

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 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 forest 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) Parent Satisfaction School Climate Survey Student Satisfaction Feacher Satisfaction Foodband Gains in Test Scores		I	I		
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Status in Test Scores		
Attendance		
Suspensions		
Other Measures		