



*This guide provides step-by-step directions for school leaders to complete the Mid-Year Reflection with the School Improvement Plan.*

## **Contents**

Introduction.....	2
Completing the Mid-Year Reflection.....	2
Printing the Mid-Year Reflection .....	5

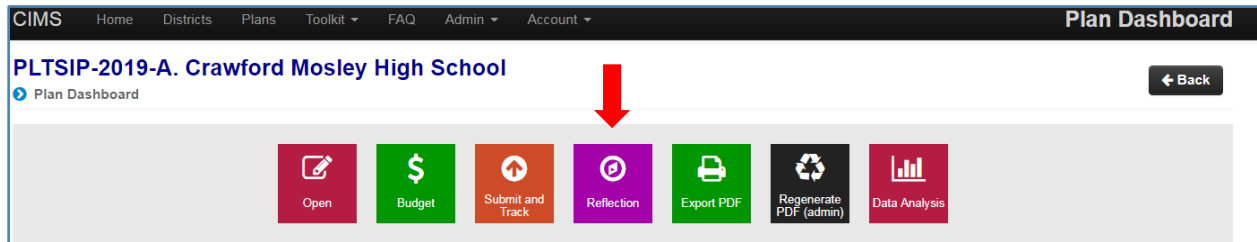
# Pilot SIP Mid-Year Reflection How-to Guide

## Introduction

The **Mid-Year Reflection** (MYR) asks a series of questions to help schools monitor and assess the progress being made in the Areas of Focus described within their School Improvement Plan (SIP). The MYR is available to schools on the plan dashboard of the School Improvement Plan.

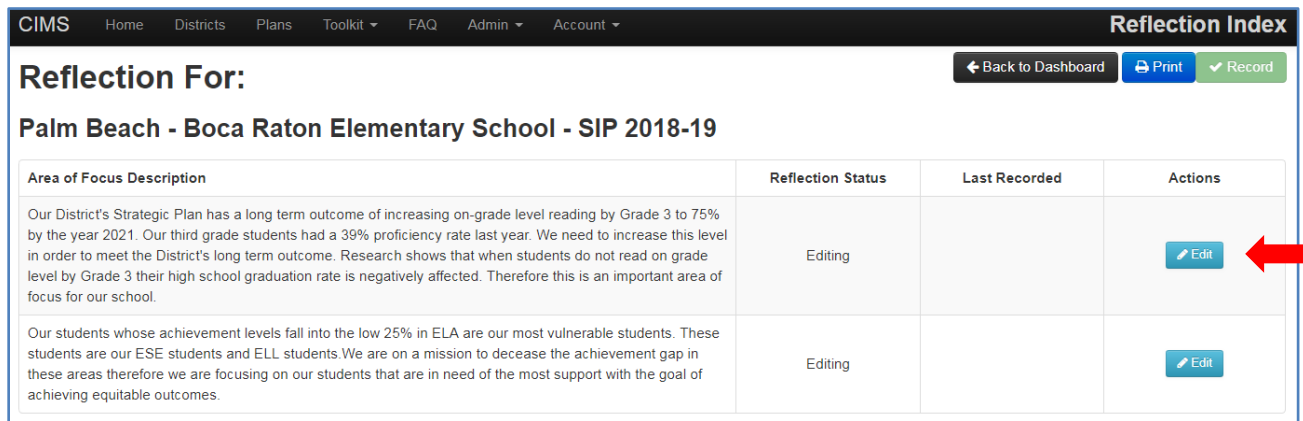
The Mid-Year Reflection is performed on the most recently edited version of your plan, and it addresses each Area of Focus described in the SIP.

The **magenta Reflection** button is only accessible in plans that have previously been reviewed, approved, and published. If the button is inaccessible (it will be grayed out), then you will need to submit your plan and await approval and publishing before you can complete the Mid-Year Reflection.



## Completing the Mid-Year Reflection

1. When you click on the **magenta Reflection** button, the Reflection Index page will show the Areas of Focus described within your SIP. Click **Edit** to complete the series of questions for each Area of Focus.



- The next screen shows that specific Area of Focus as well as its Intended Outcome. Answer the two questions shown below. Your answers to each of these questions will determine the follow up questions for each Area of Focus.

CIMS Home Districts Plans Toolkit FAQ Admin Account

## Reflection

← Back to Reflection Index

### Palm Beach - 0951 - Boca Raton Elementary School - 2018-19 SIP

For the activity identified below, reflect on the action steps and the plan to evaluate progress created in the Pilot SIP plan, and answer the following questions. Editing Complete

**Area of Focus**  
Our District's Strategic Plan has a long term outcome of increasing on-grade level reading by Grade 3 to 75% by the year 2021. Our third grade students had a 39% proficiency rate last year. We need to increase this level in order to meet the District's long term outcome. Research shows that when students do not read on grade level by Grade 3 their high school graduation rate is negatively affected. Therefore this is an important area of focus for our school.

