

## SCEP Support Visit #3 – Virtual Visit Overview

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| <p><b>Purpose</b></p>         | <ol style="list-style-type: none"> <li>1. Prompt reflection on the school’s ability to address the areas of need and root causes identified in this year’s SCEP</li> <li>2. Discuss the areas of need and root causes that will need to be addressed for next year’s SCEP.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Scheduling</b></p>      | <p>This visit should occur before the SCEP Development Team begins working on next year’s SCEP.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Participants</b></p>    | <ol style="list-style-type: none"> <li>1. Those that have led previous SCEP Support Visits</li> <li>2. Principal</li> <li>3. <b>Optional:</b> Staff members</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Required Events</b></p> | <ol style="list-style-type: none"> <li>1. A discussion with the principal on the school’s progress toward each SCEP goal since the last SCEP Support visit. <i>(Approximately 30 minutes, or 5 minutes per goal)</i></li> <li>2. A discussion with the principal on the areas of need identified in the 2019-20 SCEP for each goal that includes:             <ol style="list-style-type: none"> <li>a. Identifying if those needs still exist. If so, identifying what different approaches should be considered for next year.</li> <li>b. Identifying if the strategies to address those needs were successful. If not, identifying what factors made success a challenge.</li> <li>c. Identifying if new areas of need and root causes have since emerged during the 2019-20 school year.</li> <li>d. Identifying if additional areas of need connected to this goal may now exist as a result of extended school closure.</li> </ol> <p><i>(Approximately 60 minutes, or 10 minutes per goal)</i></p> </li> </ol> |
| <p><b>Optional Events</b></p> | <ol style="list-style-type: none"> <li>1. Schools may arrange for one or more focus groups with teachers to learn their perceptions on:             <ol style="list-style-type: none"> <li>a. If the areas of need still exist for each goal</li> <li>b. The success of the strategies employed to address those needs for each goal</li> <li>c. Additional areas of need that may need to be considered for 2020-21</li> <li>d. If new areas of need appear to be emerging as a result of extended school closure.</li> </ol> <p><i>(Approximately 15 minutes per focus group)</i></p> </li> <li>2. If a focus group occurs, there will need to be time set aside to discuss the findings from the focus group with the principal.</li> </ol>                                                                                                                                                                                                                                                                         |
| <p><b>Post-Visit</b></p>      | <ol style="list-style-type: none"> <li>1. The discussion is summarized on the SCEP Support Visit template used for the previous SCEP Support Visits.</li> <li>2. The principal is provided a copy of the summary, which is then used as part of the development of the 2020-21 SCEP.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## SCEP Support Visit #4 – Virtual Visit Overview

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| <b>Purpose</b>         | <ol style="list-style-type: none"> <li>1. Reflect on the success of this year’s SCEP.</li> <li>2. Review the draft SCEP for next year.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Scheduling</b>      | <p>This visit should occur after the SCEP Development Team has completed its initial draft of next year’s SCEP.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Participants</b>    | <ol style="list-style-type: none"> <li>1. Those who have led previous SCEP Support visits</li> <li>2. Principal</li> <li>3. <b>Optional:</b> Staff members (if a staff survey goal is selected for next year), students (if a student survey goal is selected for next year), parents (if a parent survey goal is selected for next year).</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Required Events</b> | <ol style="list-style-type: none"> <li>1. A discussion with the principal on the school’s success toward each SCEP goal this year. <i>(Approximately 30 minutes, or 5 minutes per goal)</i></li> <li>2. A review of the 2020-21 SCEP with the principal that includes:             <ol style="list-style-type: none"> <li>a. Ensuring that the areas of need and root causes align with the discussions from previous SCEP Support Visits.</li> <li>b. Ensuring that the action steps identify actions and strategies that address the identified root causes.</li> <li>c. Ensuring that the action steps are new and/or different from what the school has been doing in previous years.</li> <li>d. Ensuring that the action steps build upon work done at the beginning of the year and are specific to the point of the year in which they occur.</li> <li>e. Ensuring that the mid-year benchmark allows for the school to determine if the strategies identified have been successful.</li> <li>f. Ensuring that the plan has been developed collaboratively and that the school has sought the perceptions of those that work with the subgroup identified. <i>(Approximately 60 minutes, or 10 minutes per goal)</i></li> </ol> </li> </ol> |
| <b>Optional Events</b> | <ol style="list-style-type: none"> <li>1. Schools may decide to convene a focus group based on the survey goal identified in the 2020-21 SCEP to learn the perceptions of the group (i.e. parents, students, staff) with the survey responses that the school is hoping to improve. The focus group should focus on:             <ol style="list-style-type: none"> <li>a. Learning the group’s thoughts on how to best implement the strategies identified.</li> <li>b. Learning if there is any additional consideration to bear in mind when seeking to improve stakeholder feedback as a result of the group’s experience with extended school closure due to the COVID-19 pandemic.</li> </ol> </li> <li>2. If a focus group occurs, there will need to be time set aside to discuss the findings from the focus group with the principal.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Post-Visit</b>      | <p>The discussion is summarized on the SCEP Support Visit template used for the previous SCEP Support Visits. The final summary report is provided to the principal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |