

**Belleisle Elementary School**  
**Positive Learning & Working Environment Plan**

**For**

**2015 - 2018**

**Belleisle Elementary School - Positive Learning and Working Environment Plan for 2015-2018**

**BES Mission Statement**

**“Our BES community believes in success for all”**

**BES Vision Statement**

**Believe      Encourage      Succeed**

<b>Goals</b>	<b>Strategies/Actions</b>	<b>District PLEP Connections</b>	<b>Measure of Success/Evidence/Data</b>	<b>Timeline</b>	<b>Responsibility</b>
<p align="center"><b>Smart Goal #1</b></p> <p>By September 2015 the BES Administration will monitor attendance on a monthly basis to provide support to school population</p>	<p>Monthly attendance will be presented at meetings (staff/ESST) to discuss strategies related to the BES Attendance Policy</p> <p>Supportive attendance letters will be sent to families identified as having absenteeism issues</p>	<p>Attendance Matters initiative</p> <p>BES Attendance Policy</p>	<p>BES monthly attendance reports</p> <p>BES Report Card Terms evidence</p> <p>District Attendance Reports</p>	<p align="center"><b>Sept 2015</b></p>	<p>BES Administration</p> <p>ESS Team</p>
<p align="center"><b>Smart Goal #2</b></p> <p>By October 2015 the BES team will be briefed on the BES Attendance Policy and its utilization along with implementing the 9 agreed upon attendance codes for reliability aspects for school data</p>	<p>Implementation of the BES Attendance Policy</p> <p>Monthly attendance data presented to BES Team(s)</p>	<p>Attendance Matters initiative</p> <p>BES Attendance Policy</p>	<p>BES monthly attendance reports</p> <p>BES attendance data</p>	<p align="center"><b>Oct 2015</b></p>	<p>BES Staff and Administration</p> <p>ESS Team</p>
<p align="center"><b>Smart Goal #3</b></p> <p>By September 2015 the BES Team will be utilizing the ESST Referral process regarding student referrals for ESS Team (OT, SLP, etc.)</p>	<p>All team members familiar with and utilizing the e-binder ESST site for student referrals</p> <p>BES Team following the BES-ESS Team Pyramid Referral Process</p>	<p>ASD-S e-binder site</p> <p>ASD-S/ESS Team Inclusion Policies</p>	<p>Noting the referral process being utilized via email notifications</p> <p>All team members familiar with BES ESST Pyramid Referral Process</p>	<p align="center"><b>Sept 2015</b></p>	<p>BES Administration</p> <p>BES Team (staff)</p> <p>BES/ESS Team</p>
<p align="center"><b>Smart Goal #4</b></p> <p>By September 2015 BES Team will continue to review school data to initiate needed changes to instructional, attendance, school environment</p>	<p>Classroom teachers will provide Reading/Writing benchmarks for Nov/Mar to continue Literacy/Numeracy assessment data collected by Leads Reporting Period data implementation to continue</p>	<p>ASD-S Student Data initiative for Attendance, Literacy</p> <p>BES Evidence/Data</p>	<p>Report Cards</p> <p>Attendance Data</p> <p>ASD-S Benchmarks</p> <p>TTFM Survey</p> <p>Winschool Data</p> <p>ESS Team Data</p> <p>Wellness Data</p>	<p align="center"><b>Sept 2015</b></p>	<p>BES Team</p> <p>BES Administration</p> <p>ESS Team</p> <p>Core Leadership Team</p> <p>Wellness Committee</p>

# Belleisle Elementary School Pyramid of Interventions

## Academic

**Level 3 > 1%-5%**

**Alternative Site; Reduced Day; Out-of-School Services**

> APSEA, Social Development, Mental Health, Stan Cassidy

**Personal Learning Plan (SEP)**

**Level 2 > 10%-15%**

**Case Conference:**

**Referral to ESS Team for Consultation**

> Physio Therapy, Speech/ Language, Occupational Therapy, Technology Support

**In-school Services i.e.**

> EA Time, Guidance/SIW Support, Literacy/Numeracy Support, Resource Support

**Level 1 > 80%-85%**

**Parent Teacher Communication i.e.**

> Progress Reports (Oral/Written), Report Cards, Attendance

**Universal Accommodations**

> Refer to Universal Accommodations Dept of Education

**UDL/Differentiated Instruction i.e.**

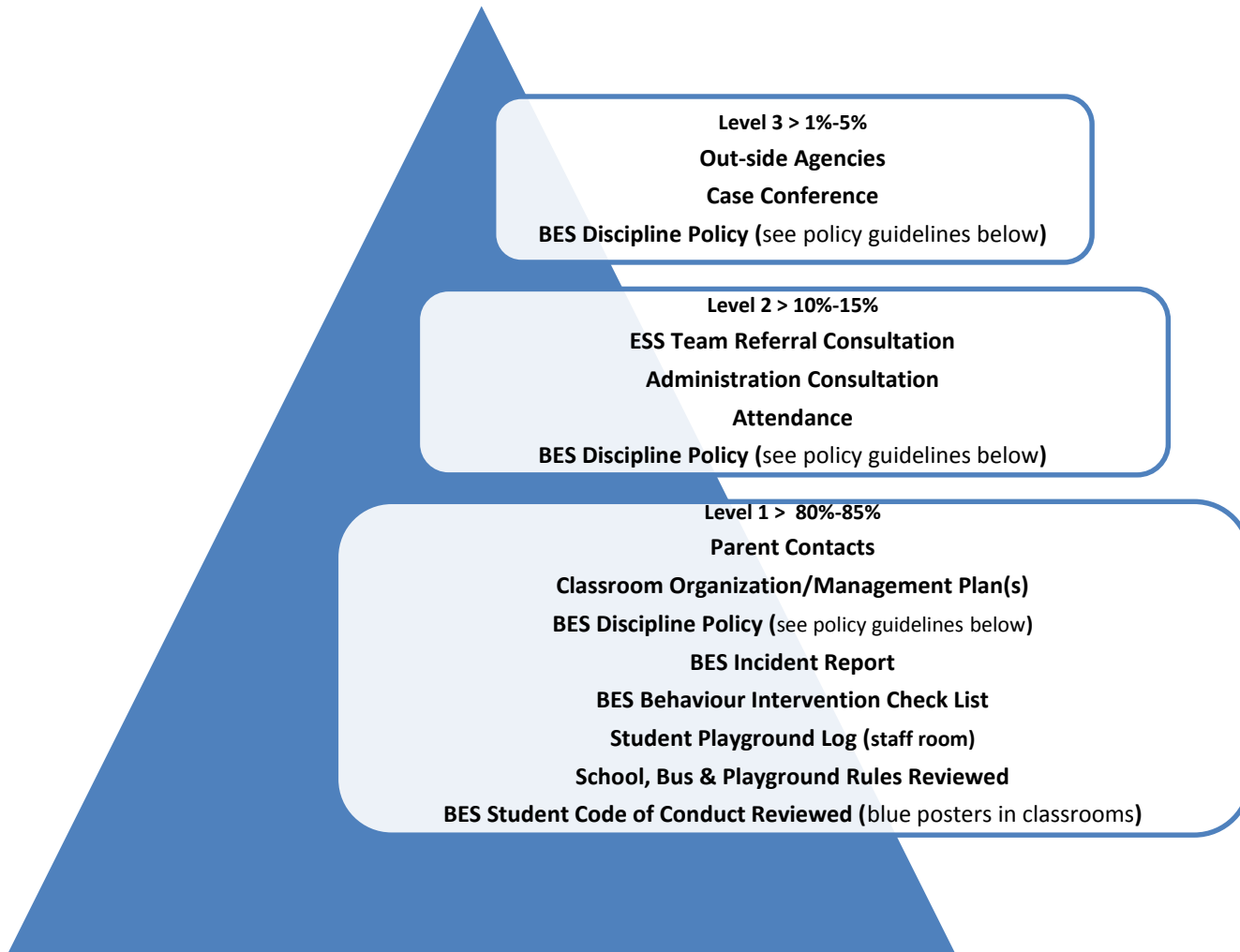
> Student Learning Profiles, Daily 5, Concept Learning Stations, Flexible Grouping, Tiered Activities

**Classroom Instruction/Assessment Data/PLC Collaboration**

> Step-by-step Instructions, Visual Schedule, First Then Chart, Read Directions, Reduction of Tasks, Learning Tools, Technology Support, Scribes , Mini Offices, Personal Dictionaries, Manipulatives

