

✠ Benchmark 1.1: The governing body and the leader/leadership team ensure that the mission statement includes the commitment to Catholic identity.

Level 4 – Exceeds Benchmark: *(The governing body and the leader/ leadership team ensure that)* The mission statement explicitly and unequivocally proclaims that the school's pervasive commitment is to fostering Catholic identity.

✠ Level 3 – Fully Meets Benchmark: The governing body and the leader/leadership team ensure that the mission statement includes the commitment to Catholic identity.

Level 2 – Partially Meets Benchmark: The mission statement uses generically Christian language to allude to the school's commitment to Catholic identity.

Level 1 – Does Not Meet Benchmark: The mission statement does not communicate commitment to Catholic identity.

Self-study Team Level:

Visiting Team Level:

Possible Self-study

Evidence: Please mark every source of evidence that applies and provide a description for any additional source not listed in the boxes provided.

Note: Not all sources of evidence are expected to be present.

Visiting Team: Verify each source of evidence indicated by placing an “A” for artifact, “O” for observation, “S” for survey, or “I” for interview in the smaller box provided. In the larger box, list each source of evidence referenced.

<input type="checkbox"/>	The mission statement contains language that unmistakably identifies the school as Catholic (i.e., Gospel values, faith formation, academic excellence, and service)		
<input type="checkbox"/>	Source documents for mission development demonstrate commitment to Catholic identity		
<input type="checkbox"/>	Brochures, PR materials, websites reflect the mission of the Catholic identity of the school		
<input type="checkbox"/>	Teacher and principal orientation materials contain explicit articulation of the commitment to Catholic identity		
<input type="checkbox"/>	Other: <input style="width: 80%;" type="text"/>		
<input type="checkbox"/>	Other: <input style="width: 80%;" type="text"/>		
<input type="checkbox"/>	Other: <input style="width: 80%;" type="text"/>		

Required Comments/Concerns/Conclusions:

Self Study:

Visiting Team:

†Benchmark 1.2: The governing body and the leader/leadership team use the mission statement as the foundation and normative reference for all planning.

Level 4 – Exceeds Benchmark: The governing body and the leader/leadership team consistently start with the mission statement at the beginning of all planning efforts, and refer to the mission statement frequently during the planning process. The mission statement is used not only as a reference but as the basis for reviewing or adopting policies, procedures, programs, practices and in daily decision making.

Level 3 – Fully Meets Benchmark: The governing body and the leader/leadership team use the mission statement as the foundation and normative, reference for all planning. Major planning efforts explicitly reference the mission at the beginning of planning and throughout.

†Level 2 – Partially Meets Benchmark: The governing body and the leader/leadership team occasionally refer to the mission statement during some planning efforts. When policies and procedures are reviewed, connection to mission must be inferred.

Level 1 – Does Not Meet Benchmark: The mission statement is not used as a foundation and normative reference for all planning.

Self-study Team Level:

Visiting Team Level:

Possible Self-study

Evidence: Please mark every source of evidence that applies and provide a description for any additional source not listed in the boxes provided.

Note: Not all sources of evidence are expected to be present.

Visiting Team: Verify each source of evidence indicated by placing an “A” for artifact, “O” for observation, “S” for survey, or “I” for interview in the smaller box provided. In the larger box, list each source of evidence referenced.

<input type="checkbox"/>	Materials for strategic planning meetings, accreditation meeting and other planning efforts show that such efforts start with the mission statement		
<input type="checkbox"/>	School Advisory Board and subcommittee meetings use the mission statement as the underpinning of all policy recommendations		
<input type="checkbox"/>	Informative materials regarding new programs, etc., show connection to the mission		
<input type="checkbox"/>	Other: <input type="text"/>		
<input type="checkbox"/>	Other: <input type="text"/>		
<input type="checkbox"/>	Other: <input type="text"/>		

Required Comments/Concerns/Conclusions:

Self Study:

Visiting Team:

✚ Benchmark 1.3: The school leader/leadership team regularly calls together the school’s various constituencies (including but not limited to faculty and staff, parents, students, alumni(ae)) to clarify, review and renew the school’s mission statement.

Level 4 – Exceeds Benchmark: The school leader/leadership team establishes and maintains a well-communicated process for annually reviewing, clarifying, and renewing the school’s mission statement in consultation with the school’s various constituencies.

✚ Level 3 – Fully Meets Benchmark: The school leader/leadership team regularly calls together the school’s various constituencies (including but not limited to faculty and staff, parents, students, alumni(ae)) to clarify, review and renew the school’s mission statement.

Level 2 – Partially Meets Benchmark: The school leader/leadership team includes the school’s various constituencies in clarifying, reviewing and renewing the school’s mission statement occasionally within several years, usually in preparation for a pending event, such as accreditation.

Level 1 – Does Not Meet Benchmark: The school leader/leadership team does not call together the school’s various constituencies (including but not limited to faculty and staff, parents, students, alumni(ae)) to clarify, review and renew the school’s mission statement.

Self-study Team Level:

Visiting Team Level:

Possible Self-study

Evidence: Please mark every source of evidence that applies and provide a description for any additional source not listed in the boxes provided.

Note: Not all sources of evidence are expected to be present.

Visiting Team: Verify each source of evidence indicated by placing an “A” for artifact, “O” for observation, “S” for survey, or “I” for interview in the smaller box provided. In the larger box, list each source of evidence referenced.

<input type="checkbox"/>	Minutes and dates of meetings with constituents		
<input type="checkbox"/>	Minutes and dates of subcommittee meetings concerning mission		
<input type="checkbox"/>	Job descriptions of leader/leadership team that includes regular review of mission statement		
<input type="checkbox"/>	Surveys from constituents as part of mission statement review process		
<input type="checkbox"/>	Other: <input type="text"/>		
<input type="checkbox"/>	Other: <input type="text"/>		
<input type="checkbox"/>	Other: <input type="text"/>		

Required Comments/Concerns/Conclusions:

Self Study:

Visiting Team:

Benchmark 1.4: The mission statement is visible in public places and contained in official documents.

Level 4 – Exceeds Benchmark: The mission statement is highly visible throughout the school, appearing in every classroom as well as on written and electronic communications and on the school website, apps, and school social media sites. All constituents can easily and quickly access a visible copy of the mission statement.

Level 3 – Fully Meets Benchmark: The mission statement is visible in public places and contained in official documents.

Level 2 – Partially Meets Benchmark: The mission statement is only displayed in a few public places and a few official documents.

Level 1 – Does Not Meet Benchmark: The mission statement is not visible in public places or on official documents.

Self-study Team Level:

Visiting Team Level:

Possible Self-study

Evidence: Please mark every source of evidence that applies and provide a description for any additional source not listed in the boxes provided.

Note: Not all sources of evidence are expected to be present.

Visiting Team: Verify each source of evidence indicated by placing an “A” for artifact, “O” for observation, “S” for survey, or “I” for interview in the smaller box provided. In the larger box, list each source of evidence referenced.

<input type="checkbox"/>	Official stationary and electronic signatures of the leader/leadership team contain the mission statement		
<input type="checkbox"/>	The mission statement is posted in the front office and in classrooms		
<input type="checkbox"/>	Event programs display the mission statement		
<input type="checkbox"/>	All media in use and all web related documents display the mission statement		
<input type="checkbox"/>	Other: <input style="width: 80%;" type="text"/>		
<input type="checkbox"/>	Other: <input style="width: 80%;" type="text"/>		
<input type="checkbox"/>	Other: <input style="width: 80%;" type="text"/>		

Required Comments/Concerns/Conclusions:

Self Study:

Visiting Team:

Benchmark 1.5: All constituents know and understand the mission.

Level 4 – Exceeds Benchmark: Virtually everyone in the school community can recite the mission statement, clearly explain the mission of the school, and give concrete examples of how it is implemented in the school.

Level 3 – Fully Meets Benchmark: All constituents know and understand the mission. School leaders work to ensure that every group of constituents can articulate and explain the mission.

Level 2 – Partially Meets Benchmark: Only some constituents know and understand the mission

Level 1 – Does Not Meet Benchmark: Most constituents do not know or understand the mission.

Self-study Team Level:

Visiting Team Level:

Possible Self-study

Evidence: Please mark every source of evidence that applies and provide a description for any additional source not listed in the boxes provided.

Note: Not all sources of evidence are expected to be present.

Visiting Team: Verify each source of evidence indicated by placing an “A” for artifact, “O” for observation, “S” for survey, or “I” for interview in the smaller box provided. In the larger box, list each source of evidence referenced.

<input type="checkbox"/>	The mission statement is recited by the school community at every appropriate gathering (assemblies, awards announcements)		
<input type="checkbox"/>	Students, parents, teachers and alumni are able to articulate to prospective parents and community members the mission of the school		
<input type="checkbox"/>	Orientation programs for incoming students and families demonstrate proper emphasis on the importance of the school’s mission		
<input type="checkbox"/>	Open house programs display the mission statement		
<input type="checkbox"/>	Other program agendas for parents or alumni display the mission statement		
<input type="checkbox"/>	Other: <input style="width: 80%;" type="text"/>		
<input type="checkbox"/>	Other: <input style="width: 80%;" type="text"/>		

Required Comments/Concerns/Conclusions:

Self Study:

Visiting Team: