

**STANDARD I: MISSION & PHILOSOPHY**  
**Vision and Values of a School**

**1.01 MISSION STATEMENT:**

The Mission at St. John Vianney School is to come together as a Christian community committed to providing quality Catholic education based on the teachings of Jesus Christ. We are called to provide an environment that fosters an appreciation and respect for all God's creation.

**1.02 PHILOSOPHY STATEMENT:**

We, at St. John Vianney School, believe in the education of the total person centered around Catholic principles and values. Therefore, we believe that the students, parents, and staff of St. John Vianney School work to form a faith community to foster a Christian environment. Each person's positive self-concept is developed through spiritual growth, academic achievement and instruction among home, school, and community.

**1.03 COMMUNICATION OF STATEMENTS:**

The mission statement is posted throughout the building. It is also published in the teacher handbook, included on the web site, a promotional DVD, school brochure and in the student handbook, which is distributed to all families. The teachers review the mission statement with the students in their classrooms during the first week of each school year. Parishioners are made aware of the school's mission statement through the first school newsletter that is sent out each year in September.

**1.04 USE OF STATEMENTS:**

The School Board reviews the mission and philosophy statements during the first meeting of the school year and during its January retreat. The staff also reviews these statements during workshops in the fall. Each subject area's philosophy is tied to the school's philosophy. As each subject area's curriculum is reviewed the philosophy is re-examined. Our discipline policy supports the mission and philosophy. These statements are made available to prospective employees.

**1.05 EVALUATION OF STATEMENTS:**

The mission and philosophy has been developed by the staff and the School Board which is reviewed yearly and appropriate changes are made when needed.

**SUMMARY: MISSION AND PHILOSOPHY**

**Strengths:**

\*The mission and philosophy are posted and reviewed yearly. We incorporate them into our daily lives.

**Challenges:**

## **STANDARD II: CURRICULUM AND INSTRUCTION**

### **2.01 CURRICULUM HANDBOOK:**

St. John Vianney School has a written comprehensive curriculum. It outlines the standards for students to successfully complete the educational program at St. John Vianney School. The curriculum handbook is sequentially organized to demonstrate the correlation between grade levels and course topics. Curriculum subjects are reviewed on a rotating basis, which results in the revision of the correlating portion of the curriculum guide.

### **2.02 USE OF HANDBOOK:**

St. John Vianney's curriculum handbook guides the faculty in the selection of new textbooks and materials. It is from these books and materials that unit/lesson plans and assessments are devised. The learner outcomes in the St. John Vianney curriculum handbook allow for the flexibility of differentiated instruction.

### **2.03 CONTENTS OF CURRICULUM:**

The St. John Vianney curriculum handbook includes the subjects of Religion, Science, Social Studies, Mathematics, Language Arts, Music, Art, Computer, and Physical Education. Health education is incorporated within various subjects such as Science, Social Studies, and Physical Education.

### **2.04 VARIETY OF INSTRUCTIONAL PRACTICES:**

Students at St. John Vianney School are taught with a variety of instructional practices that include, but are not limited to, multi-age instruction, cooperative learning, service learning, performance-based learning, differentiated learning, interdisciplinary instruction, and instructional techniques that consider all modalities.

### **2.05 CORRELATION WITH MISSION/PHILOSOPHY:**

Each subject area in the St. John Vianney curriculum handbook has its own philosophy statement which reflects the Mission and Philosophy statements of St. John Vianney School.

### **2.06 AWARENESS OF RESEARCH/PROFESSIONAL PRACTICE:**

All St. John Vianney School instructors are encouraged to participate in workshops and courses pertaining to their professional practice. All St. John Vianney school teachers are members of NCEA and attend MCEA conferences. Professional publications, such as The Catholic Teacher magazine and Master Teacher pamphlets are provided for each teacher. Online learning opportunities such as diocesan staff training, Accelerated Reader, Math tutorials, Thinkfinity, Smart Exchange, and Math Connects teacher resources site, are utilized by St. John Vianney Faculty. Professional development funds are provided by school marathon and magazine fundraisers. Workshop opportunities are posted on the faculty lounge bulletin board. Teachers who attend meetings and workshops share their ideas and materials at faculty meetings.

**2.07 EVALUATION OF CURRICULUM AND INSTRUCTION:**

The St. John Vianney School curriculum handbook includes a written schedule of curriculum evaluation by subject area. All teachers involved in that subject area participate in the process of curriculum review.

**2.08 TECHNOLOGY:**

Technology in St. John Vianney School is integrated into the school's curriculum. Individual classroom teachers are responsible for how technology is used in their classroom. The school's computer lab includes enough machines to accommodate a class. The lab also includes two printers. Individual classrooms have computers which are connected to the school's network. Hardware and software are added annually. Fundraisers provide much of the funding for technology needs. Programs available to students are: Accelerated Reader and Math Facts in a Flash, Faces and Places, Oregon Trail 5, Math Blaster, Jump Start, Kid Works Deluxe, Encarta Encyclopedia, See the USA, Mavis Beacon typing, Numbers Undercover, Key Skills, digital Weekly Reader, Math Connects, and MicroSoft Works. Internet access is utilized in classrooms and in the computer lab. Classroom SMARTboards are used daily. JMC Gradebook is a comprehensive program which allows parent and staff access to current grades, attendance, and lunch account balances.

**2.09 SPECIAL NEEDS:**

A child with special needs is identified by the classroom teacher. After several classroom interventions, a teacher may request an assessment of the student by a specialist from the Fairmont Public School System. A team approach is used to determine a course of action that best serves the child. The team includes parents/guardian, classroom teacher, specialist(s), and the school principal. Services may include: Title I, Speech Pathology, Special Education, Phonemic Awareness Instruction, and Physical Therapy. Advanced learners are challenged and enriched in a variety of ways at St. John Vianney. Classroom teachers strive to meet the needs of these students by providing challenging reading materials, offering advanced spelling lists, utilizing enrichment projects, planning advanced math activities, and by the use of the Accelerated Reader Program.

**2.10 EFFECTIVE CLASSROOM MANAGEMENT:**

St. John Vianney School provides an atmosphere of respect and positive teacher/student relationships. The faculty has had Love and Logic training. Conflicts are resolved in a way that reflects the teachings of Jesus. The school provides opportunities for multi-age interactions which encourages older students to be positive role models. Students are always under adult supervision. Safety is promoted through the bus safety program, fire and tornado drills, Code Red and Code Blue drills, and the consistent enforcement of school rules.

## **SUMMARY: CURRICULUM AND INSTRUCTION**

### **Strengths:**

\*St. John Vianney has a comprehensive written curriculum review procedure.

\*The faculty incorporates a variety of instructional practices to meet the needs of each individual student.

\*Technology is continually updated.

\*St. John Vianney School has a good working relationship with Fairmont Public Schools.

### **Challenges:**

\*Faculty needs to continue to develop and implement new programs associated with technology including SMARTboards.

### **STANDARD III: LEARNER DEVELOPMENT**

#### **3.01 ASSESSMENT PROCESS:**

The students in Grades 2-6 at SJV School take the Northwest Evaluation Association (NWEA) Tests for Reading and Math three times during the school year. The NWEA test scores are reviewed by teachers, parents and students. Various assessments are given within each classroom by the teacher and shared with parents. Writing portfolios with samples of student writing are kept for each student K-6 throughout the students' school experience at St. John Vianney School.

#### **3.02 ASSESSMENT AND CURRICULUM:**

NWEA tests are administered in the fall, winter and spring. Teachers of consecutive grades collaborate with each other to assess students' achievements. Teachers at SJV evaluate students on a continual basis through unit tests, special projects, papers, etc. These evaluations align with our curriculum standards.

#### **3.03 ASSESSMENT DEMONSTRATES ACHIEVEMENT:**

Every student has a cumulative file that has their student records, NWEA test scores, and final yearly grades. Writing samples are kept in a portfolio for each student from Kindergarten through Sixth Grade.

#### **3.04 ASSESSMENT RESULTS AFFECT CHANGE:**

After analyzing the test scores and classroom assessments, the individual teachers review and evaluate areas of needed improvement. Changes in curriculum and instruction are made when necessary. The principal also reviews all NWEA test scores.

