

## (A6) Schoolwide Plan (Updated Annually)

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the Title I, Part A program.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the Title I, Part A programs should refer to the full text of the regulations which govern the use of these federal funds, which can be found at under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

### **Definitions:**

Comprehensive Needs Assessment: A tool and process that reflects on a School Administrative Unit (SAU) and/or individual school's current state, practices, and functionality.

### Schoolwide Plan:

Each school operating a schoolwide program shall develop (or, as applicable, amend) a comprehensive schoolwide plan that:

- Is developed with the involvement of parents and other stakeholders
- Is based on a comprehensive needs assessment of the entire school that considers information on the academic achievement of children in relation to the challenging State academic standards, particularly the needs of those children who are failing, or are at-risk of failing, to meet the challenging State academic standards and any other factors as determined by the SAU
- Includes a description of the strategies that the school will implement to address school needs, including a description of how such strategies will:
  - Provide opportunities for all children, including each subgroup of students, to meet the challenging State academic standards
  - Use methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum
  - Address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards; and

- Addresses all other requirements in ESEA section 1114(b).

**Statutory Requirements:** Elementary and Secondary Education Act: [Section 1114 \(b\)](#)

**State Guidance:**

Both federal and state laws require SAUs in Maine to complete an annual update their CNA/SAU Plans. For newly formed SAUs, an initial CNA/SAU Plan must be completed as part of the SAU and school approval process through the Maine DOE. Individual schools must also complete a required Schoolwide Application when seeking schoolwide approval under the Title I, Part A program.

When completing an initial CNA/SAU Plan and/or Schoolwide Application, or undergoing the annual process of updating said document(s), each SAU should institute the following best practices:

- Engage a diverse group of stakeholders (administrators, teachers, families, community members, etc.) in the process.
- Analyze most recent years' worth of data to determine the goals, activities, and instructional programs that will best meet the needs of all children in the school (particularly those at risk of failing to meet state academic standards)
- Plan for high-quality supplement instructional programming and ongoing professional development that will help address the greatest student needs
- District CNA/Schoolwide Application [example](#)

**Relevant Documentation:**

To demonstrate having met the statutory requirements outlined above, the SAU may provide the Maine DOE with the following type(s) of documentation:

- Current Comprehensive Needs Assessment (with Section 10 complete and updated) and/or
- Schoolwide Plan(s) for one or more schools implementing Title I schoolwide programs w/ particular attention on student most at-risk of failing to meet challenging state academic standards.

**Technical Assistance:**

Please feel free to contact your [ESEA Regional Program Manager](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.