



APPLICATION AND IMPLEMENTATION PLAN INSTRUCTIONS FOR NEW SCHOOLS

**Buckeye Community Hope Foundation
Education Division
3021 E. Dublin Granville Rd.
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Application Sections

Governance

Mission Statement

- 1) Provide the mission statement for the proposed community school.
 - a. The mission statement needs to be clear, indicate what the school intends to do, for whom and how it is unique.

Organization Chart

- 1) Attach Organizational Chart.
- 2) Provide a narrative to include:
 - a. Description of the working relationships in the chart.

School Board Design

- 1) Complete the table labeled “Board”.
- 2) Attach Board Member resumes.
- 3) Provide a narrative to include:
 - a. School Board Roles and Responsibilities including self-evaluation.
 - b. Process for selecting board members and how it will result in a successful school.
 - c. Process for monitoring school performance including details of any sub-committee.
 - d. Description of all Professional Development required for Board members.
 - e. Process of holding school leader (and management organization, if any) accountable for achievement of the school’s mission, goals, and academic performance.

Outreach

Market Impact

- 1) Complete the table labeled “Market”.
- 2) Attach market study (if applicable)
- 3) Provide a narrative to include:
 - a. Describe the community from which the school will recruit and draw students including other existing educational options.
 - b. Describe the specific population of students the school intends to serve.

Community Outreach and Partnerships

- 1) Complete table labeled “Partners”.
- 2) Provide a narrative to include:
 - a. What role local partners have played in development of the school.

- b. What role the community played in choosing the location and academic programming of the school.
- c. What specific support the local partners are willing to provide.
- d. What specific steps the school will take in the future to ensure continued community input.

Enrollment

Enrollment and Retention

- 1) Complete the table labeled “Enrollment”.
- 2) Provide a narrative to include:
 - a. Reason for choosing to serve the grades specified.
 - b. Details about the proposed marketing plan to recruit students.
 - c. Details about the plan to retain students year over year.
 - d. Specific steps to include partners and community in recruiting efforts.

Environment

School Culture

- 1) Provide a narrative to include:
 - a. Specific details as to the type of environment school aims to create.
 - b. All co-curricular and enrichment opportunities.
 - c. How culture will be explained and instilled in students, staff, and parents.
 - d. Details on how the board will monitor and evaluate culture.
 - e. Specifics on how parents will remain involved in the school and their child’s progress.

Positive Behavior Interventions and Supports

- 1) Provide a narrative to include:
 - a. How the school will provide structure and supports of increasing intensity for students with behavioral management needs.
 - b. POSITIVE structures the school will use to motivate high levels of academic progress.

Educational Program Design

Key Academic Design Elements

- 1) Provide a narrative to include:
 - a. Concise overview of the academic program design.
 - b. Special areas of academic focus.
 - c. Specific teaching model.
 - d. Specific research base to support this type of program for your target population.

- e. The Pedagogical approach school will use to implement the curriculum.
- f. Instructional methods or techniques to be employed including any requirements for the implementation. (e.g. Co-teaching, aides, technology etc.)
- g. Details on how the chosen model of instruction will support progress for ALL students including students with disabilities, Multi-Lingual learners, and students from culturally diverse backgrounds.

Curriculum

- 1) Complete the table labeled “Curriculum”.
- 2) Provide a narrative to include:
 - a. Describe the school’s curriculum in core academic areas, explaining how it will prepare students to meet Ohio learning standards, and Ohio graduation requirements if applicable.
 - b. Describe the process used to select curriculum resources and instructional materials for courses, including who was involved.
 - c. Describe the process the school will use to evaluate, review and revise the curriculum on at least an annual basis. Describe who will be responsible for this process and how teachers will be involved.
 - d. Describe the school’s procedures for evaluating whether the curriculum is successfully implemented and effective for all students.

Assessment and Progress Monitoring

- 1) Complete the table labeled “Assessments”.
- 2) Provide a narrative to include:
 - a. Describe the diagnostic, formative and summative assessments the school will use.
 - b. Explain how assessments will be selected or developed.
 - c. Describe how assessment results will be collected, analyzed, and used by Teachers, School Leaders and the Governing Authority.
 - d. Explain how parents will be informed of student progress.
 - e. Describe who will be responsible for administering the assessments and collecting and analyzing the results.
 - f. Describe the plan to use the Kindergarten Readiness Assessment, if applicable.
 - g. Describe the plan to use assessment data to meet the 3rd Grade Reading Guarantee, if applicable.
 - h. Describe how the school will meet dyslexia screening requirements for Tier 1 and Tier 2.
 - i. Describe the plan to meet the requirements of all Ohio State Tests.
 - j. Explain the process and criteria that will be used to monitor and evaluate the extent to which the school is achieving its mission throughout the community school charter contract term

Special Populations

- 1) Provide a narrative to include:
 - a. Describe the school's process for identifying students with disabilities (child find).
 - b. The school's Response to Intervention (MTSS/RTI) process.
 - c. The person (by role) who will oversee special education services for the school.
 - d. Detailed explanation of how services will be provided to student on an IEP (contract, in-house etc.)
 - e. The approach to identify and meet the needs of Multi-Lingual learners, both within general education classrooms and in other settings (Sheltered English, immersion, bilingual instruction).
 - f. How the school will make all necessary materials available to parents of Multi-Lingual learners in a language they can understand.
 - g. Discuss the method for identifying and serving students who are considered gifted.
 - h. Explain how the school will honor cultural backgrounds and preferences of its students and their families.
 - i. Describe the ways in which teachers will be prepared to meet the needs of all students including those from diverse backgrounds.

Continuity of Learning Plan

- 1) Provide a narrative to include:
 - a. Describe the plan for providing remote or virtual learning options in the event of a pandemic or similar situation that affects the entire school community.
 - b. Describe the plan to offer remote learning options, if allowable under Ohio law, based on student health or wellness needs, learning styles, or family requests.
 - c. Explain how the attendance and participation of remote learners will be accounted for and monitored.
 - d. Detail the curriculum and methodologies used to deliver remote learning.
 - e. Provide a plan for pd, coaching, and fidelity checks that ensures teachers and staff are technologically and otherwise prepared to provide high quality instruction through virtual platforms.

SMART Goals

- 1) Provide a narrative to include:
 - a. 3 MISSION specific goals for the school (*note these are NOT to be standard academic goals)
 - b. Describe how the goals will support the overall mission of the school
 - c. Describe how the goals will be tracked and how/when stakeholders will be updated on progress

Operations

Calendar and Schedule

- 1) Complete the table labeled “Schedule”.
- 2) Attach a yearly school calendar
- 3) Provide a narrative to include:
 - a. Describe how the daily schedule supports the academic program
 - b. Describe how the school will provide extra supports to students in Special Populations without reducing their time in core classes each day
 - c. Describe how any unique aspects of the schedule or calendar can be used to recruit and retain both students and staff

Staffing Plan


- 1) Complete the table labeled “Staff”.
- 2) Provide a narrative to include:
 - a. Describe the minimum qualifications of teachers you intend to recruit and specific aspects of your school that will attract high quality teachers.
 - b. Given the current teacher shortage, describe strategies you will utilize to retain and develop high quality teachers.
 - c. Describe the school’s process and criteria for evaluating teacher performance within state-required timelines. *If the school is not planning to utilize OTES 2.0, describe the alternative process and research behind your proposed teacher evaluation system.
 - d. Explain the process used to select the instructional leader, including who will be involved and the role of the board (and management organization, if any) in the process.

Professional Development Plan

- 1) Complete table labeled “PD”.
- 2) Provide a narrative to include:
 - a. Who will be responsible for determining the yearly PD plan?
 - b. How will required professional development activities be implemented for staff?
 - c. The process for evaluating the efficacy of the professional development program.
 - d. The role teachers will play in developing the PD plan.
 - e. How the LPDC will be organized and who will be the chair of the LPDC committee.
 - f. Describe how the school will assist underperforming teachers.

Facility

- 1) Complete the table labeled “Facility”.
- 2) Attach any supporting documents for a confirmed facility (if applicable)
- 3) Provide a narrative to include:
 - a. Any unique elements of the facility required to accommodate the academic program.

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- b. Specific space requirements on any facility chosen (e.g. Lunch room, gym, art room etc.).
 - c. Describe efforts (including community involvement) to date to secure a facility.
 - d. Specific timeline for any renovation required on buildings.
 - e. Specific details about any rental agreements. (I.E. who owns the building)

Financial Plan

- 1) Complete the table labeled “Pre-Opening”.
- 2) Complete the table labeled “Year1 Budget”.
- 3) Complete the table labeled “Financial Forecast”.
- 4) Provide a narrative to include:
 - a. Source of the initial funding dollars.
 - b. Explain the process and criteria for selecting the licensed Treasurer.
 - c. Explain the role of the school leader, board members, and teachers within the budgeting process.
 - d. Describe what financial information will be provided to stakeholders and how often.