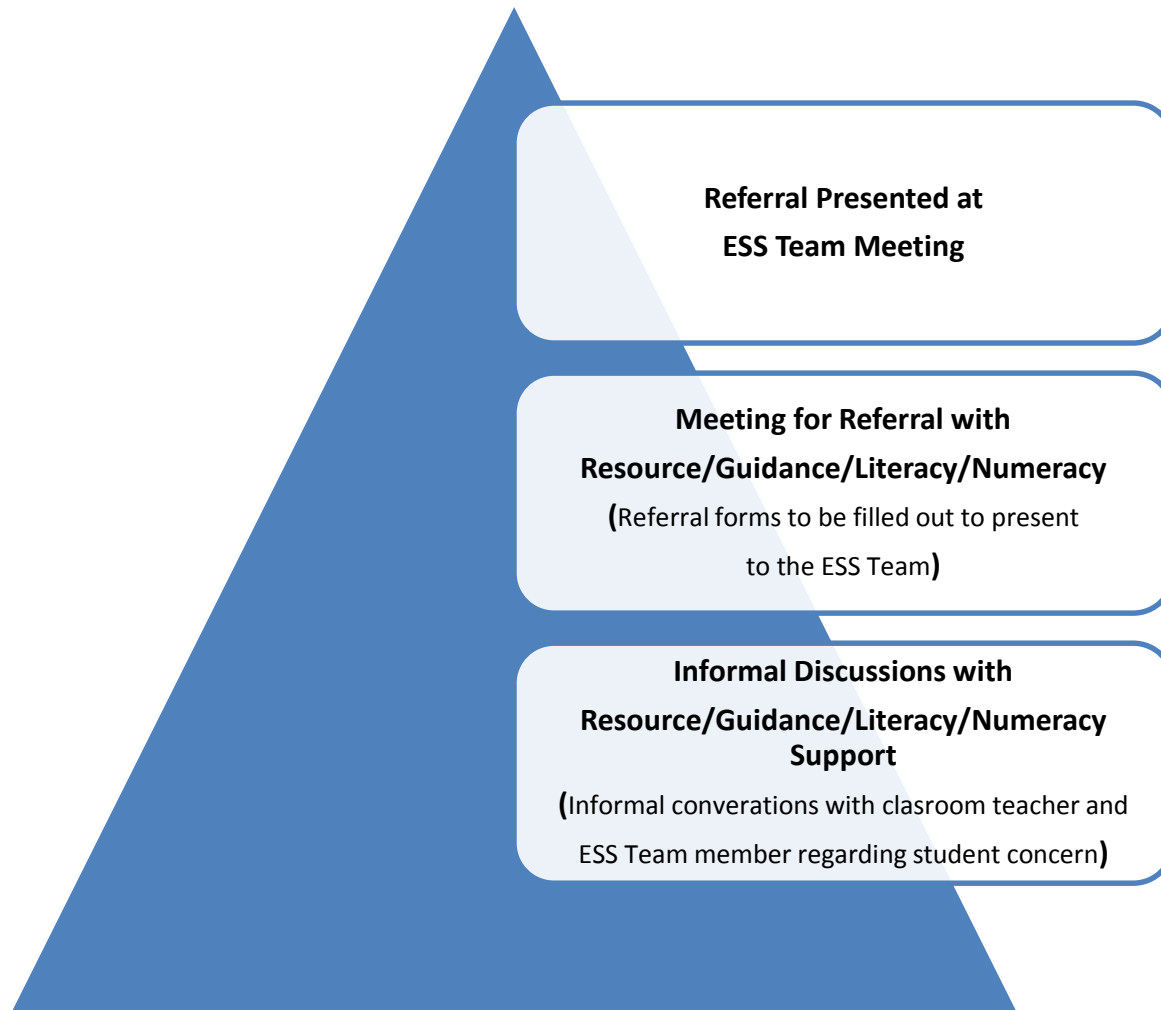
# Belleisle Elementary School Pyramid of Interventions

## Behaviour



## Belleisle Elementary School ESS Team Pyramid- Referral Process

The ESST Referral Process Pyramid identifies the steps for the application of an ESS Team referral.



# Belleisle Elementary School Non-Attendance Policy Pyramid



## School Attendance Conference

Family, School and District Personnel Meet

## School Initiated Action

Teacher/Administration Meet

Administration Contacts Home with Verbal/Written Notice  
(Written notices are school attendance letters both for home and CR)  
Family/School Meet to Discuss/Implement Intervention Plan

## Teacher Initiated Action

Teacher/Student Meeting(s)

Parent Phone Calls

Letters/Notes to Parents

**Belleisle Elementary School**  
**Non-Attendance Policy Process**

Reference – School District 6 Administrative Guide 6-351  
Student Attendance Policy

**Step One Classroom Teacher Initiate Action**

Teacher/Student Meeting(s)  
Phone Call(s) or Letter to Parent/Guardian

**Step Two Administration Initiated Action**

Teacher/Administration Meeting  
Administration Contact Home by Phone/Letter  
Administration Contact Home to Setup Parent Meeting

**Step Three School Attendance Conference**

Classroom Teacher/Administration/Guidance Meeting  
Recommendations to Education Director and Family Services

**Step Four Decision by Education Director (HEC)**

**Belleisle Elementary School  
Non-Attendance Policy Pyramid  
Chronic Tardiness**

**School Conference for Chronic Tardiness**

Family, School and District Personnel Meet

**School Initiated Action**

Teacher/Administration Meet

Administration Contacts Home with Verbal/Written Notice

**(Written notices are school letters for Chronic Tardiness  
both for home and CR)**

Family/School Meet to Discuss/Implement Intervention Plan

**Teacher Initiated Action**

Teacher/Student Meeting(s)

Parent Phone Calls

Letters/Notes to Parents



## Non-Attendance Policy – Chronic Tardiness defined

### 1 – Four times within a month

Four times within a month that is not identified with an appropriate excuse(s)  
such as medical appointments

### 2 – Notification will be sent home for the following tardiness (see #1)

The letter will have an explanation of Chronic Tardiness and identifying the importance  
of instructional time and how tardiness causes class disruption;  
e-class documentation attached for support

### 3 – If pattern continues a second letter will be sent home

The letter will be supported with e-class documentation  
and student's tardiness will be documented as missing  $\frac{1}{2}$  day