Parish Council & Parish Finance Council; other organizations: Impute from Home & School. School information is disseminated through the Parish council minutes as reported to the council by the School Advisory representative.**

A.02 COMMUNITY/NEIGHBORHOOD **Richard & Dee**

- Demographic and growth studies from local community
- Enrollment trends and projections from local school district
- Community issues (crime, business, growth, pending bonds, housing developments)

A.03 STUDENTS **Richard & Dee**

- Current enrollment data for each grade
- Changes in enrollment over the past five year (explanation)
- Racial/ethnic/religious composition, special needs, disabilities
- Overview of alumni relationship

A.04 FAMILIES **Richard & Dee – Parent survey May 2008**

- Socio-economic profile of families (education levels, single parent families, one/two parent wage-earners, general assistance recipients)

A.05 HISTORY **IC Historical Society**

- Highlights within the school history
- Review of significant improvement efforts/issues

STANDARDS DOCUMENTATION

Standard 1: Mission and Philosophy **CIA B – review work done in 2007-2008.**
The Vision and Values of a School

INSTRUCTIONS

1. **Narration of Compliance:** For each criteria below (if requested), provide a concise narrative statement that describes how the school complies with the particular criteria. *Be mindful that documented evidence will be necessary during your onsite visit to verify compliance.*
2. **Indicators of Compliance:** Review the list of indicators (See Section C) for each criteria to provide ideas for documented evidence of compliance. Ensure that all essential indicators (found in italics below each criteria) are provided during your onsite visit.
3. **Strengths and Challenges:** After completing each of the criteria, identify a summary list of strengths and challenges related to the broader standard category.

Criteria

1.01 **MISSION STATEMENT:** The school will have a mission statement that concisely articulates a shared vision for the school community and establishes an overall commitment to a particular course of action.

Mission Statement

1.02 **PHILOSOPHY STATEMENT:** The school will have a philosophy statement that articulates the principles, beliefs and/or core values of the educational program.

Philosophy Statement

1.03 **COMMUNICATION OF STATEMENTS:** The school will communicate the mission and philosophy statements to the stakeholders in the school community.

Narration of Compliance

Indicators (onsite)

1.04 **USE OF STATEMENTS:** The school will provide evidence that the mission and philosophy statements guide the school's goals, processes, policies, and procedures.

Narration of Compliance

Indicators (onsite)

1.05 **EVALUATION OF STATEMENTS:** The school will have mission and philosophy statements that have been developed by appropriate representatives of the various stakeholders and a shared evaluation process that periodically reviews the effectiveness, relevance and quality of the statements.

Narration of Compliance:

Indicators (onsite)

SUMMARY: MISSION AND PHILOSOPHY
Strengths and Challenges

RELIGIOUS IDENTITY

Schools may incorporate a Religious Identity component (if applicable), or parts of another self-study to deepen their reflection within the Mission and Philosophy standard. MNSAA encourages schools to consider this implementation to both enhance and personalize their self-study process. Some jurisdictional offices require their schools to complete a religious identity standard.

STANDARDS DOCUMENTATION

Standard 2: Curriculum and Instruction **CIA Team A1 – review 2007-2008 work specialists will be responsible to complete standard 2.**

The Planning and Implementation of Learning

INSTRUCTIONS

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2. **Indicators of Compliance:** Review the list of indicators (See Section C) for each criteria to provide ideas for documented evidence of compliance. Ensure that all essential indicators (found in italics below each criteria) are provided during your onsite visit.
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Criteria

