ACTION PLANS

Objective #1

By 2020, 100% of the Notre Dame High School students will demonstrate a personal commitment to corporal works of mercy through active involvement in community service.

Strategy #1 – Foster a love of service as an integral part of a Christian lifestyle.

Activity or Action Step	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Evaluation/ Indicators of Success	Status of Progress
Develop a spiritual retreat program that promotes love of neighbor and a spirit of service.	Campus Ministry	1 – 2 years	DSA, Campus Ministry, Parent, and Staff Volunteers Fundraising	Retreat program is developed. Positive feedback from students who attend the retreats.	
Develop a ministry mission statement that reflects the "spirit of service" we hope to achieve.	Campus Ministry	1 year	Theology Department Input English Department Input	Ministry Mission is written and approved by the school community.	
Develop a scholarship for highest achievement of hours for one senior student.	Administration and Campus Ministry	2 years	Sponsor and fundraising	Scholarship is established and awarded.	
Develop a certificate of achievement for underclassmen re: highest accumulation of hours.	Administration and Campus Ministry	1 year	Tracking hours using MMS software	Certificates are awarded at the end of year liturgy.	

Encourage the philosophy that service is a way to reach beyond our self; care for creation; share resources, and protect the powerless.	Theology classes Retreat Formation Team	1 year	Classroom lectures Retreat activities	Philosophy is adopted by the school community. School community participates in spiritual activities	
Encourage the paradigm that service is a learning opportunity in order to engender support from faculty and staff and maximize the experience for participants.	Theology classes Retreat Formation Team	1 – 2 years	Faculty/staff and student retreats Religious in-service days	Faculty and staff support service activities. Positive feedback from students.	
Encourage involvement of those who are not "joiners" by creating a welcoming environment in the ministry office.	Campus Ministry	Current and continuing	An open door policy – especially during homeroom, lunches, and after school Log to record visits	Students and staff interact with campus ministry.	
Encourage a sense of community by showcasing service opportunities.	Campus Ministry	1 year	Web site Bulletin board announcements	School community participates in community service activities.	
Develop opportunities to serve and retreat with area Catholic schools to develop an insight of the larger Church community.	Campus Ministry Diocesan schools	1 - 2 years	Articulation meetings with campus ministry and Diocesan school staffs	Joint service and retreat schedule is established.	

Communicate service options and criteria to students and parents in a timely fashion.	Campus Ministry	1 year	Web site Theology classes Bulletin board	Service options and criteria are posted and announced.	
Display a *Wall of Service* highlighting student performance.	Campus Ministry	1 year	Wall space in Ministry Office Funds for supplies	Plaque is displayed. Student names are added yearly.	

Strategy #2: Examine current strategies and processes to identify areas in need of development and/or improvement					
Activity or Action Step	**Person(s)/ Group(s) Responsible**	**Timeline for Completion**	**Resources Needed**	**Evaluation/ Indicators of Success**	**Status of Progress**
Form a committee to analyze the need for areas of outreach and service.	Campus Ministry Theology Department Parent Advisor(s)	1 year	Quarterly committee meetings	Committee is established. Outreach and service needs are identified and recorded.	
Solicit feedback from sponsors of service opportunities and from students.	Campus Ministry	1 – 2 years	Feedback/evaluation forms	Positive feedback forms are returned by sponsors and students.	

Professional Development Required for Campus Ministers and Volunteers:
Protecting God's Children certification for all volunteers
Yearly retreat and Mass attendance for all volunteers
Attendance at ministry workshops
Faith development through spiritual reading
Attendance at ministry meetings with Diocesan ministers

Objective #2

By 2020, all Notre Dame High School students will demonstrate improved academic performance in math and science.					
Strategy #1- Increase the number of students who pass their midterm and final math and science exams with a score ≥ 70.					
Activity or Action Step	**Person(s)/ Group(s) Responsible**	**Timeline for Completion**	**Resources Needed**	**Evaluation/ Indicators of Success**	**Status of Progress**
Identify students at risk for failure.	Subject Teachers	Weekly beginning 2013-2014	Forms for recording performance data or use of applicable software	Network administrator submits reports.	
Establish exam-prep tutoring schedule or study groups.	NHS Moderator Subject Teachers Peer Tutors	1 year	Tutors for all math and science classes	Students at risk are paired with a tutor or study group.	Peer tutoring is provided by NHS but is insufficient in number.
Study guides with exam topics and sample practice problems are provided to students.	Subject Teachers	1 year	Time to coordinate study guides and practice problems. Classroom time to check students' work	Study guides and problems are developed and distributed to all students prior to exams.	Study guides for some classes do exist.
Use tutorials provided in textbooks for chapter review and exam preparation.	Subject Teachers	1 year	Classroom time to complete reviews and exam preparation	Reviews and exam prep problems are completed and corrected.	
For students in the *Aquinas Program*: Study guide material is reinforced with use of application software.	Subject Teachers *Aquinas* Teachers	1 year	Application software such as Compass Learning or other applicable software Data reports on student performance	Students use applicable software. Performance results are satisfactory.	

