

Benjamin Franklin Elementary School Engagement Plan (SEP)

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Student Engagement Category		Achievement	Subcategory	Literacy	
Baseline	53% of Students were On-Level on 9/30/15		Goal Progress Check		
Goal	At Least 61% of all Ken/Ton Elementary Students (K-4) will be On-Level (Color) by May 31, 2017		December 1, 2016 ¹	March 15, 2017	June 25, 2017
			40.7%	52.8%	
Person(s) Responsible	Action Steps	Intended Action Outcomes	Timeline	Resources	
Classroom and Intervention Teachers (i.e., AIS, ESL)	100% of students will be conferenced with (1:1 and/or small group) in a two week period	Teachers will have improved knowledge of student needs resulting in differentiated instruction	Year 1 Teachers: By January 1 Year 2 Teachers: By October 1	Posted conference schedule in each room	
Classroom and Intervention Teachers (i.e., AIS, ESL)	100% of teachers of reading will have a written and accessible conferencing schedule	To ensure that there is a strategic approach for teachers to meet with students	Year 1 Teachers: By January 1 Year 2 Teachers: By October 1	Training from coaches	
Classroom and Intervention Teachers (i.e., AIS, ESL)	100% of teachers of reading will utilize SchoolPace to enter their student assessment data and student steps	All faculty working with students will be in communication regarding student progress Teachers will be able to share student progress with students, parents, teachers, and administration	By October 1	Training from coaches	
Classroom and Intervention Teachers (i.e., AIS, ESL)	100% of students in attendance will earn 2 steps per day during the school day reading engaging books at their reading level	Student stamina and reading proficiency will increase	By October 1	The Balanced Literacy Block	
Principals	Principals will ensure coaches provide support in each building at each grade level	Teachers will become familiar with the balanced literacy block which will lead to improved literacy instruction	August-May	-The coaching schedule -Gail Farrell	
Principals	100% of Elementary Principals will conduct scans using the common Balanced Literacy Scan Tool	To monitor how the students are responding to the Balanced Literacy approach	By October 1	-School Pace -Balanced Literacy Scan Tool	

¹ The dates listed are the deadlines for reporting the progress. The dates for data collection for literacy are November 30, February 28, and May 31.

Student Engagement Category		Achievement	Subcategory	Literacy	
Baseline	49% of Students were On-Level on 9/30/15		Goal Progress Check		
Goal	At Least 56% of all Ken/Ton Elementary Students (K-4) will be On-Pace by May 31, 2017		December 1, 2016 ²	March 15, 2017	June 25, 2017
			35.7%	39.9%	
Person(s) Responsible	Action Steps	Intended Action Outcomes	Timeline	Resources	
Classroom and Intervention Teachers (i.e., AIS, ESL)	100% of students will be conferenced with (1:1 and/or small group) in a two week period	Teachers will have improved knowledge of student needs resulting in differentiated instruction	Year 1 Teachers: By January 1 Year 2 Teachers: By October 1	Posted conference schedule in each room	
Classroom and Intervention Teachers (i.e., AIS, ESL)	100% of teachers of reading will have a written and accessible conferencing schedule	To ensure that there is a strategic approach for teachers to meet with students	Year 1 Teachers: By January 1 Year 2 Teachers: By October 1	Training from coaches	
Classroom and Intervention Teachers (i.e., AIS, ESL)	100% of teachers of reading will utilize SchoolPace to enter their student assessment data and student steps	All faculty working with students will be in communication regarding student progress Teachers will be able to share student progress with students, parents, teachers, and administration	By October 1	Training from coaches	
Classroom and Intervention Teachers (i.e., AIS, ESL)	100% of students in attendance will earn 2 steps per day during the school day reading engaging books at their reading level	Student stamina and reading proficiency will increase	By October 1	The Balanced Literacy Block	
Principals	Principals will ensure coaches provide support in each building at each grade level	Teachers will become familiar with the balanced literacy block which will lead to improved literacy instruction	August-May	-The coaching schedule -Gail Farrell	
Principals	100% of Elementary Principals will review the On-Pace data in School Pace with teachers monthly	To monitor how the students are responding to the Balanced Literacy approach	October-June	-School Pace -Grade Level Meetings	

² The dates listed are the deadlines for reporting the progress. The dates for data collection for literacy are November 30, February 28, and May 31.

