Reviewing Final Results Protocol

Meeting Goals:	Participants will: • Reflect on their final cycle of Elevate data to celebrate progress. • Identify key learnings & takeaways. • Plan to share learnings & takeaways with their community.
Time:	~55 mins
When:	After teachers have completed their final cycle of Elevate and have had the opportunity to review their report independently.
Pre-work:	Facilitator Pre-work: • Review your Community report and look for "bright spots" to celebrate as a group. • Prepare to share a high level reflection with teachers by completing slides 3-5 in the Elevate Reflection template • Ask teachers to complete an independent reflection prior to the CoP meeting. Teacher Pre-work: • Complete an independent reflection prior to the CoP meeting.
Participant Agenda:	• Welcome, Community Builder, & Norms (8 mins) • Celebrating progress (15 mins) • Key learnings & takeaways (15 mins) • Sharing with our community (15 mins) • Next Steps (2 mins)

Facilitator's Agenda:

Topic	Facilitator Notes	Resources
Welcome, Community Builder, and Norms (8 mins)	• The **facilitator** welcomes the group, congratulates them on completing multiple cycles of Elevate, and thanks teachers for their commitment. • The **facilitator** reminds the group of the data norms. • Community Builder: [insert your own]	
Celebrating Progress (15 mins) *Participants will reflect on 3+ cycles of Elevate data to celebrate progress.*	• The **facilitator** asks the group to review their final report and the improvements that they are most proud of. This could be in participation, survey fidelity, and/or in any of the learning conditions. ○ The conversation can be documented on the Elevate Reflection Slides. • **Group** members discuss (7 mins; breakouts if needed): ○ What are you most proud of? ○ What connection is there between the growth we see and the new strategies we tested out? ○ How did student academic/SEL outcomes evolve alongside improvements you made? • The **facilitator** shares a summary of themes or prompts a few group members to share (2 mins) ○ [*Facilitator should prompt teachers who stand out as "bright spots" to share if they do not volunteer*] • **Group** members discuss (5 mins; breakouts if needed): ○ What strategies will you continue to use next year? ○ How will you continue to make your class better for your students based on this last round of data?	Elevate Reflection Slides
Key Learnings and Takeaways (15 mins)	• The **facilitator** transitions the group to think about key learnings and takeaways, building on the conversation about celebrating progress.	Elevate Reflection Slides

Participants will identify key learnings & takeaways from using Elevate.	○ Continue filling out the Elevate Reflection Slides. • **Group** members discuss (10 mins, breakouts if needed): ○ What were your biggest learnings from this process? ■ What has changed most about you, as a teacher, through this process? ■ What has changed most about your students? ○ What were your biggest challenges in this process? ○ What were your biggest takeaways from this process? ○ What advice would you give to others who are considering using Elevate? • The **facilitator** shares a summary of themes or prompts a few group members to share (2 mins)	
Sharing with our Community (15 mins) *Participants will plan to share learnings & takeaways with their community.*	• The **facilitator** shares that this group is going to share their learnings and takeaways with their broader school community. • **Group** members discuss ○ Who would we like to share our progress, learnings, and takeaways with? ○ What is the purpose of sharing (e.g. make our school or leadership aware of our progress, invite others to use Elevate, share with families and community, etc.)? ○ What are the most important pieces to share? ○ How would we like to share? • The **facilitator** supports the group to make an action plan for sharing the team's progress on Elevate.	Elevate Showcase Planning Guide
Next Steps (2 mins)	• The **facilitator** thanks the group for their commitment this year and shares next steps for Elevate in the upcoming year. • The **group** identifies next steps required for sharing with the broader school community & delegates tasks as needed.	