

Cottage Hill Christian Academy
Faith-Family-Future School Improvement Plan
2016-2021

Helping our students grow in their faith, in a family atmosphere while preparing them for the future academically, spiritually, socially, athletically, and in the arts.

CHCA Faith-Family-Future School Improvement Plan gives us a road map for our journey to become “The Choice” for a Christ-centered, academically challenging education in Mobile. This plan will provide guidance for us as we partner with our parents in helping students reach their God-given potential. The strategic plan will set in place goals that will put us in position to prepare our students for the changing world around them while also helping teach them how to thrive as Christians in the career fields they choose. Initiatives in the areas of technology, science, math, and professional development will give our students the educational foundations they need to excel in the next phase of their educational journey. Improved development in the areas of relationships, leadership, character, and personal challenge will contribute to our goal of producing students who are servant leaders for Christ.

Mission Statement - Through excellent academics, spiritual development, and outstanding extracurricular activities, Cottage Hill Christian Academy partners with our parents to help our students reach their God-given potential and to become servant leaders who will impact the world for Christ.

Vision Statement- Cottage Hill Christian Academy will be the choice for a Christ-centered, academically challenging education. The Cottage Hill experience will build lasting relationships, develop leaders, encourage a love of learning, and engage students in the intellectual and social challenges of our times, guided by a biblical worldview.

IN THE COMING YEARS, COTTAGE HILL CHRISTIAN ACADEMY WILL FOCUS OUR STRATEGIC GOALS AROUND THREE PILLARS:

**FAITH
FAMILY
FUTURE**

WITHIN THESE THREE PILLARS OUR TOP PRIORITIES WILL BE:

**SPIRITUAL DEVELOPMENT
RELATIONSHIP BUILDING
ACADEMIC PRACTICES
CURRICULUM DEVELOPMENT
TECHNOLOGY UPGRADES
FACILITY UPGRADES**

FAITH - Create a culture in which students grow in their faith and become servant leaders. We strive to help them understand not only what they believe but why they believe it.

A. Chapel - Revamp our chapel program to be more intentional, giving our students a chance to build relationships and develop leadership abilities.

1. Upper School students will attend corporate worship twice a month (in place of the previous system of every week) where they will be led in praise and worship by our student-led chapel band and where a respected spiritual leader from our school or the community will share a message from God's word. (2017-2018)
2. Upper School students will be led in small groups (10-14 students) twice a month by a staff member. The small groups will allow students the opportunity to get to know each other on a more personal level. Our bible instructors will prepare lessons that focus on life applications of Scriptural principles and personal relationships with Jesus and each other. (2017-2018)
3. Middle School students will attend corporate worship twice a month (in place of the previous system of every week) where they will be led in praise and worship by our Direct Connection band and where respected spiritual leaders from our school or the community will share a message from God's word. (2018-2019)
4. Middle School students will be led in small groups (10 to 14 students) twice a month by a staff member. This small group will allow students the opportunity to get to know each other on a more personal level. Our middle school chapel director will prepare lessons that focus on life applications of Scriptural principles and personal relationships with Jesus and each other. (2018-2019)

B. Community Service – Expand on our current community service projects and increase our influence on others through these projects.

1. Form a faculty committee which will evaluate our present involvement in community service and recommend ways for us to be more involved and more effective in our desire to reach others through community service. (2018-2019)
2. Establish a community service day for each grade 8 through 12. (2019-2020)
3. Create a position (part time or combined responsibilities with current position) which will be responsible for community service oversight. (2019-2020)

C. Staffing – Ensure that we are adding and retaining faculty and staff who are committed to the mission of Cottage Hill Christian Academy. Our hiring process will continue to include the vetting of potential candidates to ensure that they believe in the mission of CHCA. We will look to hire candidates who will provide the best education for students in their subject area while also providing the role model and mentorship that our Faith-Family-Future initiative requires. (Ongoing)

D. Curriculum – Form a committee comprised of lower school and middle school faculty and administration to review the current Bible curriculum at all levels to ensure that students are receiving appropriate and effective instruction. (2017-2018)

E. Mission Trips – Establish relationship with groups in other countries with an end goal of providing students the opportunity to participate in a high school mission trip. (2019-2020)

Family – Continue to build on the family atmosphere which makes CHCA special. Provide opportunities for the school community to spend time building relationships and providing support for one another.

A. Events - Improve current events and establish new events which promote our school but also allow the Warrior family to be together and build enjoy the relationships which make up the CHCA experience.

