

# School Reflection Protocol

## Purpose:

Reflecting on past practice can help schools gain insights about what was successful and what can be improved. This protocol guides teams through reflecting on past years' work and developing next steps for strengthening practice. This activity may be used throughout the year as teams continue to reflect and refine their work.

## Participants:

All teams in a school community can engage in this activity (e.g. leadership teams, instructional cabinets, grade level and department teams, professional learning communities, School Implementation Teams, Response to Intervention teams).

## Materials:

- School reflection worksheet
- Chart paper and markers (optional)

## Facilitation (75 minutes):

### 1. Welcome and purpose sharing (5 minutes)

Begin by welcoming participants and sharing the purpose of the school reflection protocol and how it fits into the context of your school. Additionally, remind participants that:

- The goal is to reflect on the past 1-3 school year(s) to prepare for success in the upcoming school year.
- This activity does not judge success or failure.
- There are always strengths to sustain and areas for growth.
- Sharing honest observations about what actually happened without assigning praise or blame allows everyone to reflect on practice and consider how this year's work can help support success moving forward.
- During each step, participants will independently reflect before discussing and charting in groups.

### 2. Step A: What were our goals and priorities? (10 minutes)

Ask participants to independently write down the goals and priorities of the team over the past year. After individual reflection, participants will discuss and record their responses in a small groups (for context, participants may refer to the 2013-14 Citywide Instructional Expectations, school goals, school mission and vision statements, professional development plans, and other artifacts of team goal setting).

### 3. Step B: What actually occurred? (10 minutes)

After discussing the year's goals and priorities, ask participants to reflect on what transpired in the past year(s). After independent reflection, participants will discuss and chart in small groups.

### 4. Step C: What went well and why? (15 minutes)

In groups, ask participants to discuss and chart a list of successes that supported the goals and priorities of this year. Ask groups to then record their ideas for ways and strategies to continue these successes in the future.

### 5. Step D: What can be improved and how? (15 minutes)

Ask groups to reflect on their responses in Step B and think through what they believe could have been done better. Additionally, ask groups to consider what could be done in similar situations in the future to ensure success. Remind participants that the intention is not to place blame, but rather to think strategically about improving future actions.

### 6. Step E: How can this reflection ground our work moving forward? (15 minutes)

Begin by asking groups to share their charts from steps A-D with the whole group. Afterwards, lead participants in a discussion of how the strengths and areas for growth identified can help ground the work moving forward. Brainstorm and discuss the next steps for strengthening this work and how your team will follow through.

### 7. Conclusion (5 minutes)

Conclude the event by thanking the participants for their honesty and hard work. Share the decided upon next steps for putting the reflection into action.

## School Reflection Worksheet

Reflecting on past practice can help schools gain insights about what was successful and what can be improved. This protocol guides teams through reflecting on past years' work and developing next steps for strengthening practice.

### Step A: What were our goals and priorities during the past 1-3 school years?

*What goals and priorities did your team set over the past 1-3 school years? What benchmarks were set?*

### Step B: What actually occurred?

*Looking back, what actually transpired in relation to the goals?*

### Step C: What went well and why?

*What were successful steps taken towards achieving your objectives?*

Successes	How to Ensure Success in the Future

### Step D: What can be improved and how?

*What could be done better? What can we do differently in similar situations in the future to ensure success?*

What Can Be Improved	Recommendations

### Step E: How can this reflection ground our work moving forward?

*After this reflection, what can we do to set our course in the right direction? What are our next steps as a team? How will we follow through on these next steps?*