



SCHOOL NAME

Applicant Checklist

Topics	Narrative	Excel Tables	Attachments (if app)
Executive Summary			
Section 1 - Governance			
Applicant and Founding Group		Founders	Resumes
Mission			
Organizational Chart			Org Chart
Board Design and Roles		Board	Code of Regs, Resumes
Section 2 – Outreach			
Market Impact		Market	Market Study
Community Outreach and Partnerships		Partners	Surveys, Letters of Support
Section 3 – Enrollment			
Enrollment and Retention		Enrollment	Marketing Materials
Section 4 – Environment			
School Culture			Student Handbook
PBIS System			
Section 5 – Educational Program Design			
Key Academic Design Elements			
Curriculum		Curriculum	Sample Unit Plan
Assessment and Progress Monitoring		Assessment	
Special Populations			
Remote Learning Plan			
SMART Goals			
Section 6 – Operations			
Calendar and Schedules		Schedule	School Calendar
Staffing Plan		Staff	
Professional Development Plan		PD	
Facility		Facility	Supporting Docs
Financial Plan		Pre-Opening	
		Year1 Budget	
		5yr Forecast	
Action Plan		Action Plan	
Charter Status			Charter Status Docs

Executive Summary

Please provide an overview of the proposed school

Founder:

City:

Specific neighborhood:

Grades served:

Will School have a Management Co:

If Yes, Name of Mgt Company:

Number of confirmed board members:

Facility Secured:

Academic Program highlights: Short Overview of what the school will look like for students

Applicant and Founding Group

- 1) *Complete the table labeled "Founders".*
- 2) *Attach Founding Member Resumes*
- 3) *Provide a narrative to include:*
 - a. *Applicant's relevant experience or skills.*
 - b. *Applicant's role in the group or contributions to the proposal.*
 - c. *Applicant's proposed role, if any, in the school operations.*
 - d. *Please include any specific information related to the successful operation of a community school in Ohio or charter school outside of Ohio.*

Narrative: Founders

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, and for whom.*
 - b. *Ensure your response can be carried throughout the entire application.*

Mission Statement

Organization Chart

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

Narrative: Organizational Chart

School Board Design

- 1) Complete the table labeled "Board".
- 2) Attach Board Member resumes.
- 3) Attach the Code of Regulations.
- 4) Provide a narrative to include:
 - a. School Board Roles and Responsibilities including self-evaluation.
 - b. Process for selecting and evaluating school leader (and management organization, if any).
 - c. Process for monitoring school performance including details of any sub-committees
 - d. Description of all Professional Development required for Board members
 - e. Process for holding school leader (and management organization, if any) accountable for achievement of the school's mission, goals, and academic performance.

Narrative: School Board Roles and Responsibilities

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.*
 - c. *Explain the need for this school in this community and evidence to support this need.*
 - d. *Describe the programmatic impact of the school on existing public and nonpublic schools in the same geographic area.*
 - e. *If the school will be located in a district where more than 5% of students are enrolled in community schools, explain how the school will provide a significant educational benefit to the students.*

Narrative: Market Impact

Community Outreach and Partnerships

- 1) *Complete table labeled "Partners".*
- 2) *Attach any community surveys or Letters of Support*
- 3) *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.*

Narrative: Community Outreach and Partnerships

Enrollment and Retention

- 1) *Complete the table labeled "Enrollment".*
- 2) *Attach any proposed marketing materials or full marketing plan*
- 3) *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.*

Narrative: Enrollment and Retention

School Culture

- 1) *Attach Proposed Student Handbook.*
- 2) *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.*

Narrative: School Culture

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.*

Narrative: PBIS

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. *Unique school day or calendar schedules.*
 - d. *Specific teaching model.*
 - e. *Specific research base to support this type of program for your target population.*
 - f. *The Pedagogical approach school will use to implement the curriculum.*
 - g. *Instructional methods or techniques to be employed including any requirements for the implementation.(eg. Co-teaching, aides, technology etc.)*
 - h. *Details on how the chosen model of instruction will support progress for ALL students including students with disabilities, English Language learners, and students from culturally diverse backgrounds.*

Narrative: Key Elements and Pedagogy

Curriculum

- 1) *Complete the table labeled "Curriculum"*
- 2) *Attach at least 1 sample unit plan for Mathematics and ELA.*
- 3) *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.*

Narrative: Curriculum

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 required dyslexia screening requirements for Tier 1 AND Tier 2.
 - i. Describe the plan to meet the requirements of all Ohio State Tests (AIR assessments).
 - 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