- 2.01 **CURRICULUM HANDBOOK:** The school will have a written comprehensive curriculum handbook that outlines the standards or criteria for students to successfully complete the prescribed educational program; the school's curriculum handbook will be sequentially organized with a demonstrated correlation between grade levels and course topics.
- Narration of Compliance*
Written Curriculum Handbook (onsite)
- 2.02 **USE OF HANDBOOK:** The school will demonstrate that the written curriculum guides instructional practices.
- Narration of Compliance*
Indicators (onsite)
- 2.03 **CONTENTS OF CURRICULUM:** ^{LR} The school's curriculum will provide for at least the following subject areas: basic communication skills (including reading, writing, literature, and fine arts); mathematics and science; social studies (including history, geography, and government); health and physical education.
- Narration of Compliance*
Written Curriculum Handbook (onsite)
- 2.04 **VARIETY OF INSTRUCTIONAL PRACTICES:** The school will utilize a variety of instructional practices that accommodate varying learning styles and needs.
- Narration of Compliance:*
Indicators (onsite)
- 2.05 **CORRELATION WITH MISSION/PHILOSOPHY:** The school's curriculum and instructional practices will reflect the mission and philosophy statements of the school.
- Narration of Compliance*
Indicators (onsite)
- 2.06 **AWARENESS OF RESEARCH/PROFESSIONAL PRACTICE:** The school's written curriculum will reflect an awareness of current research and professional practices.

Narration of Compliance

Indicators (onsite)

2.07 **EVALUATION OF CURRICULUM AND INSTRUCTION:** The school will have an established collaborative process for the ongoing evaluation and development of the curriculum handbook, instructional practices, and educational resources.

Narration of Compliance
Written Process of Evaluation (onsite)
Other Indicators (onsite)

2.08 **TECHNOLOGY:** The school will use technology, and have a written plan for providing growth in this area, to meet curricular goals in teaching and learning. **School Technology Team.**

Narration of Compliance
Indicators (onsite)

2.09 **SPECIAL NEEDS:** The school will have a written process for identifying, assessing and prescribing services for learners with special needs; in addition, the school will provide an educational program for advanced learners.

Narration of Compliance
Indicators (onsite)

2.10 **EFFECTIVE CLASSROOM MANAGEMENT:** The school will have classroom environments that are conducive to learning.

Narration of Compliance
Indicators (onsite)

SUMMARY: CURRICULUM AND INSTRUCTION
Strengths and Challenges

STANDARDS DOCUMENTATION

Standard 3: Learner Performance **Richard & CIA Team A2**
The identification, Prioritization and Monitoring of Student Achievement

INSTRUCTIONS

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3. **Strengths and Challenges:** After completing each of the criteria, identify a summary list of strengths and challenges related to the broader standard category.

Criteria

- 3.01 **ASSESSMENT PROCESS:** The school will provide a systematic and clearly understood process of learner assessment that includes at least one standardized testing instrument.
- Narration of Compliance*
Standardized test results
Indicators (onsite)
- 3.02 **ASSESSMENT AND CURRICULUM:** The school will have an assessment process that evaluates whether the learners are meeting the expectations of the curriculum handbook.
- Narration of Compliance*
Indicators (onsite)
- 3.03 **ASSESSMENT DEMONSTRATES ACHIEVEMENT:** The school will have curriculum and instructional practices that result in positive student achievement over time.
- Narration of Compliance*

Indicators (onsite)
- 3.04 **ASSESSMENT RESULTS EFFECT CHANGE:** The school will regularly evaluate the results from the learner assessment process, and if necessary, make changes in curriculum and instruction.
- Narration of Compliance*

Indicators (onsite)
- 3.05 **STUDENT RECORDS:** The school will maintain student records containing assessment documentation, in addition to other information required by law and as necessary for the operation of a quality educational program.
- Narration of Compliance*

Indicators (onsite)
- 3.06 **ASSESSMENT RESULTS COMMUNICATED:** The school will communicate learner progress to parents and the school community while respecting principles of confidentiality and respect.
- Narration of Compliance*

Report Card/Progress Reports (onsite)

Indicators (onsite)

3.07 **ATTENDANCE/TARDINESS:** ^{LR} The School will have attendance and tardiness policies and procedures that are written, published, communicated and enforced; in addition, the school will in a timely manner complete annual enrollment reports as is required by the local public school district and the state, and maintain copies of such reports. **Richard & Dee.**

Narration of Compliance
Policy/Procedure Handbooks (onsite)
Enrollment Report to District and State (onsite)
Other Indicators (onsite)

SUMMARY: LEARNER PERFORMANCE
Strengths and Challenges

STANDARDS DOCUMENTATION

Standard 4: School Climate and Facilities **School Advisory**

The Environment for Teaching and Learning

INSTRUCTIONS

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Criteria

- 4.01 **STUDENT BEHAVIOR EXPECTATIONS:** The school will communicate expectations for student behavior and will enforce a student discipline code that is supportive of the school’s mission and philosophy, and conducive to learning.
- Narration of Compliance*
Handbooks – Student/Parent (onsite)
Other Indicators (onsite)
- 4.02 **CONFLICT RESOLUTION:** The school will communicate and use a process for resolving conflicts and grievances within the school community.
- Narration of Compliance*
Handbooks – Student/parents/Employee (onsite)
Indicators (onsite)
- 4.03 **SPACE CONSIDERATIONS:** The school and class enrollments are compatible with the capacity of the facility.
- Narration of Compliance*

Indicators (onsite)
- 4.04 **RESOURCES/FACILITIES:** The school’s resources, instructional materials, equipment, and facilities support the educational program.
- Narration of Compliance*

Indicators (onsite)
- 4.05 **LIBRARY/MEDIA:** The school’s library and media resources support the educational program.
- Narration of Compliance*

Indicators (onsite)
- 4.06 **PREVENTATIVE MAINTENANCE:** The school facilities are safe, sanitary, and routinely maintained to assure effective working order and compliance with all legal and code requirements.
- Narration of Compliance*

Indicators (onsite)

4.07 **HEALTH AND SAFETY ISSUES:** ^{LR} The school has a written plan in place and is actively addressing any health and safety issues reported to the school, or that the school is aware of or reasonably should know or should have known about.

Narration of Compliance

Written Health and Safety Plan (onsite)

Other Indicators (onsite)

4.08 **CRISIS MANAGEMENT:** ^{LR}The school has written, published and communicated policies and procedures for addressing emergency situations and regularly conducts drills and reviews policies/procedures with school community.

Narration of Compliance
Drill Logs (onsite)
Crisis Management Plan (onsite)
Other Indicators (onsite)

4.09 **RIGHT TO KNOW, BLOODBORNE PATHOGENS:** ^{LR}The school annually provides professional training to its employees on “right to know” laws regarding the handling and storage of chemicals, blood borne pathogens, and other biohazards as required by OSHA [Richard & Dee](#).

Narration of Compliance
Posted “right to know” (onsite)
Inservice Documentation (onsite)
Other Indicators (onsite)

4.10 **PRESCHOOL LICENSURE:** ^{LR}The school will attain licensure through the Minnesota Department of Human Services (Child Care Centers) if operating an accredited preschool program (pre-kindergarten, early childhood, etc.). [PreSchool Teacher](#).

Certificate of Licensure

SUMMARY: SCHOOL CLIMATE AND FACILITIES
Strengths and Challenges

STANDARDS DOCUMENTATION

Standard 5: Community Relations **Marketing Com.**

The Effort to Include All Who Have an Interest in the School

INSTRUCTIONS

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Criteria

- 5.01 **ORIENTATION:** The school will provide an appropriate orientation for all new staff, families, students and volunteers. The orientation will include: school mission and philosophy, roles and responsibilities, programs, policies and procedures, and expectations for learners.
- Narration of Compliance*
Indicators (onsite)
- 5.02 **REGULAR COMMUNICATIONS:** The school will maintain regular communication between the school and home.
- Narration of Compliance*
Indicators (onsite)
- 5.03 **PUBLICATIONS:** The school's written communications will help to develop informed relationships between learners, their families, the school, and the civic community.
- Narration of Compliance*
Indicators (onsite)
- 5.04 **PARENT ORGANIZATIONS:** The school will develop and promote organizations parents involved in positively promoting the school and its mission.
- Narration of Compliance*
Indicators (onsite)
- 5.05 **COMMUNITY INVOLVEMENT/PARTNERSHIP:** The school will promote involvement in community activities and events and will develop community partnerships with local and school organization that sponsor and support educational projects.
- Narration of Compliance*
Indicators (onsite)
- 5.06 **MARKETING/DEVELOPMENT PLAN:** The school will have a marketing/development plan in order to increase public visibility, foster community relations, and maintain necessary revenue and enrollment.
- Narration of Compliance*
Written Marketing/Development Plan (onsite)

Other Indicators (onsite)

5.07 **ANNUAL REPORT:** The school will publish and distribute an annual report to parents and other stakeholders.