**Intended Outcome**  
The intended outcome is that at least 56% of our Grade 3 students will meet proficiency standards and be on grade level by FY19.

Has the Intended Outcome been achieved for this Area of Focus? No

Is desired progress being made to accomplish the activity? No

- Answer the subsequent questions that appear based on your answers to the questions above.

**Area of Focus**  
Our District's Strategic Plan has a long term outcome of increasing on-grade level reading by Grade 3 to 75% by the year 2021. Our third grade students had a 39% proficiency rate last year. We need to increase this level in order to meet the District's long term outcome. Research shows that when students do not read on grade level by Grade 3 their high school graduation rate is negatively affected. Therefore this is an important area of focus for our school.

**Intended Outcome**  
The intended outcome is that at least 56% of our Grade 3 students will meet proficiency standards and be on grade level by FY19.

Has the Intended Outcome been achieved for this Area of Focus? No

Is desired progress being made to accomplish the activity? Yes

What evidence indicates that you are progressing toward the Intended Outcome?

What Action Steps must be continued, or added, to achieve the Intended Outcome?

## Mid-Year Reflection How-to Guide for Schools

- After completing the series of questions, make sure to mark each Area of Focus complete using the slider tab near the top of the screen.

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Reflection

← Back to Reflection Index

### Reflection

#### Palm Beach - 0951 - Boca Raton Elementary School - 2018-19 SIP

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Editing
Complete
←

**Area of Focus**

Our District's Strategic Plan has a long term outcome of increasing on-grade level reading by Grade 3 to 75% by the year 2021. Our third grade students had a 39% proficiency rate last year. We need to increase this level in order to meet the District's long term outcome. Research shows that when students do not read on grade level by Grade 3 their high school graduation rate is negatively affected. Therefore this is an important area of focus for our school.

**Intended Outcome**

The intended outcome is that at least 56% of our Grade 3 students will meet proficiency standards and be on grade level by FY19.

Has the Intended Outcome been achieved for this Area of Focus?  No

Is desired progress being made to accomplish the activity?  No

- Complete the steps above for each Area of Focus. When the reflection for each one has been completed, the Reflection Index page will show its status as **Complete**.

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Reflection Index

← Back to Dashboard
Print
Record

### Reflection For:

#### Palm Beach - Boca Raton Elementary School - SIP 2018-19

Area of Focus Description	Reflection Status	Last Recorded	Actions
Our District's Strategic Plan has a long term outcome of increasing on-grade level reading by Grade 3 to 75% by the year 2021. Our third grade students had a 39% proficiency rate last year. We need to increase this level in order to meet the District's long term outcome. Research shows that when students do not read on grade level by Grade 3 their high school graduation rate is negatively affected. Therefore this is an important area of focus for our school.	Complete <span style="margin-left: 10px; color: red; font-size: 24px;">←</span>		<a href="#" style="background-color: #2196f3; color: white; padding: 2px 5px;">View</a>
Our students whose achievement levels fall into the low 25% in ELA are our most vulnerable students. These students are our ESE students and ELL students. We are on a mission to decrease the achievement gap in these areas therefore we are focusing on our students that are in need of the most support with the goal of achieving equitable outcomes.	Editing		<a href="#" style="background-color: #2196f3; color: white; padding: 2px 5px;">Edit</a>

- When all of the Reflection Statuses are complete, click the green Record button to finish your Mid-Year Reflection.

The screenshot shows the 'Reflection Index' page for 'Palm Beach - Boca Raton Elementary School - SIP 2018-19'. The page includes a navigation bar with 'CIMS', 'Home', 'Districts', 'Plans', 'Toolkit', 'FAQ', 'Admin', and 'Account'. Below the navigation bar, there are three buttons: 'Back to Dashboard', 'Print', and 'Record'. A red arrow points to the 'Record' button. The main content area features a table with the following data:

Area of Focus Description	Reflection Status	Last Recorded	Actions
Our District's Strategic Plan has a long term outcome of increasing on-grade level reading by Grade 3 to 75% by the year 2021. Our third grade students had a 39% proficiency rate last year. We need to increase this level in order to meet the District's long term outcome. Research shows that when students do not read on grade level by Grade 3 their high school graduation rate is negatively affected. Therefore this is an important area of focus for our school.	Complete		<a href="#">View</a>
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- If you would like to print a copy of the MYR, click the blue Print button to download a PDF version.