

# APPENDIX C: SCHOOL PLANNING REPORT RUBRIC

The rubric describes the four stages of report-writing development. It may be used for reflection and self-evaluation.

Component	Stage 1	Stage 2	Stage 3	Stage 4
<b>Planning Process</b>	<ul style="list-style-type: none"> <li>little or no involvement of school stakeholders (teachers, students, parents, community)</li> <li>parents not informed</li> <li>planning occurred at one point in time</li> <li>no evidence of planning team</li> </ul> <p><i>Planning process somewhat restricted or lacking team approach</i></p>	<ul style="list-style-type: none"> <li>limited involvement of school stakeholders</li> <li>parents informed on one occasion</li> <li>planning occurred at various points in time but was fragmented</li> <li>limited evidence of planning team</li> </ul>	<ul style="list-style-type: none"> <li>involvement of a variety of school stakeholders</li> <li>parents informed on various occasions</li> <li>planning occurred at multiple points in time</li> <li>evidence of planning team</li> </ul> <p><i>Planning process includes community involvement and team approach</i></p>	<ul style="list-style-type: none"> <li>wide involvement of school stakeholders</li> <li>ongoing communication/ reporting to parents/community</li> <li>planning occurred in a structured manner at multiple points in time</li> <li>solid school planning team</li> </ul>
<b>Expected Outcomes</b>	<ul style="list-style-type: none"> <li>no evidence of SMART* format</li> <li>outcomes are vague or incompletely developed</li> <li>no link to priorities</li> </ul> <p><i>Outcomes are vague/generalized or do not link to priorities</i></p>	<ul style="list-style-type: none"> <li>some outcomes in SMART* format</li> <li>outcomes are general</li> <li>vague link to priorities</li> </ul>	<ul style="list-style-type: none"> <li>most outcomes in SMART* format</li> <li>achievable outcomes</li> <li>general links to priorities</li> </ul> <p><i>Outcomes linked to priorities; contain 4–5 components of SMART format</i></p>	<ul style="list-style-type: none"> <li>all outcomes in SMART* format</li> <li>solid school planning team</li> <li>clear links to priorities</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>vague descriptions of strategies</li> <li>strategies do not relate to stated outcomes</li> <li>achievement unknown, based on overall plan</li> </ul> <p><i>Strategies do not link directly to outcomes</i></p>	<ul style="list-style-type: none"> <li>general descriptions of strategies</li> <li>few strategies relate to stated outcomes</li> <li>achievement is questionable, based on overall plan</li> </ul>	<ul style="list-style-type: none"> <li>specific descriptions of some strategies</li> <li>most strategies relate to stated outcomes</li> <li>achievement possible, based on overall plan</li> </ul> <p><i>Strategies link to outcomes</i></p>	<ul style="list-style-type: none"> <li>specific descriptions of all strategies</li> <li>all strategies relate to stated outcomes and each other</li> <li>achievement likely, based on overall plan</li> </ul>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>description of anticipated results</li> <li>description of strategies</li> <li>unclear relationship between outcomes and strategies</li> </ul> <p><i>Descriptions of anticipated results (no evidence of indicators)</i></p>	<ul style="list-style-type: none"> <li>description of anticipated results</li> <li>achievement and/or accessibility is questionable</li> <li>relationship evident between outcomes and strategies</li> </ul>	<ul style="list-style-type: none"> <li>description of general indicators as measures of results</li> <li>accessible and achievable</li> <li>relationship evident among outcomes, strategies, and indicators</li> </ul> <p><i>Recognition of indicators as evidence of results</i></p>	<ul style="list-style-type: none"> <li>description of specific indicators as measures of results</li> <li>accessible and achievable</li> <li>high level of congruence among outcomes, strategies, and indicators</li> </ul>
<b>Data Sources (Tools)</b>	<ul style="list-style-type: none"> <li>description of results or strategies</li> <li>unclear link between indicators and tools</li> </ul> <p><i>Descriptions of anticipated results (limited or no recognition of data sources)</i></p>	<ul style="list-style-type: none"> <li>description of results</li> <li>general link between indicators and tools</li> </ul>	<ul style="list-style-type: none"> <li>general tools to measure results of strategies</li> <li>achievable relationship among strategies, indicators, and tools</li> </ul> <p><i>Recognition of data sources as measurement tools</i></p>	<ul style="list-style-type: none"> <li>description of specific tools to measure results of strategies</li> <li>high level of congruence among strategies, indicators, and tools</li> </ul>

\* SMART: specific, measurable, achievable, relevant, time-related

