

## Standard 1- Philosophy and Foundations

*(Indicators 1.1, 1.2, 1.5)*

Action steps for Standard 1		Timeline	Person(s) Responsible	Required Resources	Projected Cost(s) & Funding Sources	Evaluation Strategy	Performance Results / Outcomes
<b>Action Step 1 (1.1)</b>	The CCS Philosophy, including the Vision Statement, Mission Statement, and Statement of Faith, will be annually discussed and evaluated by the school's faculty, staff, and board.	Annually, at the beginning of each new school year.	Chairman, Principal, Faculty	Faculty Handbook  Statement of Faith	\$0	As a required part of summer in-service,, an assigned designee will evaluate and present on the school's Vision Statement, Mission Statement, and Statement of Faith.	By presenting from diverse perspectives annually, r, the school will receive a fresh view and understanding of the mission, vision, and Philosophy.
<b>Action Step 2 (1.5)</b>	As a part of the Professional Learning Communities, faculty will discuss the school's Portrait of a Graduate.	One Semester	Upper & Lower School Faculty	Portrait of a Graduate Document	\$0	Student survey results  Faculty meeting minutes each semester.	A revised Portrait of a Graduate will produce more focused students who evaluate each semester their success in the classroom and as part of the student body.

<p><b>Action Step 3</b> <b>(1.5)</b></p>	<p>In conjunction with the PLC meetings of the faculty, students will complete a survey each semester to determine/give feedback about how they are succeeding &amp; where they may be falling short in their academics.</p>	<p>One Semester</p>	<p>Upper School Faculty/ Students</p>	<p>Student Surveys  Faculty meeting minutes</p>	<p>\$0</p>	<p>Surveys taken and discussed in a small group setting each quarter.</p>	<p>Students will be better able to evaluate how they are meeting the standards set for them and where/how they can be given support for more success in the future.</p>
<p><b>Action Step 4</b> <b>(1.2)</b></p>	<p>CCS will continue to intentionally communicate the mission and vision of the school to the broader community.</p>	<p>One Year</p>	<p>Principal Admissions Director</p>	<p>Radio, Billboard Advertisement  Inviting local/Nashville news stations to school events</p>	<p>\$13,500</p>	<p>The number of new families inquiring about the school will increase.  Increased frequency by which people involved with the school will hear about CCS in the community.</p>	<p>Increase in new family enrollment.  The Admissions director will value cost of new advertising against the number of new families enrolled</p>

## Standard 2 – Governance and Administrative Leadership

*(Rubric Indicator) 2.1, 2.3, 2.7, 2.8, 2.10*

Action steps for Standard 2		Timeline	Person(s) Responsible	Required Resources	Projected Cost(s) & Funding Sources	Evaluation Strategy	Performance Results / Outcomes
<b>Action Step 1</b>	(2.1) The CCS Board of Directors will conduct a systematic self-evaluation annually.	May 2017	Board	Evaluation Tools  Board Survey	\$0	A board survey will be distributed to stakeholders and the results will be analyzed for constructive feedback.	Board performance and stakeholder satisfaction will improve with the implementation of constructive feedback gathered from a board survey.
<b>Action Step 2</b>	(2.3) The CCS Board of Directors will select a standardized tool for the evaluation of the school administrator and will give formalized and consistent feedback to the	June 2017	Board Chairman	Evaluation Protocol		The board will evaluate the administrator based upon progress on stated goals. Incremental feedback will be given to the administrator concerning progress made throughout the course of the year.	The administrator will be given clear and precise goals, specific feedback, and assistance with goals throughout the course of the year. As a result, job performance and satisfaction will increase.

	administrator concerning job performance.						
<b>Action Step 3</b>	(2.7) The Board of Directors will provide quarterly reports to stakeholders concerning the progress of the “Building a Legacy” capital campaign.	January 2017	Finance Committee	Donor List  Capital Campaign Income  Constant Contact Email System	\$0	Stakeholders will receive quarterly reports detailing the campaign goals, pledges to date, and funds collected to date.	Stakeholders will be informed of the progress made with their funds. The CCS capital campaign will make progress towards its goal.
<b>Action Step 4</b>	(2.8) The finance committee of the Board of Directors will meet quarterly to set deadlines for budget proposals, evaluate	January 2017	Board Treasurer, Finance Committee and Administration	Meeting Notes  Budget Proposals  Financial Reports (Kemper Reviews, Thurman	\$10,000 (Total cost for Kemper and Thurman Campbell services)	Budgets will be submitted in a timely fashion and a proposed budget will be submitted to the board of directors within the guidelines set forth in the bylaws.	The bookkeeping office and the administrative office will be able to conduct business efficiently and have input into the budget, its specific line items, and any changes or revisions that might be necessary.

	budget proposals, and submit a proposed budget to the board of directors.			Campbell monthly reports)			
<b>Action Step 5</b>	(2.10) The Board of Directors will consider adding a medical benefits program to the faculty compensation package.	August 2017	Board Treasurer, Finance Committee, and Administration	Benefits Package Quotes	TBD-( In 2015, the average premium for single coverage is \$521 per month, or \$6,251 per year. The average premium for family coverage is \$1,462 per month or \$17,545 per year)  \$0 cost to investigate these options	Benefits package options will be evaluated by the Board of Directors to determine affordability and feasibility.	Faculty and staff will be provided with a more comprehensive benefits package.

## Standard 3 – Home and Community Relations and Student Services

*(Rubric Indicator) 3.6, 3.8, 3.9,*

Action steps for Standard 3		Timeline	Person(s) Responsible	Required Resources	Projected Cost(s) & Funding Sources	Evaluation Strategy	Performance Results / Outcomes
<b>Action Step 1</b> <b>Indicator 3.6</b>	CCS will create an Exit Survey for all graduating seniors.	Before the start of the 2017-2018 school year.	Administration/ Teachers	Senior Survey  Survey Monkey	None	Review of survey results.	Surveys will provide CCS with feedback from students regarding areas in which they feel they could be served better.
<b>Action Step 2</b> <b>Indicator 3.8 &amp; 3.9</b>	CCS will develop a protocol for students in need of academic support.	Before the start of the 2017-2018 school year.	Administration/ Teachers	Ed Plan Protocol	None	Feedback from teachers and staff regarding protocol.	Ed Plan Protocol will provide a specific understanding for parents and teachers regarding the process for identifying academic needs and support.
<b>Action Step 3</b> <b>Indicator</b>	CCS will consider implementing a reading pull out program.	Before the start of 2017/2018 school year.	Administration	Part time reading specialist.	Approximately \$3,000	Student progress will be monitored via pathdriver test	More opportunities will be provided to

3.9			Board of Directors	Pathdriver Reports		results and evaluated to assess if the additional pull out support is successful.	help students with academic deficits.
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**Standard 4 – Personnel**

*(Rubric Indicator) 4.6, 4.7, 4.10, 4.11*

Action steps for Standard 4		Timeline	Person(s) Responsible	Required Resources	Projected Cost(s) & Funding Sources	Evaluation Strategy	Performance Results / Outcomes
<b>Action Step 1</b>	(4.6) The CCS faculty members who are currently approaching their expiration date for their ACSI certification will complete all requirements necessary for renewal.	December 2016	Faculty Members	Philosophy of Christian Education Paper  Bible CEU Credits  Education CEU's	\$75 per Faculty Member	CCS Teachers will process renewal applications in a timely manner and renew their certifications within the school year they expire.	CCS will maintain and exceed minimum ACSI requirements for faculty certification.
<b>Action Step 2</b>	(4.7) Clarksville Christian School will pursue additional professional development options for Christian Schools, specifically a Connexus Premium subscription.	August 2017	Finance Committee  Administration	Connexus Premium Subscription	\$89-\$99 per Faculty Member	CCS Teachers will be able to access Bible and Educational CEU's necessary to renew their ACSI Certifications in a timely and accessible manner.	CCS Teachers will maintain and exceed minimum ACSI requirements for faculty certification and will have ready access to professional development in biblical philosophy of education.



<b>Action Step 3</b>	(4.10)  The Administration and Admissions Director, in conjunction with the Board of Directors, will create Admissions Guidelines.	Summer 2017	Admissions Director, Administrator, and Board of Directors	TN Class Size Legislation  Admissions Guidelines Document	\$0	The Admissions Director and Administration will have clear and consistent guidelines for class size minimums and maximums.	Class sizes will reflect a balanced student/teacher ratio personnel resources. Class size maximums and minimums will ensure the best use of school personnel for student achievement.
<b>Action Step 4</b>	(4.11)  The administration will plan and conduct a formal annual substitute teacher orientation for all new and returning substitute teachers to include emergency drills, attendance, behavior management, and executing lesson plans.	August 2017	Principal	Emergency Manual  Emergency Substitute Folder  Faculty Handbook	Budget line item for printing and paper costs.	Substitute teachers will receive a formal training concerning the daily routines and procedures of the school.	Consistency between the classroom teacher and the substitute staff will increase as a result of consistent expectations and training.

<b>Standard 5 – Curriculum</b>						
<i>(Rubric Indicator) 5.2, 5.2</i>						
	<b>Timeline</b>	<b>Person(s)</b>	<b>Required</b>		<b>Evaluation Strategy</b>	

Action steps for Standard 5			Responsible	Resources	Projected Cost(s) & Funding Sources		Performance Results / Outcomes
<b>Action Step 1</b>	(5.2) Clarksville Christian will update the curriculum guide plan to show proven biblical basis for each subject area.	January 2018	Faculty Members	Textbooks/Curriculum Guides	\$0 per Faculty Member	CCS Teachers will provide updated curriculum guides to expand the biblical basis for each subject area.	CCS will maintain and exceed curriculum guides up to date.
<b>Action Step 2</b>	(5.2) Clarksville Christian School will work to better align academic studies from one grade to the next K-12th grades. Student grade outcomes will show improved transitions between grades.	May 2018	Faculty members	Textbooks/Curriculum Guides/ Scope and Sequence	\$0 per Faculty Member	CCS Teachers will provide updated resources used in the curriculum guides, such as Engage N.Y. Positive Action, and A Beka, to better align grade levels.	CCS will maintain and exceed curriculum guides/scope and sequence up to date.

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**Standard 5b – Library, Media, and Technology Services**

*(Rubric Indicator) 5.3, 5.8, 5.9, 5.16 - 5.18*

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		Timeline	Person(s) Responsible	Required Resources	Projected Cost(s) & Funding Sources	Evaluation Strategy	Performance Results / Outcomes
<b>Action Step 1</b>	(5.3)  Clarksville Christian School's technology coordinator and IT director will develop and implement more specialized training for its teachers on specific apps and programs which will allow teachers to best implement technology in their classrooms at an appropriate level.	August 2017	Technology Committee  IT person	Computers with updated applications (provided by CCS)  Classroom teacher input regarding specific needs for their students to enrich learning.	\$75 per Faculty Member	CCS technology coordinator will conduct surveys following inservice training to obtain feedback from educators regarding their confidence level concerning the application of their training in the classroom.	CCS educators will always use research based technology applications in their classrooms when appropriate and applicable.
<b>Action Step 2</b>	(5.9)  Clarksville Christian School will increase its media offerings for educators	August 2017	Finance Committee  Administration  Librarian	Connexus Premium Subscription	\$89-\$99 per Faculty Member	CCS Teachers will be able to access Bible and Educational CEU's necessary to renew their ACSI Certifications in a timely manner.	CCS Teachers will maintain and exceed minimum ACSI requirements for faculty certification and will have ready access to professional development in biblical

							philosophy of education.
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<b>Standard 6 – Crisis Planning, Safety, Health, and Food/Nutrition Services</b>							
<i>(Rubric Indicator) 6.1, 6.3, 6.4, 6.5, 6.10</i>							

Action steps for Standard 6		Timeline	Person(s) Responsible	Required Resources	Projected Cost(s) & Funding Sources	Evaluation Strategy	Performance Results / Outcomes
Action Step 1	(6.1) Physical security, as well as the habitability, of the CCS campus will be continually monitored. Measures will be taken to ensure the safety of faculty, students, and the protection of property.	Ongoing	School administration, facilities committee, faculty, and staff	Electronic surveillance to secure the CCS campus.  Administration and security officer(s) to monitor condition of the CCS campus on a regular basis along with custodial reviews.  Monitors installed in front office, administrator's office, and the PE office located in the gym to be able to continually monitor security cameras.	\$0---Utilizing existing resources.	CCS facility will be monitored on a daily basis. A walk-through will be conducted by administration, security guard, or custodian to survey that all exterior doors are locked, no doors are propped open, and office entry is secure.  Office staff will ensure all visitors to campus must sign in at the school office.  Administration, faculty and staff, or custodian will identify any security or maintenance	Personnel, students, and property on the CCS campus will be secure.  Security and maintenance concerns will be addressed promptly by facilities committee.

						<p>issues immediately.</p> <p>Front office staff will continually monitor security cameras.</p>	
<p><b>Action Step 2</b></p>	<p>(6.1) CCS will conduct fire drills on a monthly basis. CCS will conduct other drills including severe weather, lockdown, bomb threat, and earthquake drills a minimum of once per school year.</p>	<p>Ongoing</p>	<p>Administrative Staff</p>	<p>CCS will provide an annually updated drill schedule with monthly drills noted.</p> <p>An annually updated Crisis Management Plan with instructions on each type of drill conducted distributed to all faculty and staff.</p>	<p>Capital Budget</p>	<p>CCS will document all drills conducted including the date, start and end times, personnel participating, as well as notes regarding the manner in which drill was conducted and adjustments will be made as necessary to improve procedures.</p>	<p>Safety of all students, faculty, staff, and visitors maintained in time of crisis.</p>



<p><b>Action Step 3</b></p>	<p>(6.4) All students in attendance at CCS will be in compliance with requirements by the Tennessee Department of Health and CCS policy regarding immunizations and communicable diseases.</p>	<p>Annually</p>	<p>School administration, school counselor and school nurses</p>	<p>CCS will provide a written school policy updated annually regarding immunization requirements and communicable diseases.</p> <p>CCS will communicate the policy annually to current and new families.</p>	<p>\$0</p>	<p>CCS nurse will review and record all immunizations required by TN state law for each student in the medical records on Sycamore.</p> <p>CCS nurse will evaluate communicable diseases on an individual student basis and take necessary actions per CCS policy.</p>	<p>All students at CCS will be current on state required immunizations in order to protect and maintain the health and safety of all personnel and students.</p>
<p><b>Action Step 4</b></p>	<p>(6.4) CCS will maintain health service records on each student including accidents, treatments rendered, and medications administered while at school.</p>	<p>Ongoing</p>	<p>School nurse</p>	<p>CCS will provide a written Health Policy manual with emergency, medical treatments, and medication</p>	<p>\$0</p>	<p>CCS nurse will maintain medical records for each CCS student in Sycamore and hard copy.</p>	<p>The health and safety of each CCS student will be maintained while they are in attendance at school and school</p>

				policies and procedures.		CCS nurse will document emergency information, current medications, allergies, and treatments rendered.	activities in order to promote learning and well being.
<b>Action Step 5</b>	(6.5) CCS will provide written policies regarding all areas of health and safety services (specifically illness management and prevention, staff preparation, and responsibilities to all stakeholders.	Ongoing	CCS Board of Directors, school administration, school nurse	CCS will provide a written Medical and Safety Policy and Procedure Manual including illness management and prevention, staff preparation, and responsibilities.	Cost for CPR and first aid instruction through American Heart Association for annual training.	CCS Faculty will provide referral to the nursing office for illness, hand washing guidelines, attendance policy when ill, and communicable disease communication forms.  Faculty and staff training will be conducted annually in first aid and CPR, OSHA universal precautions, medication administration,	The health and safety of CCS students and personnel will be maintained through specific health policies and thorough staff training and preparedness.

						field trip procedures, managing students with special needs and medical issues, and identifying and reporting child abuse or neglect.	
<b>Action Step 6</b>	(6.1)  CCS will consider the feasibility of adding 1-2 additional persons to provide security presence at after-school activities (armed or unarmed).	2016-2018	Security Officer, Administration	CCS employee(s) willing to take on this responsibility and provide this service.	\$0 Training will be conducted at the employee's expense.	CCS facility will be monitored by an on-site security officer during after-school activities.	The presence of security (armed or unarmed) will ideally deter crime and protect faculty, staff, and visitors in case of an emergency.
<b>Action Step 7</b>	(6.3)  CCS will work with local and state officials to ensure the safety of families as they enter the school property during drop-off and dismissal.	2016-2017	School administration, school nurse, interested parents	Manpower to gather traffic/accident data and petition elected officials.  Cooperation from elected officials.	No CCS funding should be required as this should be a service provided by the state of Tennessee.	Implemented changes will be observed by all who pass in front of the school.	The State Department of Transportation will implement a reduced speed limit and/or a deceleration lane on the highway for use during

							drop off/dismissal times.
<b>Action Step 8</b>	(6.1) CCS will add additional security cameras during the 2016-2017 school year.	2016-2017 School Year	Security Officer, Administration	Electronic surveillance to secure the CCS campus.  Administration and security officer(s) to monitor condition of the CCS campus on a regular basis.	\$1500 for cameras  Technology Budget	CCS facility will be monitored on a daily basis.  Front office staff will continually monitor security cameras.	Personnel, students, and property on the CCS campus will be secure.
<b>Action Step 9</b>	(6.1) CCS will install a wireless intercom system for the front office.	2016-2017 School Year	Security Officer, Administration	Wireless Intercom System	\$150  Technology Budget	Front office staff will be able to fully screen every visitor to the CCS building during the school day.	Personnel, students, and property on the CCS campus will be secure.
<b>Action Step 10</b>	(6.10) CCS will investigate the possibility of having a refrigerator with healthy "a la carte" items available during lunch.	2016-2017 School Year	Administration, HCCC	Vendor will service refrigerator for CCS	\$0  Sale of items will cover cost of food.	Refrigerator will be monitored by CCS and serviced by contracted personnel.	CCS students will have a healthy option available for lunch every day.

## Standard 6b– Facilities, Environment, and Transportation

*(Rubric Indicator) 6.11, 6.14, 6.15, 6.16*

Action steps for Standard 2		Timeline	Person(s) Responsible	Required Resources	Projected Cost(s) & Funding Sources	Evaluation Strategy	Performance Results / Outcomes
<b>Action Step 1</b>	(6.11) Clarksville Christian School will perform required sprinkler tests, provide a blank cover for the electrical panel and replace missing ceiling tiles in the electrical room located in the mezzanine area, show documentation of the annual fire alarm test, and update services on all fire extinguishers.	January 2017	Facilities Committee	Sprinkler System Tags  Electrical Panel Cover  Ceiling Tiles  Annual Fire Alarm Inspection Report  Fire Extinguisher Service Tags	Services Estimate	The Fire Marshall will provide additional inspections concerning all of the needed maintenance.	The school will receive an updated report from the Fire Marshall stating that the school is in compliance with all needed services.
<b>Action Step 2</b>	(6.14) Clarksville Christian School will	August 2017	Development Committee	Playground Equipment Quotes	\$20,000	The development committee of the board of directors will submit a plan to the board of	Clarksville Christian School will set aside the capital funds to begin developing a playground for CCS students.

	consider fundraising options for a playground to be built on the CCS campus for the exclusive use of CCS students.			Fencing Company Quotes		directors for approval to build a playground facility.	
<b>Action Step 3</b>	(6.15) The Clarksville Christian School Development Committee will assess the current development plan and update it to reflect the current capital campaign and the allocation of funds	August 2017	Development Committee	Capital Campaign Income  Long Term Development Plan	\$0	The Development Committee will present the revised development plan to the Clarksville Christian School board or directors for approval.	Clarksville Christian School will be fiscally responsible in the planning and allocation of capital resources towards future growth and facilities planning.

	towards future programs and facilities.						
<b>Action Step 4</b>	(6.16) The Development Committee of Clarksville Christian School will make plans for the purchase of an activity bus for school use.	August 2017	Development Committee	Bus Quotes  Insurance Quotes  Maintenance Quotes	\$15,000  Centurion 5K Profits	The Development Committee of Clarksville Christian School will present a feasible plan to the board of directors for the purchase of an activity bus.	Clarksville Christian School will procure an activity bus for student transportation.