Narrative: Assessment and Progress Monitoring

Special Populations

- 1) *Provide a narrative to include:*
 - a. *Explain how the school will welcome all populations, even if the emphasis is on a special population.*
 - b. *Describe the school's process for identifying students with disabilities (child find).*
 - c. *The school's Response to Intervention (MTSS/RTI) process.*
 - d. *The process for coordination between general education teachers and special education teachers.*
 - e. *The person (by role) who will oversee special education services for the school.*
 - f. *Detailed explanation of how services will be provided to student on an IEP (contract, in-house etc.)*
 - g. *The process for identifying and placing students whose first language is not English.*
 - h. *The approach to meet the needs of English language learners, both within general education classrooms and in other settings (Sheltered English, immersion, bilingual instruction).*
 - i. *How the school will make all necessary materials available to parents of English language learners in a language they can understand.*
 - j. *Discuss methods and strategies for identifying and serving students who are not meeting academic standards and at risk of academic failure.*
 - k. *Discuss the method for identifying and serving students who are considered gifted.*
 - l. *Explain how the school will honor cultural backgrounds and preferences of its students and their families.*
 - m. *Describe the ways in which teachers will be prepared to meet the needs of all students including those from diverse backgrounds.*

Narrative: Special Populations

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.*

Narrative: Remote Learning

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.*
 - d. *Details on how all stakeholders will be included in the review and revision of the goals.*

Narrative: SMART goals

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.*

Narrative: Calendar and Schedule

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.

Narrative: Staffing Plan

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 and ensured for all faculty and 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.

Narrative: Professional Development

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.*
 - 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)*

Narrative: Facility

Financial Plan

- 1) *Complete the table labeled "Pre-Opening"*
- 2) *Complete the table labeled "Year1 Budget"*
- 3) *Complete the table labeled "5yr 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 and the contracting process.*
 - c. *Explain the role of the school leader, board members, and teachers within the budgeting process.*
 - d. *Explain the process of establishing a fund-raising committee*
 - e. *Describe what information will be provided to stakeholders and how often*

Narrative: Financial Plan

Action Plan

- 1) *Complete the table labeled "Action Plan"*

Charter Status

- 1) *Attach the following:*
 - 1) *List of schools the Governing Authority or Management Company will take over in the coming Fiscal Year*
 - i. *Name and type of school.*
 - ii. *State school is located in.*
 - 2) *List of schools the Governing Authority of Management Company has ever managed*
 - i. *Name and type of school,*
 - ii. *State school is located in.*
 - iii. *Charter status (open, suspended, revoked, closed etc.)*
 - 3) *Indicate whether this proposal was previously withdrawn from or rejected by BCHF. If yes, provide:*
 - i. *The name of the proposed community school when previously submitted*
 - ii. *The date of the previous submission; and*
 - iii. *A summary of what has changed in the proposal since its previous submission.*
 - 4) *Indicate whether the applicant and/or founding team has previously or currently have applied for any other charters from a sponsoring/authorizing entity in any State including Ohio. If yes, provide:*
 - i. *The name of the sponsoring/authorizing entity.*
 - ii. *The name(s) of the proposed school(s) and the date(s) when the application(s) were submitted.*
 - iii. *The status of those applications.*
 - iv. *If the application was withdrawn from consideration, provide the reasons for the withdrawal. If the application was granted, but the community school is no longer in existence, please provide an explanation.*
 - v. *If the application was denied by a sponsoring/authorizing entity other than BCHF, include a copy of the letter or summary from the sponsoring/authorizing entity stating the reasons for denial.*

APPENDICES

Applicants must complete all applicable Appendices A through C. (Attach supporting Documents)

UNDERSTANDING OF VOLUNTARY ACCEPTANCE

In submitting this application for a new or replicating community school, I and the development team for the proposed community school recognize that Buckeye Community Hope Foundation receives this application for sponsoring consideration voluntarily in its role as a community school sponsor in the State of Ohio.

Buckeye Community Hope Foundation is not obligated to provide any reason, rationale or evaluative metric related to any decisions related to the acceptance or denial of this application.

Signature:

Date:

APPLICANT CERTIFICATION

I hereby certify the information in this application is complete and accurate to the best of my knowledge and acknowledge my obligation to promptly inform Buckeye Community Hope Foundation of any material changes.

Signature:

Date:



Appendix A:

Replication Application Additional Requirements

Does this Apply to Application?

