

# WRITING YOUR SCEP

## STEP 1: IDENTIFY AND CONVENE THE TEAM

Bring teachers and family representatives together to embark on the plan development process.

## STEP 2: CONSIDER OPPORTUNITIES

Complete the following three activities together to reflect on the school's current conditions

As a team, complete the Equity Self-Reflection

As a team, interview small groups of students

As a team, review data from this year and discuss what was learned this year regarding aligning resources toward initiatives

## STEP 3: CLARIFY PRIORITIES AND CONSIDER HOW THEY CONNECT TO THE SCHOOL'S VALUES

As a team, reflect on what has been learned from Step 2. Then review the "[How Learning Happens](#)" framework, especially Page 3, and discuss "What should we prioritize to support our students and work toward the school we wish to be?"

## STEP 4: DEVELOP A PLAN AROUND THE SCHOOL'S PRIORITIES

As a team, identify 2 to 4 commitments for next year, how these commitments will be supported and what will be used to measure success. Return to the How Learning Happens framework as you write and reach out to students interviewed earlier for their feedback.

## STEP 5 (OPTIONAL): COMPLETE THE LEVERAGING RESOURCES DOCUMENT AND PROVIDE TO THE DISTRICT

After the plan has been developed, the team may complete the Leveraging Resources document and provide the information to the District, if the school and district see a benefit in having this document to develop the DCIP Planning Document and the School Improvement Grant application.

## STEP 6: SUBMIT FOR APPROVAL

CSI Schools: Share with your NYSED liaison and submit to the District for approval  
TSI Schools: Submit to the District for approval