Strategy #2- Increase the average scores on the PSAT/NMSQT and SAT math assessment tests.					
Activity or Action Step	**Person(s)/ Group(s) Responsible**	**Timeline for Completion**	**Resources Needed**	**Evaluation/ Indicators of Success**	**Status of Progress**
Integrate PSAT/SAT practice problems into warm-ups, lessons, and assessments.	Math Department Teachers	1 year	Planning time SAT practice books Teacher workshops Folders	Problems are integrated into classroom instruction. Completed problems are filed in math portfolios.	
Structure the content of current courses to introduce basic probability and basic statistics before the 2nd semester of Junior year.	Math Department Teachers	1 year	Curriculum guidelines for Algebra 1, Geometry, and Algebra 2	Basic Probability and Statistics is integrated into 9th, 10th, and 1st semester 11th grade math courses.	
Incorporate computer based PSAT/SAT practice through appropriate software for *Aquinas* students.	*Aquinas* Department Teachers	1 year	PSAT/SAT review software (with yearly updates)	Software is installed on *Aquinas* room computers. Students use the software.	
Incorporate "SAT Question of the Day" into all 9th, 10th, and 11th grade math classes.	Math Department Teachers	1 year	College Board Website	Question of the Day is taught or assigned in class. Completed problems are filed in math portfolios.	
Continue to offer SAT Prep-Math as a minor elective for all 10th grade students.	Math Department Teachers	1 year	SAT prep workbooks Qualified Instructor	Course included in curriculum. Students take the course.	Course is included in curriculum. Qualified instructor is available.

Offer a remedial summer course for standardized test preparation.	Math and *Aquinas* Department Teachers	1 year	SAT prep workbooks SAT prep software Qualified Instructor	Summer course is scheduled and supplies purchased. Students register for course.	Qualified instructor is available.
Utilize tutorials provided in math textbooks for standardized test preparation and PSAT/SAT practice.	Math Department Teachers	1 year	Lesson plans that include practice problems Classroom time to complete practice problems	Practice problems are integrated into classroom instruction. Samples are filed in math portfolios.	

Strategy #3- Increase the percentage of students who score ≥ 3 on the AP Calculus and AP Chemistry exams

Activity or Action Step	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Evaluation/ Indicators of Success	Status of Progress
Review AP scores yearly to determine areas of weakness.	Guidance Counselor AP Calculus Teacher AP Chemistry Teacher	1 year	AP test results College Board summary reports	Departments review AP test scores. Weak areas are tallied.	
Strengthen curriculum based on identified areas of weakness.	Math & Science Department Teachers	1 year	Planning time to update curriculum guidelines	Curriculums are updated.	
Introduce AP exam practice problems into the curriculum after the first quarter is completed.	AP Calculus & AP Chemistry Teachers	1 marking quarter	AP practice materials and books	Practice problems are integrated into classroom instruction & assessments.	

Assign open-ended questions (on all levels) in order to articulate math & science concepts in well-written sentences and explain solutions to problems.	Math and Science Department Teachers	1- 2 years	Sample questions from previous AP exams	Open-ended questions are added to math & science assessments. Samples are filed in math portfolios.	

Objective #3

By 2020, all Notre Dame High School students will demonstrate improvement in writing skills.

Strategy #1 –Initiate writing assignments across the curriculum.

Activity or Action Step	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Evaluation/ Indicators of Success	Status of Progress
Incorporate a weekly response, written in complete sentences, to a subject area prompt decided by the teacher.	All Subject Teachers	1- 2 years	Internet access Writing prompt generator Classroom time	Weekly written responses are completed and checked.	
Assign homework bi-weekly that requires students to write answers in complete sentences and/or paragraphs.	All Subject Teachers	1 – 2 years	Teacher generated homework assignments Time to check assignments	Homework is assigned and checked for completion.	
Include essay questions on tests and require a 3-part response.	All Subject Teachers	1 – 2 years	Test questions	Essays are included on tests.	
Investigate writing platforms with scoring engines – such as *Criterion* or *Grammarly*.	Committee is formed to research & use software on a trial basis	3-5 years	Funds to purchase software Training to use software	Software is purchased. Software is used to score writing samples	

Strategy #2 –Stimulate student interest in creative writing.					
Activity or Action Step	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Evaluation/ Indicators of Success	Status of Progress
Post and define a "Word of the Day" that is reinforced by using it school-wide throughout the day.	English Department Teachers Student Council	1 year	Word bank Bulletin Board Online record of words used	"Word of the Day" is posted. Student Council uses the word in announcements.	

