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Schoolwide-New Program Procedure-Title I

Issue Date:	April 17, 2002	**Revised:**	May 3, 2010
Sources:	No Child Left Behind Act of 2001, P.L. 107-110, Section 1114(b) (1) and1117 *Section 1114 (B), ESEA – "(B) PLAN DEVELOPMENT – The comprehensive plan shall be-(i) developed during a one-year period, unless – (I) the local educational agency, after considering the recommendation of the technical assistance providers under section 1117, determines that less time is needed to develop and implement the schoolwide program; . . ."*		
Key Words:	Title I Schoolwide Program		
Summary:	Each LEA wishing to become a (1) traditional Title I Schoolwide Program must complete a year of planning and complete the Schoolwide components within the CCIP Planning Tool; (2) seek a waiver to become schoolwide service as a result of accepting SIG competitive grant or (3) become schoolwide as a result of Participating in OIP with less than a year of planning.		

Building Eligibility – In general, a Title I school may operate as a schoolwide program only if a minimum of 40 percent of the students in the school, or residing in the attendance area served by the school, are from low-income families. If the population of a school that operates a schoolwide program drops below the required eligibility threshold in any subsequent year, the school may continue to operate as a schoolwide program providing it continues to be eligible for Title I services. Extrapolating poverty data using feeder patterns is one of the means of determining poverty status in the absence of available data collected directly from students in the school. A high school could use a poverty rate based on its feeder pattern to determine whether it meets the 40 percent poverty threshold to operate a schoolwide program. [LEA Identification and Selection of School Attendance Areas and Schools and Allocation of Title I Funds to Those Areas and Schools, August 2003, U.S. Department of Education's Non-Regulatory Guidance available on the ED website at http://www.ed.gov/programs/titleiparta/wdag.doc.]

Steps taken by an LEA towards becoming a Schoolwide program

An LEA must complete the following to have a building become a Schoolwide:

1. **Planning Notice** – The Local Educational Agency (LEA) must notify their Federal Programs Consultant, through the CCIP History Log in the Consolidated Regular Application, that it is initiating the year-long planning process in preparation for a building to become a Schoolwide program. Consultants will then enter a History Log note in the CCIP Consolidated Regular application confirming that request was received. ***An LEA involved in the OIP Process***, must also inform the Federal Programs Consultant by placing a note in the CCIP Consolidated Regular Application History Log requesting that a building be permitted to provide schoolwide services due to involvement in the OIP Process. The LEA must assure that it used the Decision Framework to conduct a comprehensive needs assessment.

2. **Year of Planning with Technical Assistance** – During the planning year, the building develops the Schoolwide plan to upgrade the entire educational program in a building to ensure that all students, particularly those who are low achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards. Schoolwide Requirements document in the CCIP Doc Library - Consolidated Application - Title I - Guidance. In the year-long planning process, the district must work with a technical assistance provider (State Support Teams, ESC, etc.) and the building must use technical assistance from the school district and its school support team or other technical assistance providers who are knowledgeable about scientifically based research and practice on teaching and learning and about successful Schoolwide projects, school reform, and improving educational opportunities for low achieving students. Federal Programs Consultants will provide assistance as requested throughout the planning year. *If districts had less than one year of Schoolwide building planning*, they will be asked to submit documentation (upon request) to the Federal Programs Consultant demonstrating Schoolwide planning (i.e. – meeting agendas, notes, documents, etc.).

3. **One Consistent Plan** – The building's Schoolwide components/requirements should be consistent with the district plan in the CCIP Planning Tool. Click here: https://ccip.ode.state.oh.us/DocumentLibrary/ViewDocument.aspx?DocumentKey=840 for the CCIP Needs Assessment and Planning, and go to the Matrix of Plans on page 8, to see how all the required components of different plans align. This Matrix is also in the Doc Library under CCIP Needs Assessment and Planning. Federal Program Consultants will review the plan for completion and alignment.

4. **CCIP Planning Tool** – At the conclusion of the year-long planning process, the district is required to enter the building's Schoolwide plan in the CCIP Planning Tool under the Building Schoolwide Component of the plan. The steps of creating and connecting Action Steps to Plan Component items are outlined in the attached "Directions for Creating the School Improvement and/or Schoolwide Components of Plan in the CCIP Planning Tool" document.