1. We will continue to have our all-school Parent Orientation each year and will look for ways to improve this event. We will focus on how to more effectively involve our preschool students. (on going)
2. Institute Super Reader Week. This week promotes reading among our preschool and elementary students. It is highlighted by Super Reader Night. This allows the CHCA family to come together for fellowship while also promoting reading among our students. (2016-2017)
3. Hold an all-school Homecoming Parade on the Church Campus for all students. Each grade from the high school will enter a float along with Homecoming maids. Football players, cheerleaders, band, and Azalea Trail Maids will also participate. (2016-2017)
4. Begin offering a college tour for our junior class each year. Students will have to opportunity to visit seven or eight colleges during this three-day trip. This will assist them in the process of selecting a college and will hopefully motivate them academically for the remainder of their academic career. (2016-2017)
5. Form a CHCA Athletic Hall Fame. Induction will be held in the spring. The first class will include students from the first seven graduating class along with special honorary members. This event will unite the CHCA family and renew ties with alumni and friends that we have lost contact with. (2017-2018)
6. Institute events on each level which bring returning and new students together prior to the beginning of school. These events will serve as an orientation for new students and a welcome back for returning students. Events will be age appropriate. (2017-2018)
7. Carnival will be held on the night before the Homecoming football game. This event will be held on the West Campus. The event will include entertainment, food, and a pep rally. Different student groups will help with the event, and it will be financed by funds generated by the student activity fee. (2017-2018)
8. Hold an Alumni Tailgate prior to the Homecoming game. This will be an opportunity for our alumni to reconnect with each other and for us to share our vision with them. (2017-2018)
9. Establish an annual senior trip to Disney World the week prior to graduation. This will allow our senior to experience some time together prior to beginning their journey through life. (2017-2018)

10. Form an Alumni Council. This will give our alumni a formal group through which to connect with the alma mater and help us continue our goal of creating a family culture. (2018-2019)

B. Staff - CHCA will look to build on our family atmosphere among our staff. We will look to unite the two separate campuses for more events. This will provide relationship-building while also showing appreciation for our staff.

1. Continue to have our staff Christmas luncheon during finals week of the fall semester. This is an opportunity for our PTF to say thanks to our staff and provide a meal during a very busy time of the year. (on going)
2. Continue our family dinner which is held prior to School orientation night. This gave our staff and their families an opportunity to be together on this busy night while also letting them fellowship with other staff members and their families. (2016-2017)
3. Hold a welcome dinner for all new staff members and their families along with our current administrators. This is held in a current administrator's home and is a casual gathering. (2016-2017)
4. Hold more joint professional development events to bring our two campuses together. This will include more vertical alignment of our curriculum with collaboration between middle and high school faculty. (2016-2017)
5. We will establish a committee made up of faculty and staff to evaluate our faculty and staff events and recommend ways to improve. (2018-2019)

C. Communication - CHCA will look for ways to better connect with our parents. We will look to improve our communication while also allowing them to be a part of the process of educating their student.

1. Continue our weekly email newsletter, the Warrior Express. The Warrior Express allows us to communicate successes, needs, and upcoming opportunities for both our students and their parents. (on going)
2. Look for ways to more effectively use our School Way App. This will allow us to notify parents of due dates and schedule changes. (on going)
3. Host a Parent Preview for both Middle School and Upper School students. Parents will have the opportunity to attend all classes that their student is scheduled for daily. They will meet teachers and hear from them about their expectations and structure of their class. (2017-2018)
4. Begin a monthly parent forum (Friday Family Forum) where parents will hear about the happenings for that month, while also having the opportunity to ask questions and hear about opportunities for involvement. (2017-2018)
5. Begin holding yearly parent-teacher conferences on the K-5 through 5th grade levels. This will allow each parent to have the opportunity to meet one-on-one with their student's teacher. This will allow for more connection between teacher and parent. (2018-2019)

Future – Help our students reach their God-given potential academically. This will be done through technology upgrades, curriculum changes, scheduling, facility improvements, staffing, and transportation upgrades. A major source of these improvements will be a continued focus on fundraising.

A. Curriculum – We will continue to evaluate our curriculum, looking for opportunities to better prepare our students academically for the next level.

