



YEAR-END REFLECTION TOOL

The School2Home Year-end Reflection tool is a semi-structured guide for the School Leadership Team to reflect on the prior year implementation with a focus on continuous improvement. It focuses on the 5 foundational Core Components with prompts for reflection (what went well, what could be improved, etc.). The tool encourages the School Leadership Team to incorporate key data to inform decisions and considerations for the next year. It is useful to conduct this debrief as soon as possible after the end of the year when personal accounts of success and challenges are still fresh. If an outside evaluator is helping to document results, they may serve as an excellent facilitator for this process. Feel free to add other issues that would provide additional insights that will lead to improved processes and outcomes.

CORE COMPONENT	WHAT WENT WELL?	WHAT COULD BE IMPROVED?	DATA SOURCES (how do we know?)	CONSIDERATIONS FOR NEXT YEAR
◇ Leadership, Assessment and Planning ◇				
School Leadership, Assessment, and Planning. Metrics include the existence of a complete School Leadership Team that meets regularly; a detailed work plan with goals, objectives and assignments; and documented progress toward work plan completion.				

◇ Technology Bundles ◇				
Metrics include the presence of a “Technology Lead” on the School Leadership Team, development of a Device Management Plan for tracking and maintaining devices, provision of technical support to families and teachers, and distribution of devices to the targeted students (grade level, cohort, or schoolwide).				
◇ Teacher Professional Learning ◇				
Metrics include the identification of an active Teacher Lead, administration of the teacher self-assessment surveys at the beginning of the year, development of a plan to deliver the School2Home professional learning curriculum (or comparable), implementation of the professional learning plan, participant engagement, and administration of the year-end teacher evaluation.				
Coaching Program Established				
◇ Parent Engagement ◇				
Metrics include the designation of a Parent Lead, administering and analyzing				

a pre-survey for parents, preparing a parent engagement plan that provides for foundational parent workshops, training teachers to serve as workshop facilitators, executing the plan and developing strategies to maintain meaningful parent engagement.				
◇ Affordable Broadband ◇				
Metrics include an initial student survey (school-wide) on devices and Home Internet subscription and documentation of information on low-cost Home Internet offers that were included and discussed in Parent Trainings and displayed at school.				
MEASURABLE OUTCOMES These should come from your Planning Goals and Metrics Tools (Examples Provided)	KEY FINDINGS FROM DATA COLLECTED		DATA SOURCES (how do we know?)	CONSIDERATIONS FOR NEXT YEAR (based on data)
Parent Satisfaction			School Climate Survey	
Student Satisfaction				
Teacher Satisfaction				
Broadband				
Gains in Test Scores				

Status in Test Scores			
Attendance			
Suspensions			
Other Measures			