Schoolwide Component

Plan Overview | Schoolwide Component

	Required Items [Expand All] [Collapse All]	Compliant
1)	Strategies to strengthen the core program and extend learning time	☑
2)	High quality and continuous professional development for teachers and staff	☑
3)	Additional assistance to students having difficulty mastering State standards	☑
4)	Increased parental involvement	☑
5)	Preschool transition	☑
6)	High quality teachers	☑
7)	Teacher recruitment	☑
8)	Teacher decisions on the use of assessments to improve student achievement	☑
9)	Coordination of programs	☑

Plan Function
Print

5. **Schoolwide Designation** – the district changes Building Eligibility Service Type to '*Schoolwide New'* (SW-New) in the Consolidated Regular Application Title I Building Eligibility page, in the Service column, for the school being changed.

6. **Schoolwide Start Date** – When the district completes numbers 1 through 6 above and resubmits the CCIP showing Superintendent Approval, Federal Programs Consultant then reviews the plan for completion and alignment and once the Consolidated Regular Application is approved, the district may start operating its new schoolwide program.

7. The Building must conduct an annual review of the effectiveness of the schoolwide program and revise the plan as necessary.

For further information, contact your ODE Federal Programs Consultant at 614/466-4161.

References:

"Designing Schoolwide Programs," Non-Regulatory Guidance, U.S. Department of Education, March 2006, http://www2.ed.gov/policy/elsec/guid/designingswpguid.doc.

NCLB, Section 1114, http://www.ed.gov/legislation/ESEA02.

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Directions for Creating the School Improvement and/or Schoolwide Components of the Plan in the CCIP Planning Tool

These directions are one way to enter your Action Steps into your School Improvement (SI) and/or Schoolwide (SW) building plan. They assume you have followed a Needs Assessment and planning process (see Doc Library, CCIP Needs Assessment and Planning) to meet your building needs and the requirements of the SI/SW Plan. They assume you have already developed Action Steps in response to the Needs Assessment and have documented them in the electronic Planning Companion forms (in CCIP Needs Assessment and Planning) or other electronic files. They also assume you have completed your district plan in the CCIP Planning Tool which is required for CCIP submission.

Overview

- **Create Action Steps for a building**.
- **Create Component Relationships to SW and/or SI Components**.
- **Verify your Action Steps align with the SW/SI required items**.

Directions

Create the building Action Steps

1. After logging into the CCIP from the home page, in the left menu hover over "Planning" then click on "Planning Tool" on the left menu.

2. When the Planning Tool homepage opens, choose the school building you wish to work on that is in School Improvement and/or Schoolwide-New (SW-New) from the "School" drop down box and click on the name of the school.

3. On the Plan Overview page, click on the "Expand All" button, find the strategy to which you would like to add an Action Step that addresses the SI and/or SW components and click on "Create Action Step," which is located below "Strategy Description" (*Please Note: Goals, Strategies, and Fiscal Resources are imported from the District plan; only Action Steps can be created in the School plan*).

4. When the page opens, users have two options:

    a. Create a new Action Step by typing the "Action Step Title", "Action Step Description" and the "Benchmark Indicator(Optional)" field and then clicking on "Save;" or
    b. Select a Recommended Action Step item from the Recommended Action Step dropdown box and clicking on "Save"(*Please Note: To edit an Action Step Bank item, users must access the Action Step Bank from the left menu under Planning*).

5. Repeat this process for each Action Step you would like to add to the school's plan. Once an Action Step is added, users may use the "Copy" function to copy the Action Step into other buildings.

Create Component Relationship to Schoolwide and/or School Improvement Components

1. When the Plan Overview for the School Building opens, click on the  sign beside the goal and then the strategy that has the required Action Step for the SI and/or SW Components.
2. Expand the Action Step that addresses the first SI and/or SW required item. Once you expand the Action Step, click on Create Component Relationship underneath the Description of the Action Step.
3. When the Create Action Step/Component Relationship opens, choose either School Improvement or Schoolwide Component from the first drop down box.
4. Select the appropriate Item Name from the second dropdown box and click on "Save."
5. Repeat this process for all Action Steps created that address required items for SW and/or SI Components.

Verify your Action Steps Align with the SI/SW Required Items

Finally, click Planning then Planning Tool on the left menu. Choose the school building that you have worked on that is in School Improvement and/or Schoolwide-New (SW-New) by clicking on the "School" drop down box and clicking on name of the school. When the Plan Overview for the School Building opens, check the School Improvement Component and/or Schoolwide Component tabs to make sure that all the required items have been addressed and marked compliant.