1. Introduce changes to our math curriculum in grades 1-5, changing from A Beka to Glencoe math to better ensure our students are prepared for moving to the next level. (2017-2018)

2. Introduce changes to our science curriculum in grade 3-5, changing from A Beka to Purposeful Design to better ensure our students are prepared for moving to the next level. (2017-2018)

3. Integrate STEM into our curriculum. We will invest in student STEM kits to begin the implementation of STEM in our middle school curriculum. We will form a committee to study how to expand offerings throughout grade levels. (2017-2018)

4. Implement PLCs (professional learning communities), which allow for collaboration, planning, and alignment of grade levels, departments, and divisions. (2017-2018)

5. Create a dual enrollment policy to streamline our partnership with universities and prepare students for success with the college courses by creating criteria for participation. (2017-2018)

6. Study our reading curriculum on the elementary level to ensure we are providing the best resources to prepare our students for the next level. (2017-2018)

7. Begin offering a middle school trip to Washington D.C. every other year. This trip will give each student a chance to visit Washington during their 7th or 8th grade year. We feel this will improve their understanding of our government and provide experiences which will enhance their study of United State History. (2017-2018)

8. Evaluate the science sequencing to consider scaling back elective offerings and provide chemistry to all students (honors and college preparatory). (2018-2019)

9. Form a committee to study possible changes in the scope and sequence of our curriculums across grade levels. This will allow for stronger vertical alignment. (2018-2019)

B. Testing – Evaluate our standardized testing, our semester exam policies and structure, and other evaluation mechanisms.

1. Evaluate our standardized testing to ensure it is the appropriate tool to use for gathering and evaluation of data. (on going)

2. Purchase STAR tests through Renaissance Learning which allows us for interim assessments of all elementary and middle school students. This provides current data on student achievements and deficiencies and allows teachers to customize educational method and content for individual students. (2016-2017)

3. Adjust high school exemption policy for final exams. This ensures students are challenged and provides teachers with summative assessments of their semester

material. Additionally, sitting for semester exams prepares them for the college experience. (2017-2018)

C. Technology – Integrate technology effectively into our K3 – 12th grade curriculum.

1. Provide development opportunities regarding technology integration. Office 365 tools allow teachers to integrate technology into their curriculum. (ongoing)
2. Purchase one laptop cart for each campus. Each cart contains 27 Dell laptops and is available to teachers on a reservation basis. (2017-2018)
3. Improve our use of student Office 365 accounts. Take advantage of their access to Outlook, OneNote, and a variety of cloud based tools. (2017-2018)
4. Improve our wireless capability and fiber network on both campuses to facilitate the increased use of technology. (2017-2018)
5. Increase the availability of technology to students on campus. This will be achieved through additional devices for both campuses. (2018-2019)
6. Improve teacher access to technology. Ensure that each teacher grades 6-12 has access to a laptop computer. (2019-2020)

D. Scheduling

1. Move the start of school on our West Campus back 30 minutes from 7:30 a.m. to 8:00 a.m. This is consistent with studies which have shown that the teenage body is not receiving enough sleep each night and that they do not perform as well in the early hours. (2017-2018)
2. Establish tutoring sessions on the West Campus from 7:30 to 8:00 on Tuesday, Wednesday, and Thursday mornings. This allows for a more organized approach to scheduling of tutoring and allows students participating in extra-curricular activities to have access to tutoring, a time to complete make up work, or take missed exams. (2017-2018)
3. Add a break (15 minutes) into the West Campus schedule each morning. This allows students a chance to enjoy a snack and or a few minutes away from class each day. Break allows us to limit food in classroom and cuts down on students who are taking bathroom breaks during the morning classes. Also provides the opportunity for interaction with classmates, which is consistent with our Faith-Family-Future initiative. (2017-2018)
4. Evaluate the schedule on the church campus for middle school electives. This will ensure that gaps in educational offerings are closed while focusing on quality over quantity in our electives. (2018-2019)

E. Educational Facilities

1. Purchase 13 lab tables for our Biology/Human Anatomy and Physiology classroom on the West Campus. (2017-2018)
2. Relocate the Middle School science lab to a larger area which will allow staff to expand their curriculum and create a designated area for Robotics. (2017-2018)