#### **3.05 ASSESSMENT RESULTS COMMUNICATED:**

The teachers report student progress to parents/guardians on a continual basis through the JMC Gradebook, student folder, email, telephone conferences and report cards. Parents are welcome to further explanation if needed. The SJV Staff respects the confidentiality of each student.

#### **3.06 STUDENT RECORDS:**

Student records are maintained in the main office. They contain assessment documentation, yearly report cards, and specific reports for each student including ISP, special education or speech evaluation, and behavior reports. This information follows the student until he/she leaves St. John Vianney School. Records are forwarded to his/her next school.

### **3.07 ATTENDANCE/TARDINESS: (LR)**

St. John Vianney School has attendance and tardiness policies and procedures required by the state and the local school district. They are written and communicated to the parents and students through the student handbook. Policies are reviewed and signed by each parent at the start of each school year. Annual enrollment reports are submitted to the local public school district and the state. Copies are maintained in the school office.

### **SUMMARY: LEARNER DEVELOPMENT**

#### **Strengths:**

- \*Parents are well informed of student progress and curriculum changes/modifications.
  
- \*Curriculum per grade level is made available to parents at their request. All prospective Kindergarten families are given the Kindergarten curriculum.
  
- \*After reviewing NWEA test scores, teachers collaborate with the future grade level teachers to discuss student areas of weakness/strength in particular subject areas.

#### **Challenges:**

- \*Teachers will continue to develop rubrics to ensure more concrete assessments on student work.

## **STANDARD IV: SCHOOL CLIMATE AND FACILITIES**

### **4.01 STUDENT BEHAVIOR EXPECTATIONS:**

The school sets forth expectations for student behavior and discipline that follow our school's mission statement and philosophy and is favorable to learning. These expectations are listed in the student handbook. The student/parent handbook is handed out to each new family in the fall, with student behavior expectations included. The changes are given to returning families and a complete handbook is located in the main office. The faculty also notifies parents concerning behavior through email, notes, phone calls, and conferences.

### **4.02 CONFLICT RESOLUTION:**

St. John Vianney School communicates and uses a process for resolving conflicts using the handbook for guidance within the school community. There is a copy of the grievance policy in the school files. Discrimination is not tolerated toward staff, students, or families at St. John Vianney School.

### **4.03 SPACE CONSIDERATIONS:**

The school and classroom learning environments are compatible with the given available space. At the current time, all class sizes are under twenty students. The school enrollment records are located in the main office.

### **4.04 RESOURCES/FACILITIES:**

SJV School is supported by the SJV Parish, student tuition, Endowment Funds, Adopt-A-Student, donations and fundraising. Instructional materials are reviewed and updated on a seven year cycle. We have a healthy relationship with the public school in our community. These resources include: public school nurse, Speech Pathologist, Early Childhood, Title I, Special Education, band, orchestra, sports, and counselors.

### **4.05 LIBRARY/MEDIA:**

SJV School is working toward having SMARTboards in every classroom which are connected to the new fiber-optic system: with this system, telephones were also installed in each classroom. The school's library and media resources support the educational program through online Accelerated Reader, JMC Grade Book, computerized library system, school website, student information DVDs, and updated resource materials. St. John Vianney has a digital camera and Flip camera. The school has an array of videos for classroom use that are grade level appropriate. Our computer lab is equipped with 19 computer stations. The classroom computers are all connected to the school computer network which includes the Internet. Students have access to programs that reinforce reading, math, social studies, and writing skills. The school has access to the local cable TV network.

### **4.06 PREVENTATIVE MAINTENANCE:**

St. John Vianney School is a safe, sanitary environment that complies with all

legal codes. St. John Vianney School strives to provide a safe environment for all stakeholders. St. John Vianney School has an annual boiler inspection through the Diocese of Winona. An insurance provider from the Diocese of Winona performs an annual inspection to check safety measures. The school also has a contract with a snow removal service. The school has made many upgrades including all new windows and lighting.

**4.07 HEALTH AND SAFETY MEASURES:**

The school has a health and safety plan in place that includes: Asbestos Management Program through Masters Management, Pesticide Program through Plunketts, Material Safety Data Program, and Fire Extinguisher Maintenance Program through Fairmont Fire Safety. The State of Minnesota and Martin County inspect our food service program. SJV School is vigilant in keeping students safe and healthy through air conditioning in the computer lab, climate control, use of the school nurse, and health screenings.

**4.08 CRISIS MANAGEMENT:**

The crisis management plan at St. John Vianney School follows the recommended plan by the Minnesota Department of Public Safety. The school routinely practices Code Red, Code Blue, fire and severe weather drills. Fire exit signs are located throughout the building. Fire extinguishers are also located by the exits. Some faculty and staff are First Aid and CPR certified.

**4.09 RIGHT TO KNOW, BLOOD BORNE PATHOGENS:**

The faculty and staff at St. John Vianney School has an annual in-service training on Blood Borne Pathogens by a Fairmont Public School Nurse. Each classroom has a blood borne pathogen kit. The Right to Know Program is also reviewed at that time. The Right to Know Manual is located in the principal's office.

**SUMMARY: SCHOOL CLIMATE AND FACILITIES**

**Strengths:**

- \*SJV School strives to keep up with current technology.
- \*SJV School strives to keep the facility safe and energy efficient.
- \*The school and classroom environments are conducive to learning.
- \*Professional training is provided for Blood Borne Pathogens and Right to Know.

**Challenges:**

- \*SJV School will need a climate controlled building if an extended school year is adopted.

## **STANDARD V: COMMUNITY RELATIONS**

### **5.01 ORIENTATION:**

Orientation is provided for new faculty during a three day fall workshop. New faculty members are assigned a mentor from within the current staff. Student and Teacher Handbooks are provided for each new member. Both handbooks include the school mission and philosophy and are reviewed during workshop. An orientation night is held for Preschool, Kindergarten, and the fifth grade class, as well as new families to the school. An all-school potluck is held the same night as the orientations. Faculty, staff, school board members and homeroom parents are introduced at the potluck supper. Information packets are given to families to take home to review. Included in the packet are the new handbooks, (complete for new families and updates for returning families), monthly calendars, yearly calendars and information on upcoming events.

### **5.02 REGULAR COMMUNICATION:**

Regular communication between school and home is provided by means of a weekly folder. The principal's weekly newsletter, lunch and tuition billing, monthly lunch menus, calendars, and miscellaneous communications from classroom teachers are sent home to each family. Individual teachers also send home correspondence as needed through their classrooms. St. John Vianney School actively participates in electronic communications including a school website, Facebook, and weekly updates and newsletters through mass emailing. The web address is [www.sjvschool.net](http://www.sjvschool.net). A parent volunteer maintains and updates the website. A list of parent email addresses is maintained for the purpose of teacher/parent contact. Teachers often directly communicate with parents through email and a phone is located in each teacher classroom to access voicemail messages and for incoming/outgoing calls. Parents are also able to access the JMC Gradebook Program at any time to view their child's attendance, grades, and lunch accounts. Accelerated Reader and Accelerated Math are also programs that parents can access from home. Parent/teacher conferences are held twice yearly. Teachers and the principal have an open door policy, welcoming parents with questions or concerns as need arises throughout the school year. Mass emails are sent to families on a regular basis to inform families of any schedule changes or information.

### **5.03 PUBLICATIONS:**

In addition to the items listed in Item (5.02), upcoming school events, lunch menus and honor rolls are published in two local newspapers. The local TV access channel broadcasts school events on a regular basis. Activities planned for the week are listed in the parish bulletin as well as the principal's weekly newsletter to inform parishioners of school happenings and updates. Activities are approved and submitted through the school office. SJV School is planning to install an electronic messaging sign outside of the school and parish for communication purposes.

#### **5.04 PARENT ORGANIZATIONS:**

The “Points for Parents” Program involves every family volunteering their time and talent with activities in and around the school. Each family is expected to participate. School volunteers are provided with job descriptions for their role. Homeroom parents for each class help coordinate events with the classroom teachers. Parents show their support by volunteering and supporting school activities. SJV School has an active and involved school board. They meet monthly and have a yearly retreat session. The principal, parish priest, and a faculty representative attend the monthly meetings.

#### **5.05 COMMUNITY INVOLVEMENT/PARTNERSHIPS:**

The school is actively involved in the community. SJV students participate in a Junior Achievement program that the Chamber of Commerce provides to the school. The Fairmont Police Department provides an officer who teaches “CounterAct”, a one week drug prevention program, to Sixth Grade. Minnesota Motor Bus, transporter of our students, teaches a bus safety class, and Kindergarten and First Grade have a fire safety presentation and tour of a fire truck. We are involved with the public school Title I, speech and special education programs. SJV School supports, and our students participate in, local groups such as 4-H, Boy Scouts, and Kids Against Hunger through the use of school facilities. Students visit area assisted living centers on a regular basis to play games, entertain, and visit residents. Grades Preschool through Fourth Grade assemble “Kid Kare Kits”. All grades attend productions at the Fairmont Opera House. Catholic Schools Week is a time that many SJV events are publicized in the newspaper, on the radio, and in the parish bulletin. SJV faculty, staff and students also participate in the Gifts from the Heart Mass, Harvest Mass, Pennies for Patients, Jump Rope for Heart and other charitable organizations.

#### **5.06 MARKETING/DEVELOPMENT PLAN:**

St. John Vianney School formed a marketing committee in March of 2010. Examples of marketing efforts include an annual “Support-a-Student” mailing which goes to the church community and school alumni. A Baptism gift, which includes an SJV School brochure, is given to all new parents, weekly school information is published in the church bulletin, and a newly designed brochure is provided to the Chamber of Commerce for distribution to new families in town. This brochure is also available at the real estate offices in town. St. John Vianney School is also represented in Fairmont’s winter “Glows” parade. Preschool/Kindergarten Round-Up /Registration is advertised in the local paper. SJV School has established a marketing committee to increase the school’s visibility in the community by:

- a. developing a new school logo
- b. working to secure and install an electronic message sign

- c. promoting SJV apparel, updating school brochure, school decals, etc.
- d. promoting school enrollment by offering an Open House/Spaghetti Feed night.
- e. developing a written marketing plan

#### **5.07 ANNUAL REPORT:**

A copy of the current annual report is kept in the office and parents are informed that it may be viewed at any time. Copies for stake holders to read are available on the bulletin board in the church. A State of the School meeting is held each year to inform stake holders on the financial status of the school. A condensed letter from the annual report is provided to parents/guardians and parishioners.

#### **SUMMARY: COMMUNITY RELATIONS**

##### **Strengths:**

\*St. John Vianney School strives to involve parents in all aspects of the education of their children. SJV school is committed to the success of our students by being accessible to the families.

##### **Challenges:**

\*SJV School needs to continue to review and improve our marketing plan to increase enrollment.

\*SJV School needs to make the school more visible to all families within the community to offer a Christian learning environment.

## **STANDARD 6: PERSONNEL**

- 6.01 ADMINISTRATOR QUALIFICATIONS:**  
The administrator received her Master's Degree in July of 2006 in Educational Leadership.
- 6.02 ELEMENTARY TEACHER QUALIFICATIONS:**  
All the elementary teachers at St. John Vianney School have a minimum of a Bachelor's Degree from an accredited institution. Teachers are licensed by the State of Minnesota and the license is in their personnel file.
- 6.03 ELEMENTARY SPECIALTY TEACHER QUALIFICATIONS:**  
The elementary specialty teachers (Art, Music, and Physical Education) at SJV School have a minimum of a Bachelor's Degree from an accredited institution. Each of the specialty teachers are licensed by the State of Minnesota. The license is in her/his personnel file.
- 6.04 SECONDARY TEACHER QUALIFICATIONS:**  
The one secondary teacher at SJV School has a Bachelor's Degree from an accredited institution. Her Minnesota license is in her personnel file.
- 6.05 CRIMINAL BACKGROUND CHECKS:**  
SJV School has conducted a Minnesota criminal history background check on all employees. The candidate is notified of this during the hiring process.
- 6.06 STAFF CODE OF ETHICS:**  
SJV School maintains a code of ethics developed by the National Catholic Educational Association. It is published in the faculty handbook. Each faculty member has a copy.
- 6.07 EVALUATION PROCESS:**  
When hired at SJV, each staff member is given a current job description. All teachers are evaluated yearly at SJV with an annual written review. New faculty are evaluated twice yearly. After each observation, the principal meets with the staff member and discusses the evaluation. Positive feedback, along with suggestions for improvement, are given.
- 6.08 PROFESSIONAL DEVELOPMENT FOR STAFF:**  
Teachers and the administrator each have two professional days per year in their contract. They are encouraged to use them whenever an appropriate workshop is available. At the following faculty meeting, the faculty member that attended the off site workshop reports on workshop content. There are also five pooled professional days for the faculty to be used at the principal's discretion. At the end of the school year, each faculty member completes a continuing education record that is put in their personnel file.

**6.09 BUDGETING FOR PROFESSIONAL DEVELOPMENT:**

Ten percent of the money raised through the Marathon for Non-public Education and the magazine drive goes directly into the professional development budget. This allows for a budget of approximately \$1400 per year for professional development.

**6.10 PERSONNEL RECORDS:**

SJV School has personnel records on all staff that include professional qualifications and credentials. These are updated on a yearly basis.

**Summary: Personnel**

**Strengths:**

\*All the teachers at SJV School are licensed by the State of Minnesota.

\*Funds come into the professional development budget twice yearly from two of our four major fundraisers.

**Challenges:**

\*A written evaluation needs to be placed in a staff employees file yearly.

## **STANDARD 7: LEADERSHIP AND GOVERNANCE**

### **7.01 ADMINISTRATOR:**

St. John Vianney School has a full time, onsite administrator. The principal has a 10 month contract. When the principal is out of the building, the senior most teacher is acting principal.

### **7.02 JOB DESCRIPTIONS:**

Positions at SJV School have a written job description. The job description includes the responsibilities and roles of that particular employee. These are reviewed when new staff is hired.

### **7.03 GOVERNANCE:**

The administrator is accountable to the SJV School Board and to the parish priest. The school board consists of six members elected to the board by the St. John Vianney Parish during the masses on or before the second weekend in May. Board members serve a three year term. The board meets monthly from September through June. The parish finance council has the final approval concerning finances of the school.

### **7.04 GOVERNANCE OPERATIONS AND DEVELOPMENT:**

SJV School has a written job description for school board members. This job description lists the roles and responsibilities of the board member .

### **7.05 BUDGET:**

SJV School has an annual budgetary process. The administrator looks at the current year's budget and adjusts for the coming year. The annual budget and financial report are made available to our stakeholders through our parish bulletin. The State of the School Meeting is held in February of each year to discuss the school's finances with all of the stakeholders.

### **7.06 TUITION AND FEE SCHEDULE:**

The school board develops a tuition and fee schedule. The two members on the school board's finance committee present the board's recommendations to the St. John Vianney parish finance council. This council has the final approval. The tuition and fee schedule is then communicated to the families at the State of the School meeting. It is also published in a newsletter to parents and parishioners and is on registration forms for the coming school year.

**7.07 COMPENSATION STRUCTURE:**

SJV School has a compensation step chart to determine salaries and benefits. The school board makes a recommendation to the parish finance council on salary increases and benefit changes. The finance council has the final approval. The step chart as well as the benefit changes are communicated to the faculty by a meeting with the school board president on April 15<sup>th</sup> when contracts are dispensed. Currently SJV School faculty receive 68% of the public school salary.

**7.08 EMPLOYEE HANDBOOKS:**

New school employees at SJV receive a written, current employee handbook with policies and procedures that pertain to them. They also attend a separate meeting with the principal during fall workshop days. Updates are given periodically to all staff.

**7.09 PARENT/STUDENT HANDBOOKS:**

SJV School annually gives all new families a parent/student handbook and updates of the handbook go to all returning families. When there are many changes, all families receive the new handbook. A signed statement is returned to the school after the handbook has been read by the students and parents/guardians.

**7.10 ADMISSIONS POLICY:**

SJV School admission policy includes a statement of nondiscrimination. Students of all races, colors, nationalities, and religions are welcome.

**7.11 IMMUNIZATION RECORDS:**

SJV School annually obtains and maintains records of state required immunizations of our students. These are then given to the Fairmont Public School Nurse that services SJV School.

**Summary: Leadership and Governance**

**Strengths:**

\*St. John Vianney School has an updated comprehensive student/parent handbook.

\*St. John Vianney School enforces state immunization requirements.

**Challenges:**

\* Staff salaries need to align closer to the public school's salaries.

\*At the present time SJV School pays 68% of what the public school pays for the same step and degree.