Student Engagement Category		Achievement	Subcategory	Numeracy	
Baseline	69% of K-2 Students on average were Proficient on the Mid- and End-of Module Assessments in 15/16		Goal Progress Check		
Goal	At least 80% of all Ken/Ton K-2 Elementary Students will be proficient (Level 3 or 4) on all Mid- and End-of-Module Assessments		December 1, 2016	March 15, 2017	June 25, 2017
			50%	54%	
Person(s) Responsible	Action Steps	Intended Action Outcomes	Timeline	Resources	
Classroom Teachers	100% of teachers of mathematics will adhere to the district pacing guide (2-3 day variance permitted)	Teachers will cover all grade level standards by the end of the school year	September-June	District pacing guides Math Coaches	
Classroom Teachers	100% of teachers of mathematics will administer district created mid and end of module assessments	Teachers will have improved knowledge of student needs resulting in differentiated instruction	September-June	Revised mid and end of module assessments	
Classroom Teachers	100% of teachers of mathematics will utilize eDoctrina to enter mid and end of module assessment data	All faculty working with students will be in communication regarding student progress Teachers will be able to share student progress with students, parents, teachers, and administration	September-June	eDoctrina Training from the District	
Classroom Teachers	100% of teachers will review mid and end of module assessment proficiency data within 1 week of the scoring of the assessment	To monitor how the students are responding to the implementation of the Eureka Math Program	September-June	eDoctrina Math Coaches as needed	
Principals and Classroom Teachers	100% of Principals and teachers will meet with coaches to review formative assessments monthly	Teachers will have improved knowledge of student needs resulting in differentiated instruction	September-June	Exit Tickets Math Coaches Meeting Minutes	
Principals	Principals will ensure coaches provide support in each building at each grade level	Teachers will become familiar with the Eureka Math Program and its related instructional pedagogy which will lead to improved mathematics instruction	September-June	Math Coaches	

Student Engagement Category		Achievement	Subcategory	Numeracy	
Baseline	58% of 3-4 Students on average were Proficient on the Mid- and End-of Module Assessments in 15/16		Goal Progress Check		
Goal	At least 66% of all Ken/Ton 3-4 Elementary Students will be proficient (Level 3 or 4) on all Mid- and End-of-Module Assessments		December 1, 2016	March 15, 2017	June 25, 2017
			39%	42%	
Person(s) Responsible	Action Steps	Intended Action Outcomes	Timeline	Resources	
Classroom Teachers	100% of teachers of mathematics will adhere to the district pacing guide (2-3 day variance permitted)	Teachers will cover all grade level standards by the end of the school year	September-June	District pacing guides Math Coaches	
Classroom Teachers	100% of teachers of mathematics will administer district created mid and end of module assessments	Teachers will have improved knowledge of student needs resulting in differentiated instruction	September-June	Revised mid and end of module assessments	
Classroom Teachers	100% of teachers of mathematics will utilize eDoctrina to enter mid and end of module assessment data	All faculty working with students will be in communication regarding student progress Teachers will be able to share student progress with students, parents, teachers, and administration	September-June	eDoctrina Training from the District	
Classroom Teachers	100% of teachers will review mid and end of module assessment proficiency data within 1 week of the scoring of the assessment	To monitor how the students are responding to the implementation of the Eureka Math Program	September-June	eDoctrina Math Coaches as needed	
Principals and Classroom Teachers	100% of Principals and teachers will meet with coaches to review formative assessments monthly	Teachers will have improved knowledge of student needs resulting in differentiated instruction	September-June	Exit Tickets Math Coaches Meeting Minutes	
Principals	Principals will ensure coaches provide support in each building at each grade level	Teachers will become familiar with the Eureka Math Program and its related instructional pedagogy which will lead to improved mathematics instruction	September-June	Math Coaches	

Student Engagement Category		School Participation	Subcategory	Attendance	
Baseline	94 students were chronically absent from Ben Franklin Elementary School during the 15/16 school year		Goal Progress Check		
Goal	No more than 80 students will be chronically absent from Ben Franklin Elementary School in 16/17 (NYSED defines chronic absence from school as missing at least 10% of enrolled school days)		December 1, 2016	March 15, 2017	June 25, 2017
			53	44	
Person(s) Responsible	Action Steps	Intended Action Outcomes	Timeline	Resources	
Teacher	Call home	Child attends school	Absent 3 days		
Teacher	Letter sent home	Child attends school	Absent 6 days		
Counselor	Call home	Child attends school	Absent 9 days		
Principal	Call home	Child attends school	Absent 11 days		
Principal	Notice 1	Child attends school	Absent 14 days		
Principal	Notice 2	Child attends school	Absent 16 days		
Principal	Notice 3	Child attends school	Absent 20 days		
Counselor	Referral to elementary attendance counselor	Child attends school	Absent 22 days		
Principal	Referral to director of student services to TIP	Child attends school	Absent 25 days		
Principal	Call CPS	Child attends school	Absent 27 days		
Staff	Reward with Lightning Loot	Child is motivated to attend school	Sept - June	Loot	
PBIS Tier II Team	Consideration for Mentor Program	Increased attendance	Oct - June		

Student Engagement Category		School Culture	Subcategory	PBIS	
Baseline	159 major incidents took place at Benjamin Franklin Elementary School during the 15/16 school year		Goal Progress Check		
Goal	No more than 135 major Incidents at Benjamin Franklin Elementary School will take place during the 16/17 school year		December 1, 2016	March 15, 2017	June 25, 2017
			48	106	
Person(s) Responsible	Action Steps	Intended Action Outcomes	Timeline	Resources	
All staff	All staff will participate in PBIS	Building consistency	September-June	Tickets - classroom posters	
Administrator	PBIS parent letter will be sent home	Awareness of behavioral expectations and PBIS program	September		
PBIS Tier 1 Team	All teachers will be given a refresher training	Teachers are knowledgeable about the PBIS program	August/September	PBIS materials/lesson plans	
Classroom teacher	All teachers will teach the explicit lessons	Students learn positive behaviors for all areas in the building	September	PBIS matrix	
PBIS Tier 1 Team	All students will attend a welcome back assembly	Clear guidelines and expectations and building excitement	September		
Students	Lightning Leader Pledge	Reminder of positive behaviors	September-June	Pledge posters	
All staff	Students will be rewarded with the Lightning Loot	Students will increase positive behaviors	September-June	Tickets	
PBIS Tier 1 Team	Attend monthly assemblies aligned with the character traits	Reinforce the building expectations	September-June		
School Monitor	Students will be rewarded with the prize cart and raffles	Increase motivation to earn tickets	September-June	Tickets/prize cart items	
All staff	Flood tickets	Prevent/decrease negative behaviors	As needed	Tickets	
PBIS Tier 1 Team	End of the year basket raffle	Celebration and motivation for positive behaviors	June	Donations	
All staff	Teachers will utilize minor/major forms	Track behaviors and data collection	September-June	Forms	
Teachers Administrators	Parents will be contacted by the form or the phone call	Parents will reinforce positive behaviors at home - open communication	September-June		
Administrator	Principal will visit classroom for rule refresher talk	Reinforce the building expectations	September/October January/February		
Counselor	Monthly counselor contact to reinforce positive behaviors	Reinforce the building expectations	September-June	Lesson plans	
PBIS Tier 1 Team & Classroom Teacher	Student spotlight	Celebration and motivation for positive behaviors	October-June	Teacher input/ student pictures	

Classroom teacher	Reteaching of the lessons throughout the year	Reinforce the building expectations	September-June	Lesson plans
PBIS Tier 1 Team	Data will be reviewed at team meetings	Target problem areas and make adjustments	October-June	SWIS data
Classroom Teachers	Students with 3 of the same "minor" incident referral will be given a "major"	Moves to administrator involvement and parent contact	October-June	SWIS data
PBIS Tier 2 Team	Students with 3 majors will be considered for the mentor program	Target problem areas and make adjustments - develop a relationship with student and mentor	October-June	SWIS data
PBIS Tier 2 Team	Parent notification letter is generated	Parents will reinforce positive behaviors at home - open communication	October-June	Notification letter
Mentors	Mentors will meet with students at least once a day for a check in/out	Develop a relationship with student and mentor	October-June	Student behavior sheet
PBIS Tier 2 Team member & classroom teacher	Teacher and the mentor team will determine the student goals/plan	Student awareness	October-June	Student behavior data
Mentors	Mentors reviews student behavior plan at the end of the day	Review and reflect on the day and reinforce expectations	October-June	Behavioral plan
Student/classroom teacher	Students carry their behavior sheet throughout the school day	Students awareness of daily goals and continue school expectations	October-June	Behavioral plan