Replication Additional Required Information:

Name of School being Replicated:

Contact Person at School (to be interviewed):

I. Academic Data

Provide all academic data for the previous 3 years to include:

1. State Report card results
2. Any Nationally normed test results
3. Any internal benchmark testing results

II. Current Sponsor Information

Provide the following information regarding the school's current Sponsor/Authorizer:

1. All compliance reports for the previous 3 years.
2. Contact Information as we will conduct an interview with the current Sponsor/Authorizer.
3. Any other oversight reports (academic/operational/financial) provided by the Sponsor/Authorizer in the last 3 years.
4. All special education reports or reviews conducted by the Sponsor/Authorizer or the State for the previous 3 years.

III. School Board Minutes

Provide the meeting minutes for all School Board meetings held over the past 12 months.

IV. Business Plan

Provide the following information about the organization's plans for the future:

1. A copy of the organization's 5 year expansion plan, including the number of schools it anticipates managing during that time.
2. Market analysis for all anticipated areas of growth with a focus given to the rationale behind choosing the specific expansion areas.

IV. Financial Records

Provide the following information about the school's financials:

1. Any official audits conducted in the previous 3 years including but not limited to:
 - a. Financial audits by Auditor of State
 - b. Enrollment audits
 - c. Food Program audits
 - d. Federal Program audits




Appendix B

Assurances Regarding the Provision of Special Education Services

Assurances Regarding the Provision of Special Education Services

The School provides the following assurances regarding the provision of special education and other services to students to be enrolled in the proposed charter school.

- The School will adhere to all provisions of federal law relating to students with disabilities including the IDEA, Section 504, and Title II of the ADA which are applicable to it.
- The School will comply with the *Ohio Operating Standards for the Education of Children with Disabilities* which are Ohio Administrative Code Rules 3301-51-01 to 09, 11 and 21.
- The School will, ensure that all students with disabilities that qualify under the IDEA:
 - Have available to them a free, appropriate, public education (“FAPE”);
 - Are appropriately evaluated;
 - Are provided with an IEP;
 - Receive an appropriate education in the least restrictive environment (LRE);
 - Are involved in the development of and decisions regarding the IEP, along with their parents; and
 - Have access to appropriate procedures and mechanisms, along with their parents, to resolve any disputes or disagreements related to the School’s provision of FAPE.
- The School will employ, at a minimum, a properly certified individual as the School’s special education coordinator, whose responsibilities will include: determining if entering students have IEPs; and working with school districts to ensure that all required special education and related services are being provided and that all IEPs are appropriate in the context of the charter school setting. The School may permit the special education coordinator to take on additional administrative duties to the extent that they do not interfere with the coordinator’s responsibilities to ensure the School’s compliance with the IDEA, Section 504 and Title II of the ADA.
- The School will make available, as required by law, a student’s regular and special education teachers (and other required School personnel) for meetings, and provide such teachers and personnel with copies of the student’s IEP.

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- The School will ensure that parents of children with special needs are informed of how their children are progressing on annual IEP goals and in the general curriculum at least as frequently as parents of regular education children.
 - The School will abide by the applicable provisions and regulations of the IDEA and the Family Educational Rights Privacy Act of 1974 (FERPA) as they relate to students with disabilities including, but not limited to, having procedures for maintaining student files in a secure and locked location with limited access.
 - The School will comply with its obligations under the Child Find requirements of IDEA including 34 C.F.R. § 300.111, and will provide appropriate notification to parents in connection therewith as applicable.
 - Appropriate School personnel will attend such training and technical assistance.



Appendix C:

Cleveland Municipal School District Criteria for Opening a New or Replicating Community School to be located in the Municipal District

Does this Apply to Application?

Cleveland Transformation Alliance Additional Required Information:

"The goal of the Cleveland Plan is to ensure every child in Cleveland attends a high-quality school and every neighborhood has a multitude of great schools from which families can choose." - Cleveland Transformation Alliance

If you are seeking to open a new or replicating community school within the Cleveland Municipal School District, you must address the following and submit the information with your application to Buckeye Community Hope Foundation (the following is *"Objective Criteria to be used by a Sponsor to determine if it will sponsor new community schools located within the Municipal School District"* -- established by the Cleveland Transformation Alliance):

Explain how the school's proposed mission, vision and educational philosophy are clearly articulated and demonstrate a design for the school that will likely lead to successful student outcomes within the municipal school district, tied to the district's student populations and the communities it serves.

Explain how the school's intended market, location and instructional design are clearly articulated and demonstrate a likelihood of educational and financial success. Specifically, the school's intended student population, market needs, school location and instructional program design are tied to the needs of the district's student populations and the communities it serves.

Explain the school's process for vetting and hiring a school leadership team that is likely to result in high-quality leaders who are capable of implementing the design for the school, with ongoing accountability to the governing authority.