Keep a dialog journal in which the student writes on half of the paper and a peer responds on the other half.	Applicable Subject Teachers	1 – 2 years	Journals or notebooks Classroom time to write in journals	Journals are maintained.	
Install Odyssey writer, a component of *Compass Learning*, in the library for remediation.	Administration Network Administrator	1 – 2 years	Funds to purchase the software	Software is purchased and installed.	
Form an after school book discussion club.	Faculty Volunteer(s)	1 – 2 years	Meeting room Books for discussion (purchased by students)	Book club is established. Students join the club.	Book club is in its initial stages.

Objective #4 (Non-*AFG*)

By 2020, Notre Dame High School graduates will demonstrate proficient use of technology as an interpretive, creative, analytic, and remedial tool across the curriculum.

Strategy #1 – Improve the internet connectivity for students, faculty, and staff.

Activity or Action Step	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Evaluation/ Indicators of Success	Status of Progress
Install wireless internet throughout the school.	Administration Network Administrator	Dependent on allotted budget	Time for evaluation and installation Financial quotes Maintenance	Entire school building is wired for internet.	Limited internet access at present
Revise and update current internet / technology usage policies.	Designated board of faculty / staff	1 year	Time for meetings Meeting room	Policies are updated & submitted to administration.	Policies exist.
Develop "Bring Your Own Device" Program	Designated board of faculty / staff	1 - 2 years	Time for meetings Meeting room	Program is established. Ground rules are written & published.	

Strategy #2 – Improve school-wide implementation of current online technologies.

Activity or Action Step	Person(s)/ Group(s) Responsible	Timeline for Completion	Resources Needed	Evaluation/ Indicators of Success	Status of Progress
Schedule at least one technology based observation per semester for all teachers.	Faculty Administration Department Heads	1 – 2 years	Observation time Working technology in classrooms	Observations are scheduled. Teachers are proficient with using technology.	Some teachers use current technologies daily.
Create an online discussion board for each class every quarter	Faculty Department Heads	1 – 2 years	Laptops Software training	All teachers host an online discussion quarterly.	Some teachers currently use discussion boards.

Increase the use of the Homework Dropbox feature on the eChalk website.	Faculty Students Department Heads Network Administrator	1 year	Time to post assignments Printers & paper to upload completed assignments Training	Number of hits to Dropbox increases.	Dropbox is currently in use. Not all teachers/students use it.

Strategy #3 – Use software as a creative tool in music and art classes.					
Activity or Action Step	**Person(s)/ Group(s) Responsible**	**Timeline for Completion**	**Resources Needed**	**Evaluation/ Indicators of Success**	**Status of Progress**
Acquire a yearly subscription to **NoteFlight.com** music notation website for use in music classes.	Administration Music Teacher	1 - 2 years	Funding Time to learn the new software	Software is purchased. Selected assignments are posted to the Web site.	
Purchase an updated version of Photoshop software for use in Graphic Design and art classes.	Administration Art Teacher	1 year	Funding Time to learn the new software	Update is purchased. Students post approved assignments on Web site.	
Schedule opportunities for the faculty & staff to attend yearly creative technology seminars.	Administration Intermediate Unit 20	2 – 3 years depending on the budget	Grant money Time within the academic year to attend the seminar	Intermediate Unit provides seminars. Faculty & staff attend the seminar.	

Strategy #4 – Use software as a remedial tool throughout the curriculum.					
Activity or Action Step	**Person(s)/ Group(s) Responsible**	**Timeline for Completion**	**Resources Needed**	**Evaluation/ Indicators of Success**	**Status of Progress**
Integrate Kurzweil 3000 software into *Aquinas* Program instruction time.	*Aquinas* Director *Aquinas* Support Staff	1 - 2 years depending on budget	Additional computers in the *Aquinas* rooms Software installed on all computers	Computers are purchased. Software is installed school-wide.	Kurzweil 3000 software is currently in use but there is a limited # of computers available.
Use Compass Learning software throughout the curriculum to assist struggling students.	Faculty Network Administrator	2 – 3 years depending on budget	Funding Compass Learning software Training on use of software	Software is purchased and installed. All teachers are trained to use the software. Positive feedback from students using the software	

Professional Development Required:
Yearly in-school training on the use of evolving WiFi and mobile technologies for all faculty and staff
Yearly assessment instruction for all department heads and administrators
Open opportunities for the faculty and staff to attend technology-based seminars of their choice
In-school training, and yearly updates, on the use of remedial application software like *Compass Learning*