

**School Comprehensive Education Plan**

2023-24

|  |  |  |
| --- | --- | --- |
| District | School Name | Grades Served |
|  |  |  |

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| --- |
| Collaboratively Developed By: |
| Delete the red text upon completion.The Insert School Name SCEP Development Team(SCEP Team Members: consider including a list of team members’ names here)*And in partnership with the staff, students, and families of INSERT SCHOOL NAME.* |

# Guidance for Teams

## Template

Any part of the plan can be collapsed or expanded by clicking on the triangle next to the blue headings. You can also move through the sections of the plan by accessing the Navigation Pane in Microsoft Word.

## Commitments

Prior to working on this document, school teams should be sure to complete the following activities:

* **Envision:** Explore its vision, values, and aspirations
* **Analyze:** Review and analyze internal and external data, including survey data, and reflect on systems and structures
* **Listen:** Conducting student interviews

Following those activities, school teams should complete the SCEP Planning Document to make connections between the activities above and consider potential next steps to prioritize in the upcoming year as the team considers “**What should we prioritize to support our students and work toward the school we wish to be?**

The team should identify 2 to 4 Commitments for the 2023-24 school year. For each Commitment, the team will identify strategies that will advance these Commitments and benchmarks to determine if the school is on track with its implementation. **School teams will need to ensure that at least one commitment is aligned to teaching and learning**.

## Success Criteria and Benchmark Targets

After school teams identify their Commitments, they should consider success criteria and benchmarks that will help them determine if they are making sufficient progress toward their Commitment throughout the year. Each Commitment will have at least one end-of-the-year goal, a mid-year benchmark, strategies that will allow the school to reach those goals and benchmarks, early progress milestones, and spring survey targets.

The plan template is designed with the intention the school teams will return to their plan throughout the year and make updates when necessary. As part of the Success Criteria for each Commitment, there is a section for the team to update during the year and input the data they ended up seeing next to the target they originally identified. Teams should keep this section blank when writing the plan and anticipate bringing the team back together throughout the upcoming year to gauge the success of the plan.

## Strategies

In conjunction with identifying benchmarks, teams should consider strategies that will allow the school to reach these benchmarks and advance that commitment.

## Resources for Team

NYSED Improvement Planning website: <http://www.nysed.gov/accountability/improvement-planning>

* [Assembling Your Improvement Planning Team](http://www.nysed.gov/common/nysed/files/programs/accountability/assembling-your-improvement-planning-team.pdf)
* [**Envision: Exploring Our Vision, Values and Aspirations**](http://www.nysed.gov/common/nysed/files/programs/accountability/envision-exploring-our-vision-values-and-aspirations.pdf)
* [**Analyze:** Internal and External Data](http://www.nysed.gov/common/nysed/files/programs/accountability/analyze-internal-and-external-data.pdf)
* [**Analyze:** Survey Data](http://www.nysed.gov/common/nysed/files/programs/accountability/analyze-survey-data.pdf)
* [**Analyze:** Tenet 1 Systems and Structures Inventory](http://www.nysed.gov/common/nysed/files/programs/accountability/analyze-tenet-1-systems-and-structures-inventory.pdf)
* [**Listen**: Interviewing Students](http://www.nysed.gov/common/nysed/files/programs/accountability/listen-interviewing-students.pdf)
* [**Putting it all Together: SCEP Planning Document**](https://www.nysed.gov/sites/default/files/programs/accountability/2023-scep-planning-document.docx)
* **SCEP Sample**: [Cohesive, Relevant Curriculum](https://www.nysed.gov/sites/default/files/programs/accountability/2023-24-scep-sample-cohesive-relevant-curriculum.pdf)
* **SCEP Sample**: [Deepening Connections](https://www.nysed.gov/sites/default/files/programs/accountability/2023-24-scep-sample-deepening-connections.pdf)
* **SCEP Sample:** [Graduation Through Relationships](https://www.nysed.gov/sites/default/files/programs/accountability/2023-24-scep-sample-graduation-through-relationships.pdf)
* **SCEP Sample:** [Graduation and Success Beyond HS](https://www.nysed.gov/sites/default/files/programs/accountability/2023-24-scep-sample-graduation-and-success-beyond-hs.pdf)

# COMMITMENT 1

Our Commitment

|  |  |
| --- | --- |
| **What is one Commitment we will promote for 2023-24?** |  |
| **Why are we making this Commitment?***Things to potentially take into consideration when crafting this response:** *How does this Commitment fit into what we envision for the school?*
* *How does this Commitment relate to what we heard when listening to others?*
* *How does this Commitment connect to what we observed through analysis?*
 |  |

Progress Targets

By the end of the year, we will look to the see the following occur:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **What data will we be reviewing?** | **What do we hope to see when we review that data?**  | **What we ended up seeing** *(complete at the end of the year)* |
| **End-Of-The-Year Goals** |  |  |  |

### We believe these Spring survey responses will give us helpful feedback about our progress with this Commitment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Survey Question(s) or Statement(s) | Desired response*(e.g., % agree or strongly agree)* | What we ended up seeing *(complete once Spring survey results are available)* |
| Student Survey |  |  |  |
| Staff Survey |  |  |  |
| Family Survey |  |  |  |

### We believe achieving the following Mid-Year Benchmark(s) will give us good insight into our ability to reach our year-end goal:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **What data will we be reviewing?** | **What do we hope to see when we review that data?** | **What we ended up seeing** *(complete when reviewing mid-year data****)*** |
| **Mid-Year Benchmark(s)** |  |  |  |

### We believe we will be on track to meet our Mid-Year Benchmark(s) if six to ten weeks into the school year, we are able to reach the following Early Progress Milestones:

|  |  |  |  |
| --- | --- | --- | --- |
| **Early Progress Milestones** | **What data will we be reviewing?** | **What do we hope to see when we review that data? (*Identify Quantitative Data or Qualitative Descriptors in this space*)** | **What we ended up seeing** *(complete six to ten weeks into the school year)* |
| **Student Data** |  |  |  |
| **Adult/Schoolwide Behaviors and Practices** |  |  |  |
| **Student Behaviors and Practices** |  |  |  |

Key Strategies and Resources

|  |  |  |
| --- | --- | --- |
| STRATEGY | METHODS | RESOURCES |
| What strategies will we pursue as part of this Commitment? | What does this strategy entail? What will implementation look like in our school?  | What resources (Schedule, Space, Money, Processes, Individuals) are necessary to support these strategies? |
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# COMMITMENT 2

Our Commitment

|  |  |
| --- | --- |
| **What is one Commitment we will promote for 2023-24?** |  |
| **Why are we making this Commitment?***Things to potentially take into consideration when crafting this response:** *How does this Commitment fit into what we envision for the school?*
* *How does this Commitment relate to what we heard when listening to others?*
* *How does this Commitment connect to what we observed through analysis?*
 |  |

Progress Targets

By the end of the year, we will look to the see the following occur:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **What data will we be reviewing?** | **What do we hope to see when we review that data?**  | **What we ended up seeing** *(complete at the end of the year)* |
| **End-Of-The-Year Goals** |  |  |  |

### We believe these Spring survey responses will give us helpful feedback about our progress with this Commitment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Survey Question(s) or Statement(s) | Desired response*(e.g., % agree or strongly agree)* | What we ended up seeing *(complete once Spring survey results are available)* |
| Student Survey |  |  |  |
| Staff Survey |  |  |  |
| Family Survey |  |  |  |

### We believe achieving the following Mid-Year Benchmark(s) will give us good insight into our ability to reach our year-end goal:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **What data will we be reviewing?** | **What do we hope to see when we review that data?** | **What we ended up seeing** *(complete when reviewing mid-year data****)*** |
| **Mid-Year Benchmark(s)** |  |  |  |

### We believe we will be on track to meet our Mid-Year Benchmark(s) if six to ten weeks into the school year, we are able to reach the following Early Progress Milestones:

|  |  |  |  |
| --- | --- | --- | --- |
| **Early Progress Milestones** | **What data will we be reviewing?** | **What do we hope to see when we review that data? (*Identify Quantitative Data or Qualitative Descriptors in this space*)** | **What we ended up seeing** *(complete six to ten weeks into the school year)* |
| **Student Data** |  |  |  |
| **Adult/Schoolwide Behaviors and Practices** |  |  |  |
| **Student Behaviors and Practices** |  |  |  |

Key Strategies and Resources

|  |  |  |
| --- | --- | --- |
| STRATEGY | METHODS | RESOURCES |
| What strategies will we pursue as part of this Commitment? | What does this strategy entail? What will implementation look like in our school?  | What resources (Schedule, Space, Money, Processes, Individuals) are necessary to support these strategies? |
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# COMMITMENT 3

*This section can be deleted if the school does not have a third commitment.*

Our Commitment

|  |  |
| --- | --- |
| **What is one Commitment we will promote for 2023-24?** |  |
| **Why are we making this Commitment?***Things to potentially take into consideration when crafting this response:** *How does this Commitment fit into what we envision for the school?*
* *How does this Commitment relate to what we heard when listening to others?*
* *How does this Commitment connect to what we observed through analysis?*
 |  |

Progress Targets

By the end of the year, we will look to the see the following occur:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **What data will we be reviewing?** | **What do we hope to see when we review that data?**  | **What we ended up seeing** *(complete at the end of the year)* |
| **End-Of-The-Year Goals** |  |  |  |

### We believe these Spring survey responses will give us helpful feedback about our progress with this Commitment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Survey Question(s) or Statement(s) | Desired response*(e.g., % agree or strongly agree)* | What we ended up seeing *(complete once Spring survey results are available)* |
| Student Survey |  |  |  |
| Staff Survey |  |  |  |
| Family Survey |  |  |  |

### We believe achieving the following Mid-Year Benchmark(s) will give us good insight into our ability to reach our year-end goal:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **What data will we be reviewing?** | **What do we hope to see when we review that data?** | **What we ended up seeing** *(complete when reviewing mid-year data****)*** |
| **Mid-Year Benchmark(s)** |  |  |  |

### We believe we will be on track to meet our Mid-Year Benchmark(s) if six to ten weeks into the school year, we are able to reach the following Early Progress Milestones:

|  |  |  |  |
| --- | --- | --- | --- |
| **Early Progress Milestones** | **What data will we be reviewing?** | **What do we hope to see when we review that data? (*Identify Quantitative Data or Qualitative Descriptors in this space*)** | **What we ended up seeing** *(complete six to ten weeks into the school year)* |
| **Student Data** |  |  |  |
| **Adult/Schoolwide Behaviors and Practices** |  |  |  |
| **Student Behaviors and Practices** |  |  |  |

Key Strategies and Resources

|  |  |  |
| --- | --- | --- |
| STRATEGY | METHODS | RESOURCES |
| What strategies will we pursue as part of this Commitment? | What does this strategy entail? What will implementation look like in our school?  | What resources (Schedule, Space, Money, Processes, Individuals) are necessary to support these strategies? |
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# COMMITMENT 4

*This section can be deleted if the school does not have a fourth commitment.*

Our Commitment

|  |  |
| --- | --- |
| **What is one Commitment we will promote for 2023-24?** |  |
| **Why are we making this Commitment?***Things to potentially take into consideration when crafting this response:** *How does this Commitment fit into what we envision for the school?*
* *How does this Commitment relate to what we heard when listening to others?*
* *How does this Commitment connect to what we observed through analysis?*
 |  |

Progress Targets

By the end of the year, we will look to the see the following occur:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **What data will we be reviewing?** | **What do we hope to see when we review that data?**  | **What we ended up seeing** *(complete at the end of the year)* |
| **End-Of-The-Year Goals** |  |  |  |

### We believe these Spring survey responses will give us helpful feedback about our progress with this Commitment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Survey Question(s) or Statement(s) | Desired response*(e.g., % agree or strongly agree)* | What we ended up seeing *(complete once Spring survey results are available)* |
| Student Survey |  |  |  |
| Staff Survey |  |  |  |
| Family Survey |  |  |  |

### We believe achieving the following Mid-Year Benchmark(s) will give us good insight into our ability to reach our year-end goal:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **What data will we be reviewing?** | **What do we hope to see when we review that data?** | **What we ended up seeing** *(complete when reviewing mid-year data****)*** |
| **Mid-Year Benchmark(s)** |  |  |  |

### We believe we will be on track to meet our Mid-Year Benchmark if six to ten weeks into the school year, we are able to reach the following Early Progress Milestones:

|  |  |  |  |
| --- | --- | --- | --- |
| **Early Progress Milestones** | **What data will we be reviewing?** | **What do we hope to see when we review that data? (*Identify Quantitative Data or Qualitative Descriptors in this space*)** | **What we ended up seeing** *(complete six to ten weeks into the school year)* |
| **Student Data** |  |  |  |
| **Adult/Schoolwide Behaviors and Practices** |  |  |  |
| **Student Behaviors and Practices** |  |  |  |

Key Strategies and Resources

|  |  |  |
| --- | --- | --- |
| STRATEGY | METHODS | RESOURCES |
| What strategies will we pursue as part of this Commitment? | What does this strategy entail? What will implementation look like in our school?  | What resources (Schedule, Space, Money, Processes, Individuals) are necessary to support these strategies? |
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# Evidence-Based Intervention

All CSI and TSI schools must implement at least one evidence-based intervention as part of its SCEP. The intervention identified must meet the criteria of a Tier 1, Tier 2, or Tier 3 evidence-based intervention under ESSA. More information can be found at: [http://www.nysed.gov/accountability/evidence-based-interventions](%20http%3A//www.nysed.gov/accountability/evidence-based-interventions)

Schools may choose **one of three options** for identifying their evidence-based intervention:

**Option 1:** Selecting a strategy from the **State-Supported Evidence Based Strategies** located at: <http://www.nysed.gov/accountability/state-supported-evidence-based-strategies>

**Option 2:** Selecting an evidence-based intervention **identified in one of three clearinghouses**: What Works Clearinghouse, Social Programs That Work, or Blueprints for Healthy Youth Development

**Option 3:** Reviewing research to identify its own evidence-based intervention that meets the criteria for ESSA evidence-based intervention Tier 1, Tier 2, or Tier 3 found at: <http://www.nysed.gov/accountability/evidence-based-interventions>

**Directions:** Place an "X" in the box next to the path the school has chosen for identifying its evidence-based intervention and follow the corresponding directions for that path.

## [ ]  State-Supported Evidence Based Strategy

If “X’ is marked above, provide responses to the prompts below to identify the strategy and the Commitment(s) it will support:

|  |  |
| --- | --- |
| Evidence-Based Intervention Strategy Identified |  |
| We envision that this Evidence-Based Intervention will support the following Commitment(s) |  |
| How does this evidence-based intervention connect to what the team learned when exploring the Envision/Analyze/Listen process? |  |

## [ ]  Clearinghouse-Identified

If “X’ is marked above, provide responses to the prompts below to identify the strategy, the Commitment(s) it will support, the Clearinghouse that supports this as an evidence-based intervention, and the rating that Clearinghouse gave that intervention:

|  |  |
| --- | --- |
| Evidence-Based Intervention Strategy Identified |  |
| We envision that this Evidence-Based Intervention will support the following Commitment(s) |  |
| How does this evidence-based intervention connect to what the team learned when exploring the Envision/Analyze/Listen process? |  |

### Clearinghouse used and corresponding rating

 [ ]  **What Works Clearinghouse**

[ ]  Rating: Meets WWC Standards Without Reservations

[ ]  Rating: Meets WWC Standards With Reservations

[ ]  **Social Programs That Work**

[ ]  Rating: Top Tier

[ ]  Rating: Near Top Tier

[ ]  **Blueprints for Healthy Youth Development**

[ ]  Rating: Model Plus

[ ]  Rating: Model

[ ]  Rating: Promising

## [ ]  School-Identified

If “X’ is marked above, complete the prompts below to identify the strategy, the Commitment(s) it will support, and the research that supports this as an evidence-based intervention.

|  |  |
| --- | --- |
| Evidence-Based Intervention Strategy Identified |  |
| We envision that this Evidence-Based Intervention will support the following Commitment(s) |  |
| How does this evidence-based intervention connect to what the team learned when exploring the Envision/Analyze/Listen process? |  |
| Link to research study that supports this as an evidence-based intervention (the study must include a description of the research methodology |  |

# Our Team’s Process

## Background

NYSED requires that the SCEP is developed in consultation with parents and school staff, and in accordance with §100.11 of Commissioner’s Regulations. All schools are expected to follow the guidelines outlined in the document "Assembling Your Improvement Planning Team" found at: <https://www.nysed.gov/sites/default/files/programs/accountability/assembling-your-improvement-planning-team.pdf>. This section outlines how we worked together to develop our plan.

## Team Members

Use the space below to identify the members of the SCEP team and their role (e.g., teacher, assistant principal, parent).

|  |  |
| --- | --- |
| Name | Role |
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## Our Team’s Steps

Our plan is the result of collaborating to complete several distinct steps:

1. **Envision:** Exploring the Vision, Values and Aspirations for the school
2. **Analyze:** Analyzing Data
3. **Analyze:** Analyzing Survey Data
4. **Analyze:** Completing and Discussing the Tenet 1 Inventory
5. **Listen**: Interviewing Students
6. **Putting it all Together:** Completing the SCEP Planning Document
7. **Writing the Plan**

## Meeting Dates

We completed the steps above across multiple meetings. Below is a list of dates we met as a team and what occurred during those meetings.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting Date | Envision: Exploring the Vision, Values and Aspirations for the school |  Analyze: Internal and External Data | Analyze: Survey Data |  Analyze: Completing and Discussing the Tenet 1 Inventory |  Listen: Interviewing Students |  Putting it all Together:Completing the SCEP Planning Document | Writing the Plan |
| *Example: 4/6/21* |  |  |  | *x* | *x* |  |  |
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# Learning As A Team

## Directions

After completing the previous sections, the team should complete the reflective prompt below.

### Student Interviews

|  |
| --- |
| Describe how the Student Interview process informed the team’s plan |
|  |

Next Steps

Next Steps

1. **Sharing the Plan:**
	1. **Schools in the CSI model:** As you develop your plan, please feel free to share the plan with your NYSED liaison for input when it would be helpful. When the SCEP team is satisfied with the plan, please indicate to your liaison that the school is ready to share its full plan for approval. Plans should be shared by July 15, 2023.
	2. **Schools in the ATSI model and TSI model:** When your plan is ready for review, please share the plan with your District, which will approve your plan. Plans will need to be approved before the first day of the 2023-24 school year.
	3. **All Schools:** Ensure that the District (Superintendent or designee) and local Board of Education have approved the plan and that the plan is posted on the district website.
2. **Implementing the Plan** (for all schools):
	1. Ensure that the plan is implemented no later than the first day of school.
	2. Monitor implementation closely and adjust as needed.
	3. Ensure that there is professional development provided to support the strategic efforts described within this plan.
	4. Work with the district in developing the 1003 Title I School Improvement Grant application designed to support the implementation of the activities identified in the school and district plan.