3. Relocate our 2nd grade classrooms. This allows for frequent collaboration among teachers. This will allow teachers to team-teach more effectively and to expand their curriculum offerings. (2017-2018)
4. Improve the aesthetics and functionality of the Church Campus. Sand and paint all lockers, paint all exterior doors, update landscaping, and repair outside carpet walkways on the Church Campus. (2017-2018)
5. Update Church Campus offices with new flooring, furnishings, and paint. (2017-2018)
6. Complete the installation of new flooring in all carpeted classrooms on the West Campus where needed. (2018-2019)
7. Remodel the Biology and Human Anatomy labs on West Campus. This will include the addition of a sink and permanent eye-wash station. (2018-2019)
8. Replace all interior and exterior lighting on campus with LED lighting. This will provide a better educational experience for our students and will save the school money through decreased utility expenses, including monthly bills and replacement cost. (2018-2019)
9. Update West Campus offices and internet café with new flooring. (2019-2020)
10. Update the flooring in the church campus library. (2019-2020)
11. Repair roofs on both the west campus and church campus to provide a better working environment for our students. (2020-2021)
12. Complete a feasibility study on the construction of a new Middle School building on our West Campus. This move would provide a better Middle School experience for our students and would possibly allow us to utilize our staff in a more productive manner. (2020-2021)

F. Staffing

1. Add a Church Campus Athletic Director and Dean of Students. This will allow us to provide a higher quality and more organized athletic experience for lower school students. The position also provides an additional male influence on the Church Campus to help with mentoring and with discipline issues. (2017-2018)
2. Create an additional teacher unit in our Middle School. This will allow us to increase the cap on our middle school enrollment and group students appropriately in math. (2017-2018)
3. Add a part time graphics position to our staff. This will allow us to produce our own publications and will save us time and money on printing envelopes, stationery, and other items. (2017-2018)
4. Add a part time grounds/maintenance position on the West Campus. This will allow us to complete some needed projects and to better maintain our facilities. (2017-2018)
5. Add a full-time maintenance/housekeeping position at the West Campus. This will further allow us to maintain our West Campus facilities. (2019-2020)

G. Athletic Facilities

1. Renovate the boys' locker room. The former physical education locker room was converted into a football dressing room. The space now includes the head coach's office, lockers for players, and storage area for football equipment. In addition, school logos and motivational slogans were added. (2016-2017)
2. Add a new baseball press box and concession area. This is a permanent structure, which is more user-friendly and provides a more aesthetic stadium. (2017-2018)
3. Complete drainage work on the football sidelines. This allows our field to be maintained more effectively and will improve the aesthetics of our football and baseball stadiums. (2017-2018)
4. Complete the upgrade of our soccer field/football practice field. This includes the re-sodding of the playing surface and the installation of a new 8 ft. fence with windscreen with the CHCA logo. (2017-2018)
5. Complete the new covered batting area for softball. This will provide an area for softball to practice when there is inclement weather. (2018-2019)
6. Add a handicapped ramp to the football stadium. This will accompany our new handicapped seating area and provide a better experience for visitors. (2018-2019)
7. Upgrade the Church Campus playground. This may include a new surface and will address drainage issues. (2020-2021)
8. Complete the process of running water to our athletic facilities. This will provide bathrooms for our players and fans while also providing the opportunity for water fountains and ice machines in the athletic area. (2020-2021)

H. Transportation

1. Add two updated vans to our present fleet. This will provide more reliable transportation for our students. Vans will be outfitted with the school's new logos, which will give our students an increased sense of pride in their school and will serve as marketing tools around town. (2018-2019)
2. Purchase a side-by-side utility vehicle. This will allow us to transport equipment in a more effective manner on campus and will serve as a transport vehicle for handicapped visitors during home football and baseball games. (2018-2019)
3. Add two additional modes of transportation to our present fleet. Explore adding 15 passenger mini buses. This will further enhance our transportation, improving the experience of our students when traveling to athletic, community service, fine arts and club activities. (2019-2020)

I. Security

1. Add video monitoring systems to front entrances on both campus. This will allow access to be controlled by office managers. This will allow us to control access more effectively and securely. (2017-2018)
2. Add card swipe controlled access systems for both B building and back doors to main building on West campus. This will allow us to lock doors to both buildings during the school day. (2017-2018)

3. Evaluate the shared areas on church campus to formulate plan for increased security during school day. (2018-2019)
4. Update our security plan and increase the number of lock down drills held each year. (2018-2019)
5. Complete a feasibility study regarding the moving of playground areas on Church campus to inside the gated school area. Replace the front gate to West campus with more secure fencing and video monitoring and access system which can be controlled during school day front office. (2018-2019)
6. Update the front gated entrance to West campus. This will include an access monitoring system and more secure fencing in area. The more secure system will allow office manager to control access of all visitors. (2019-2020)