

Target District SCEP Support Visits of TSI Schools

During the 2021-22 school year, Districts will support TSI schools through five formal SCEP Support visits that can be conducted in-person or virtually.

**VISIT 1:
October or
November**

Reflect on the initial implementation of the school's SCEP.

**VISIT 2:
December**

Learn insights from staff and students regarding the initial implementation of the SCEP.

**VISIT 3:
January/Feb**

Reflect on the implementation of the school's SCEP halfway through the school year and consider the school's progress toward the milestones and benchmarks identified under "Gauging Success" in its plan.

**VISIT 4:
March/April**

Determine a plan for supporting the school with the development of its 2022-23 SCEP.

**VISIT 5:
June/July**

Final analysis of the 2021-22 SCEP and a review of draft 2022-23 SCEP.

The goal of these visits is for the District to provide ongoing support of the school's efforts toward the commitments identified in its SCEP.

2021-22 Target District SCEP Support Visits for TSI Schools

SCEP Support Visit #1

Purpose	Reflect on the initial implementation of the school's SCEP.
Guiding Question	The school had a vision for how its improvement work would look during the start of the school year. How does the work that has occurred to date compare to what was envisioned?
Scheduling	This meeting should occur in October or November.
Participants	<ol style="list-style-type: none"> 1. District staff to lead the discussion 2. Principal
Events	<p>A discussion with the principal on the school's initial implementation toward each SCEP commitment in comparison to what was envisioned in the SCEP. <i>Approximately 60 to 90 minutes, or 15 to 30 minutes per commitment.</i></p> <p>Optional: Visits to classrooms with the principal (remote or in-person). <i>Approximately 30 minutes with time for debriefing afterward.</i></p>
Post-Visit	<p>The discussion for each commitment is summarized on the SCEP Support Visit template.</p> <p>The principal may also decide to make adjustments to the SCEP based on the reflective conversation.</p>

SCEP Support Visit #2

Purpose	Learn insights from staff and students regarding the initial implementation of the SCEP.
Guiding Questions	The school identified certain activities and initiatives as being important for the school to work toward its commitments. How do staff and students feel these specific activities and initiatives are going thus far? What is working well and may not be having the impact envisioned?
Scheduling	This meeting should occur in December.
Participants	<ol style="list-style-type: none"> 1. District staff to lead the discussion 2. Focus Group of 4-7 staff 3. Focus Group of 3-6 students 4. Principal
Events	<ol style="list-style-type: none"> 1. Student Focus Group or Staff Focus Group (<i>15 minutes</i>) 2. Student Focus Group or Staff Focus Group (<i>15 minutes</i>) 3. A discussion with the principal following the two focus groups. The District lead will summarize findings from the focus group and strategize with the principal regarding next steps. (<i>30 minutes</i>) <p>Optional: Visits to classrooms with the principal (remote or in-person). <i>Approximately 30 minutes with time for debriefing afterward.</i></p>
Post-Visit	<p>The discussion for each commitment is summarized on the SCEP Support Visit template.</p> <p>The principal may also decide to make adjustments to the SCEP based on the feedback received.</p>

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SCEP Support Visit #3

Purpose	Reflect on the implementation of the school's SCEP halfway through the school year and consider the school's progress toward the milestones and benchmarks identified under "Gauging Success" in its plan.
Guiding Questions	The school year is now around halfway over – how has the school fared with its implementation to date, particularly in consideration of the milestones and benchmarks identified under "Gauging Success" in the plan? What are the implications for the school's plan for the second half of the year?
Scheduling	This meeting should occur around the middle of the year. For instances in which certain key data is almost available, Districts should wait until that data is available so that a more in-depth reflection can occur.
Participants	1. District staff to lead the discussion 2. Principal
Events	A discussion with the principal to review progress toward what has been identified under "Gauging Success," and other relevant data and discuss implications for the second half of the school year. <i>Approximately 60 to 90 minutes, or 10 to 20 minutes per commitment.</i> Optional: Visits to classrooms with the principal (remote or in-person). <i>Approximately 30 minutes with time for debriefing afterward.</i>
Post-Visit	The discussion for each commitment is summarized on the SCEP Support Visit template. The principal may also decide to make adjustments to the SCEP based on the reflective conversation and the school's progress to date.

SCEP Support Visit #4

Purpose	Determine a plan for supporting the school with the development of its 2022-23 SCEP.
Guiding Questions	What lessons were learned from this year about improvement planning? How can the district best support the school with its 2022-23 SCEP, including its plans for recruiting family members to the team, interviewing students, completing an equity self-reflection, identifying commitments, and reflecting on lessons learned this year?
Scheduling	This meeting should occur at the start of the SCEP Development process. Districts may also find it useful to connect with the school regularly as it develops its plan, including supporting the school team with a plan to complete specific steps involved in the SCEP process (e.g. student interviews) and following the completion of various activities to assist in considering next steps (e.g. after the Equity Self-Reflection has been completed).
Participants /Events	This conversation can occur in one of two ways: Option 1: Conversation between the District staff and the Principal to discuss lessons learned and how the district can best support the school. Option 2: Discussion between the District staff and the SCEP Development Team to discuss how the District can best support the school and/or to assist the SCEP Development Team in reflecting on what it learned this year and navigating the activities the schools completes in advance of developing its SCEP.

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Post-Visit	There is no reporting requirement for this visit. Following the visit, the district should support the SCEP Development Team as it proceeds with developing its SCEP for 2021-22.
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SCEP Support Visit #5

Purpose	Final analysis of the 2021-22 SCEP and a review of draft 2022-23 SCEP.
Guiding Questions	Was the school successful in achieving its End-of-The-Year Desired Outcomes? What did the school learn through this experience of working toward its values and aspirations, and how might the school bring this understanding to its 2022-23 SCEP? Is the draft 2022-23 SCEP positioning the school to achieve its identified commitments?
Scheduling	This meeting should in June or July when both year-end data and a draft 2022-23 SCEP are available.
Participants	<ol style="list-style-type: none"> 1. District staff to lead the discussion 2. Principal 3. Optional: Members of the SCEP Development Team
Events	<p>A discussion with the principal (or entire SCEP Development Team) that has two components:</p> <ol style="list-style-type: none"> 1. Reflection on the success of the past year's plan, including an analysis of year-end data in comparison to End-of-the year Desired Outcomes. For data based on NYS assessments, the discussion should consider local assessment data instead (<i>15-30 minutes</i>). 2. Feedback on the draft 2022-23 SCEP, with special attention toward whether the strategies identified reflect what the school has learned from this past year. (<i>30-60 minutes</i>).
Post-Visit	The discussion for each commitment is summarized on the SCEP Support Visit template. The final SCEP Support Visit Summary should be shared with the principal. The final 2022-23 SCEP will be sent to the district for approval and ultimately posted on the district's website. The district should also ensure that both the final SCEP Support Visit Summary and approved 2022-23 SCEP are readily available upon request from NYSED.