



DIOCESE OF SCRANTON

Signs of Catholic School Viability Key Objectives

revised Oct 16, 2006

I. Catholic Character

- 1.1 An appropriate mission statement reflects the Catholicity of all school programs and activities.
- 1.2 A fully developed religion program having qualified teachers is in place. The teachings of the Catholic Church are integrated across the curriculum.
- 1.3 Parents and their children are expected to attend Mass regularly and participate in parish life.
- 1.4 The Catholic identity of the school is clearly manifested through the leadership of the principal. Faculty and students observe the truths of the Catholic faith through regular participation in Mass and the Sacraments. Daily prayer, service projects, and personal growth opportunities further enhance the spiritual element in their lives.
- 1.5 The school is perceived as a vital ministry of the parish(es). The parish(es) support the school through interest, involvement and subsidies.

II. Academic Program

- 2.1 The school is fully accredited by the Middle States Association. The school offers a marketable academic program that is competitive with other schools (non catholic) in the area.
- 2.2 The superior quality of the academic program is comprehensive in scope to include art, music, technology, languages, and physical education programs.
- 2.3 Technology is up to date and incorporated throughout the curriculum.
- 2.4 Teachers are appropriately degreed, qualified, and competent for their respective courses. Religion teachers are practicing Catholics, and, except for unusual circumstances, all faculty members are practicing Catholics. All faculty members have appropriate state and religious education certification. Teachers participate in professional development programs.
- 2.5 The student/teacher ratio is cost effective and provides sufficient staff for a positive learning environment. The average number of students per homeroom is 25. The maximum number is ordinarily 30.
- 2.6 The school provides for the needs of the students on all levels of learning. The annual Diocesan standardized testing program is analyzed to assure that the school is providing a quality academic program for its students.
- 2.7 The curriculum is aligned with Diocesan and state standards and is assessed and updated on a regular cycle. Textbooks, technology, and resources are reviewed and assessed annually to maintain a quality academic program.
- 2.8 Professional and spiritual development programs are in place and full participation is required, for example, through the Pastoral Formation Institute, Christian Formation Days and others.

III. Physical Condition

- 3.1 The school facilities provide space for extra curricular programs, especially for students in sixth through eighth grades. Facilities are attractive, sufficient and appropriate to provide quality educational programs, including library, gymnasium, multi-purpose room, computer/science labs (internet access), and playground areas. High school facilities also include adequate parking for faculty and students as well as maintain appropriate athletic fields.

- 3.2 A five-year plan is an appropriate time frame for maintenance and capital improvements. A funding plan is established for capital projects.
- 3.3 The property and facilities are attractive, safe and clean, conducive to the learning experience. The school should be well-lit, and ventilated (heating and cooling).
- 3.4 The utilization of space is reasonable in terms of finances and programs.

IV. Enrollment and Growth

- 4.1 An enrollment constituting one class per grade (K-8) is maintained (approximately 225 students) to be cost effective. All schools should operate at 90% or better of their capacity. For K-6 programs (approximately 175 students) is anticipated to be cost effective. (*High school enrollment will be determined at a later date.*)
- 4.2 Enrollment in Pre-Kindergarten program will be reported separately due to the various styles of the program.
- 4.3 Enrollment trends and demographic data demonstrate the number of students that can be maintained or increased in the geographic area served by the school. Parish(es) baptismal records are continually monitored to assess the long range viability of the school.
- 4.4 The school, in conjunction with the Diocese, has effective marketing, recruitment, and retention programs.

V. Financial Condition

- 5.1 The parish(es) and parents show evidence of a willingness to support the school financially. The support is dependable.
- 5.2 Revenue from all sources (subsidy, tuition, fundraising) is sufficient to achieve a balanced operating budget. The school maintains a balanced budget (including 10% of total operating budget annually placed in reserve).
- 5.3 Local resources of funding are available for tuition assistance in addition to the EITC and diocesan funds.
- 5.4 The school has established long range financial planning to include the establishment of endowment funds, alumni support, grant requests, and corporate sponsorships.
- 5.5 The salaries of lay faculty are sufficient to attract and retain qualified teachers. The school is able to hire a sufficient number of faculty members who are qualified and willing to serve in a Catholic school. Salaries and benefits are within Diocesan guidelines. Salaries are increased annually.
- 5.6 A tuition formula includes a family plan in both the elementary school and the high school throughout the PK-12 program.
- 5.7 The Pre-Kindergarten is self supporting and makes a positive financial contribution to the school's operating budget.

VI. Leadership

- 6.1 The principal, pastor(s) and lay/religious faculty provide the leadership necessary for the viability of the school.
- 6.2 The school has a strategic plan and it is reviewed and updated annually; successful implementation is evident.
- 6.3 An active school governance board works with the principal and pastor(s) to maintain an active and viable school.
- 6.4 The school follows all Diocesan policies.
- 6.5 The principal is an active member of a Catholic parish and serves as the educational and spiritual leader of the school.
- 6.6 The school has the appropriate administrative staff necessary to maintain a quality and viable Catholic school, encompassing these areas: religion, academic/curriculum, guidance, co-curricular, development, marketing, and others that may be particular to a school and as stated in the Diocesan governance policy.