## Standard 7 – Character, Values, and Spiritual Development of Students/Children

*(Rubric Indicator) 7.1, 7.2, 7.3, and 7.8*

Action steps for Standard 7		Timeline	Person(s) Responsible	Required Resources	Projected Cost(s) & Funding Sources	Evaluation Strategy	Performance Results / Outcomes
<b>Action Step 1</b>	<p style="text-align: center;">(7.1, 7.3)</p> <p>The CCS administration will continue working toward facilitating more frequent opportunities for upper school student participation in spiritual leadership roles such as leading morning prayer and assisting in chapel.</p> <p>Additionally, CCS will continue working toward having CCS lower school students [3rd and 4th grades] lead prayer during lower school chapel time.</p>	Ongoing	Administration, Bible faculty, and Hilldale ministers	<p>Spiritual leaders</p> <p>Volunteer Sign-Up Sheet</p>	\$0.00	<p>CCS will keep a schedule of students who lead morning prayer.</p> <p>CCS will keep a schedule of student participation in chapel.</p>	<p>CCS will have different classes provide names of male class members who will lead morning school prayer.</p> <p>Classes will rotate responsibility for this on a weekly basis.</p> <p>CCS Faculty will work in conjunction with Hilldale ministers to make sure students are scheduled to participate in chapel.</p>



<p><b>Action Step 2</b></p>	<p>(7.8) CCS will create, search for, or locate an assessment for Spiritual Development. The assessment will be implemented during the 2017-2018 School year</p>	<p>2017-2018 school year</p>	<p>Standard 7 committee, Bible teachers and Minister staff from Hilldale Church of Christ</p>	<p>Sample spiritual development assessment tools from sister Christian schools</p>	<p>\$0.00</p>	<p>Students will take the assessment twice during the school year. Once at the beginning of the year and then once again at the end of the school year.</p>	<p>Acquisition/ Development of Spiritual Development assessment.</p> <p>Students will be expected to make gains in Spiritual Development. However, this will be the first year of assessment and results will be used to set benchmarks for following years.</p>
<p><b>Action Step 3</b></p>	<p>(7.3) CCS will continue to develop and build a chapter of the Fellowship of Christian Athletes</p>	<p>2017-2018 School Year</p>	<p>Club sponsors, Mr. Cameron &amp; Mr. Taflinger</p>	<p>Club Fee and materials</p>	<p>Club dues and fundraisers</p>	<p>CCS students will actively continue to participate in FCA activities and grow its membership.</p>	<p>CCS will develop student athlete leaders in the spiritual life of the student body.</p>

## Standard 8 – School Improvement Planning

*(Rubric Indicator) 8.2, 8.3*

Action steps for Standard 2		Timeline	Person(s) Responsible	Required Resources	Projected Cost(s) & Funding Sources	Evaluation Strategy	Performance Results / Outcomes
<b>Action Step 1</b>	(8.2) Clarksville Christian School will consistently follow through with stated action steps for school wide improvement and expected student outcomes.	August 2017	Board, Faculty, Parents	2016-2017 CSIP	\$- Cost will vary per action step	The Continuous School Improvement Plan will be reviewed prior to the beginning of each school year and incremental goals for achievement will be set.	All action steps will see progress made throughout the school year, regardless of the responsible party or resources required.
<b>Action Step 2</b>	(8.3) The CCS Board of Directors will annually review the Continuous School Improvement Plan and set	August 2017	Board Chairman	2016-2017 CSIP	\$0	Each action step will be evaluated for priority and allocation of resources.	The school will be given a clear priority list from the CCS Board of Directors, and resources and funding will be allocated in terms of this priority list.

	goals, in order of priority, for the upcoming school year.						
<b>Action Step 3</b>	(8.4) The CSIP will include explicit goals concerning the improvement of student ACT data.	May 2017	Finance Committee	ACT Data ACT Prep Options	\$1,600 estimated cost for ACT Prep	A clear plan of action to assist all students with ACT preparation will be in place for the start of the 2017-2018 school year.	Junior and Senior ACT scores will incrementally improve and afford students more post secondary and scholarship opportunities.