

## Tool 3c: Thriving Schools Rubric

### Purpose

**Tool 3c: Thriving Schools Rubric** is a required tool designed to help SBLTs discuss the current state of the school, including measures not captured by quantitative data. The information gathered from this rubric informs a school's understanding of its strengths and challenges, and it can help with identifying SIP strategies and goals for the coming year.

### When to Use

SBLTs should complete the **Thriving Schools Rubric** as part of the SIP development process. The **Thriving Schools Rubric** can also be used as needed during the year to track progress.

**NEW FOR 2018-19:** Schools are encouraged to use the current tool informally to inform their SIP, but once a formal data collection tool is released in August, schools will be required to fill out the Thriving Schools Rubric when they submit their final SIPs in September.

### How to Use

1. The SBLT should download **Tool 3d: Thriving Schools Rubric**, available as a Google Sheet at [mmsd.org/sblttoolkit](https://mmsd.org/sblttoolkit). Click the link for the Google Sheet and you will be prompted to save a local copy to your Google Drive. Add your school's name and the year to the filename (e.g. **Thriving Schools Rubric – Emerson 2018-19**). Then, share the rubric with your SBLT members. You also may share the rubric with your School Improvement Partner and Chief of Schools. If you plan to complete the rubric more than once during the year, also include a save date to create a new copy for each use (e.g., **Thriving Schools Rubric – Emerson 9.14.18** for fall completion and **Thriving Schools Rubric – Emerson 5.17.19** for spring completion). You will need to work from a new version of the Google Sheet each time you complete the rubric to avoid saving over old scores.
2. The rubric contains four sheets: Instructions, Worksheet, Scorecard, and Protocol (shown as tabs at the bottom of the document). To complete the rubric, you can work through the sheets in the order presented.
3. The rubric is broken into 7 sections, each with 3-6 subsections. The sheets in this workbook are built to work together, so scores you enter on the worksheet will auto-populate a scorecard on the Scorecard tab. Cells that require you to enter content are **shaded in light orange**.
4. The SBLT should complete the subsections of the rubric, which in the Google Sheet version begin with the tab titled Worksheet. Team members should discuss each subsection and the current state of your school, deciding on a score between 1-4 points. Scores can be assigned individually and then averaged to come up with a group score, or groups can discuss individual scores and attempt to reach a consensus score. Example descriptions are provided for **Basic** (2 points) and **Distinguished** (4 points). Use these descriptions to infer what a score of **Unsatisfactory** (1 point) or **Proficient** (3 points) looks like. Next to your score, enter evidence for your rating (i.e., why your SBLT chose that score). If you are using the Excel version, the worksheet will automatically calculate an average score for the section, based on the subsection scores entered. This number will auto-populate on the tab titled Scorecard. When all subsections are complete, the Scorecard will automatically give a composite score for the rubric.
5. Once your SBLT completes the Worksheet, you can review the findings on the Scorecard using the Protocol tab. To do so, you can work through Steps 1-4, recording thoughts as appropriate.

## Mandatory Versus Flexible: SBLT Toolkit

Mandatory	Flexible
<p>Use of this tool is required – schools should use it during SIP development, but they will be required to fill it out by September when they submit their final SIP and after a formal data collection tool is released in August.</p>	<p><i>None</i></p>