Narration of Compliance:
Written Annual Report (onsite)
Other Indicators (onsite)

SUMMARY: COMMUNITY RELATIONS
Strengths and Challenges

STANDARDS DOCUMENTATION

Standard 6: Personnel **Richard & Kathy Fraser, Parish Business Manager**

The Qualifications, Evaluations, and Development of the Staff

INSTRUCTIONS

1. **Narration of Compliance:** For each criteria below (if requested), provide a concise narrative statement that describes how the school complies with the particular criteria. *Be mindful that documented evidence will be necessary during your onsite visit to verify compliance.*
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Criteria

- 6.01 **ADMINISTRATOR QUALIFICATIONS:** The school will have principals/administrators who have Minnesota administrative licensure; or at a minimum, have a master's degree in education from an accredited institution, are enrolled in such a program leading to a qualified degree within a five-year period, or can demonstrate equivalency of such a degree
- Narration of Compliance*
Verification of Compliance for all Administrators (onsite)
- 6.02 **ELEMENTARY TEACHER QUALIFICATIONS:** The elementary school's grade level teachers and those teaching math, science, social studies, or language arts will have Minnesota teacher licensure; or at a minimum have a baccalaureate degree from an accredited institution.
- Narration of Compliance*
Verification of Compliance for all Teachers (onsite)
- 6.03 **ELEMENTARY SPECIALTY TEACHER QUALIFICATIONS:** The elementary school's specialists (world language, fine arts, technology, library, physical education, religions, etc.) will have a baccalaureate degree from an accredited institution; or at a minimum be able to demonstrate proficiency in their teaching area.
- Narration of Compliance*
Verification of Compliance for all Specialty Teachers (onsite)
- 6.04 **SECONDARY TEACHER QUALIFICATIONS:** The secondary school's teachers and specialists will have Minnesota teacher licensure; or at a minimum have a baccalaureate degree from an accredited institution.
- Narration of Compliance*
Verification of Compliance for all Teachers (onsite)
- 6.05 **CRIMINAL BACKGROUND CHECKS:**^{LR} The school will conduct appropriate criminal history background checks on all individuals who are offered employment in the school.
- Narration of Compliance*
Report from the Bureau of Criminal Apprehensions (onsite)
Personnel Records (onsite)

- 6.06 **STAFF CODE OF ETHICS:** The school will publish and maintain a professional code of ethics for all staff persons.
- Narration of Compliance*
Handbooks - Faculty (onsite)
Indicators (onsite)
- 6.07 **EVALUATION PROCESS:** The school will have an evaluation process for all school personnel that includes job descriptions, annual written reviews, clear expectations, formative feedback on performance, a clear relationship between evaluation and employment decisions, and suggested courses of action to improve performance.
- Narration of Compliance*
Personnel Records (onsite)
Evaluations Forms (onsite)
Job Descriptions (onsite)
Handbooks - faculty/staff (onsite)
Other Indicators (onsite)
- 6.08 **PROFESSIONAL DEVELOPMENT FOR STAFF:** The school will have all teaching staff and administrators annually participate in professional development opportunities that are related to significant planning objectives and job responsibilities.
- Narration of Compliance*
Indicators (onsite)
- 6.09 **BUDGETING FOR PROFESSIONAL DEVELOPMENT:** The school will provide necessary resources in the budget for all staff to participate in annual professional development.
- Narration of Compliance*
Budget Reports (onsite)
Other Indicators (onsite)
- 6.10 **PERSONNEL RECORDS:** The school will have accurate, confidential, and complete personnel records as required by law and as necessary for its effective operations, including professional qualifications and credentials.
- Narration of Compliance*
Personnel Records (onsite)
Other Indicators (onsite)

STANDARDS DOCUMENTATION

Standard 7: Leadership and Governance **School Advisory & Richard**

The Responsibility for the Educational and Organizational Effectiveness

INSTRUCTIONS

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Criteria

- 7.01 **ADMINISTRATOR:** The school will have an onsite administrator who is responsible for the day-to-day administrative leadership and management of the school.
- Narration of Compliance*
Indicators (onsite)
- 7.02 **JOB DESCRIPTIONS:** The school will provide written position descriptions for all administrative staff, which include roles, responsibilities, and accountability.
- Narration of Compliance*
Job Descriptions (onsite)
- 7.03 **GOVERNANCE:** The school will have a governing body to which the administrator is accountable.
- Narration of Compliance*
Indicators (onsite)
- 7.04 **GOVERNANCE OPERATIONS AND DEVELOPMENT:** The school has established written roles and responsibilities for members of the governing body and provides opportunities for orientation, ongoing development and training.
- Narration of Compliance*
Indicators (onsite)
- 7.05 **BUDGET:** The school will have an annual budgetary process and budget that is consistent with the achievement of its goals; in addition, the school will produce an annual budget and financial report, and will make it available to stakeholders. **School Finance Team.**
- Narration of Compliance*
Previous Year's Budget (onsite)
Current Budget (onsite)
Current Financial Reports (onsite)
Other Indicators (onsite)
- 7.06 **TUITION AND FEE SCHEDULE:** The school will develop and communicate a tuition and fee schedule. **School Finance Team.**
- Narration of Compliance*
Tuition/Fee Schedule (onsite)
Other Indicators (onsite)

- 7.07 **COMPENSATION STRUCTURE:** The school uses a communicated compensation structure for determining faculty salaries and benefits. [School Finance Team.](#)
- Narration of Compliance*
- Written Salary Schedule (onsite)*
- Other Indicators (onsite)*
- 7.08 **EMPLOYEE HANDBOOKS:** The school has written, updated employee handbooks or published and communicated policies and procedures that affect school faculty and staff. [Richard & Kathy Fraser.](#)
- Narration of Compliance*
- Handbook - Employee (onsite)*
- 7.09 **IMMUNIZATION RECORDS:** ^{LR}The school annually obtains and maintains records of state-required immunizations on its students; the school enforces state immunization requirements. [Richard & Dee.](#)
- Narration of Compliance*
- Immunization Records (onsite)*
- Other Indicators (onsite)*
- 7.10 **ADMISSIONS POLICY:** The school will implement admissions policies and procedures in accordance with legally, ethically, and professionally acceptable practices, including a statement of nondiscrimination. [School Advisory.](#)
- Narration of Compliance*
- Indicators (onsite)*
- 7.11 **PARENT/STUDENT HANDBOOKS:** The school will provide parents and students an updated, comprehensive school handbook that includes policies and procedures. [School Advisory.](#)
- Narration of Compliance*
- Handbooks - Parent/Student (onsite)*
- Other Indicators (onsite)*

STANDARDS DOCUMENTATION

Standard 8: School Improvement **Faculty, Richard, Dee and Steering Com.**

The Strategies and Tools for Improving the School

INSTRUCTIONS

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Criteria

8.01 **SCHOOL STRATEGIC PLAN:** The school has developed a written School Strategic Plan that identifies measurable, end-result objectives; strategies for achieving the objectives; and time-specific action steps for fulfilling the strategies.

School Strategic Plan

8.02 **QUALITY OF PLAN:** The school has developed a written School Strategic Plan in conformity with the Quality Expectations of MNSAA.

Narration of Compliance
Indicators (onsite)

8.03 **COMMUNICATION OF PLAN:** The school uses a process for communicating the School Strategic Plan, in addition to regular updates on progress, to the various stakeholders of the school community.

Narration of Compliance
Indicators (onsite)

8.04 **EVALUATION AND DEVELOPMENT OF PLAN:** The school has a process for regularly evaluating and further developing its School Strategic Plan.

Narration of Compliance
Indicators (onsite)

SUMMARY: SCHOOL IMPROVEMENT
Strengths and Challenges