

## Rubric for Assessing the Quality of School Service-Learning Leadership



**School System:**

**School:**

**Date:**

**Reviewed by:**

**School Demographics:**

**Met with:**

(#students, #teachers, ethnic diversity)

Score	Comments
<i>Infrastructure</i>	
<input type="checkbox"/> <p><b>1. School provides staff resources to administer service-learning</b>            A – No assigned staff for service-learning administration            B – Responsibility for service-learning program assigned to a specific staff member            C – Staff assigned responsibility for service-learning, trained and given authority for the program administration, and supported by several other staff members (e.g. Fellows, administration, or other teachers)            D – School-based service-learning team and/or faculty committee meets several times a year to support high quality service-learning</p>	
<input type="checkbox"/> <p><b>2. Service-learning aligned with school curriculum</b>            A – No alignment evident            B – Projects meet minimum service-learning criteria (preparation, action, reflection) and existing curricular outcomes and indicators            C – Projects meet 7 Best Practices, curricular outcomes and state standards            D – Projects meet 7 Best Practices, curricular outcomes, state standards, and support other education reform initiatives</p>	
<input type="checkbox"/> <p><b>3. School provides support and flexibility for engaging students in service-learning</b>            A – No support evident            B – Students allowed to engage in projects during normally scheduled class time            C – School allows flexibility with student schedules to carry out service-learning activities            D – School assists students to take service-learning related field trips (funds provided for projects off school property)</p>	

<i>Professional Development and Training</i>	
<input type="checkbox"/>	<p><b>1. Faculty are trained how to engage students in high quality service-learning</b></p> <p>A – No training evident</p> <p>B – Brief overview of service-learning practice and policy presented</p> <p>C – Training presented on service-learning basics (preparation, action, reflection, 7BP) and policy implications in school system</p> <p>D – Comprehensive training provided on service-learning quality standards, district policies, and the connection of service-learning to multiple disciplines and the curriculum and other education reform initiatives (e.g. attend a training or conference)</p>
<input type="checkbox"/>	<p><b>2. Staff is trained so they can support student engagement in high quality service-learning</b></p> <p>A – No training evident</p> <p>B – Brief overview of service-learning practice and policy presented</p> <p>C – Training presented on service-learning basics (preparation, action, reflection) and policy implications in school system</p> <p>D – Comprehensive training provided on service-learning quality standards, system policies, and the connection of service-learning to the curriculum and other education reform initiatives</p>
<input type="checkbox"/>	<p><b>3. Individualized training, support, and/or group training offered for administrators, teachers, new faculty/staff, or community based organizations needing additional support with service-learning</b></p> <p>A – No support evident</p> <p>B – Staff needing support receives additional materials on service-learning (e.g. handouts or website)</p> <p>C – Individuals or groups encouraged to attend existing training opportunities and given materials</p> <p>D – A training plan is developed and implemented based on the need of the individuals (e.g., one-to-one mentoring relationships)</p>
<i>Accountability (Instructional Design, School Level Support, Organization Roles and Responsibilities)</i>	
<input type="checkbox"/>	<p><b>1. Faculty and staff responsible for service-learning (administrator, building level coordinator, department chair, infused course instructors, club advisors, etc) are aware of and utilizing standards for high quality service-learning</b></p> <p>A – Service-learning standards not used</p> <p>B – Standards for service-learning made available to staff (e.g. lending library or website)</p> <p>C – All relevant staff aware of standards for high quality service-learning</p> <p>D – All staff completely aware of and utilizing standards for all service-learning</p>

<input type="checkbox"/>	<p><b>2. Service-learning implemented as specified by the system service-learning plan</b></p> <p>A – No verification process in place  B – Teachers verify classroom implementation  C – School administration monitors individual classroom implementation  D – Implementation observed and documented by school administration and verified by central office personnel</p>	
<input type="checkbox"/>	<p><b>3. The quality of service-learning projects infused into the curriculum are assessed</b></p> <p>A – No assessment evident  B – Projects are assessed by teacher to determine if they meet minimum service-learning criteria (preparation, action, reflection) and curricular requirement  C – Service-learning projects are assessed by teacher and class according to the high-quality service-learning standards (7BP) and are expected to meet all of the standards  D – Service-learning projects are assessed by a third party (e.g. school service-learning coordinator, administrator, or SIT) using a rubric (7BP) to measure high quality</p>	
<input type="checkbox"/>	<p><b>4. The quality of individual or club service-learning projects are assessed</b></p> <p>A – No assessment evident  B – Projects are assessed by educator/advisor to determine if they meet minimum service-learning criteria (preparation, action, reflection)  C – Service-learning projects are assessed by educator/advisor and student(s) according to the high-quality service-learning standards and are expected to meet all standards  D – Service-learning projects are assessed by a third party (e.g. school service-learning coordinator, administrator, or SIT) using a rubric (7BP) to measure high quality</p>	
<input type="checkbox"/>	<p><b>5. Student completion of service-learning documented</b></p> <p>A – No documentation evident  B – Service-learning documentation available to school personnel only  C – Service-learning documentation visible to students, parents, and school personnel  D – Service-learning documentation in students’ permanent record and available to all</p>	

<i>Communication</i>	
<input type="checkbox"/> <p><b>1. Communication mechanisms are established for exchange of information about service-learning between LEA service-learning coordinator and school</b>  A – No communication evident  B – An annual communication on service-learning conducted (staff meeting, handout, survey, etc.)  C – Periodic communication on service-learning conducted (2-4. times a year:) through a variety of communication mediums (staff meetings, handouts, announcements, reports, surveys, etc)  D – Service-learning practices and policies featured routinely (5 or more times each year) through a variety of communication mediums (in staff meetings, newsletters, announcements, emails, memos, reports, etc)</p>	
<input type="checkbox"/> <p><b>2. Communication mechanisms are established for exchange of information about service-learning between school service-learning coordinator/administrator and school administration, faculty, and staff</b>  A – No communication evident  B – Minimal communication on service-learning conducted (email, announcements, staff meeting, handouts, survey, etc.)  C – Periodic communication on service-learning conducted (2-4 staff meetings, monthly announcements, reports, etc.)  D – Service-learning practices and policies featured routinely (5 or more times each year) through a variety of communication mediums (staff meetings, newsletters, announcements, emails, memos, etc)</p>	
<input type="checkbox"/> <p><b>3. Communication mechanisms are established for exchange of information about service-learning between the school and students</b>  A – No communication evident  B – Service-learning policies and purposes communicated (handouts, etc.)  C – Periodic communication about service-learning (e.g. announcements and newsletters)  D – Policies clear and opportunities frequently featured through a variety of communication mediums (meetings, website, bulletin boards, emails, surveys, etc.)</p>	

<input type="checkbox"/>	<p><b>4. Communication mechanisms are established for exchange of information about service-learning between the school and parents</b></p> <p>A – No communication evident</p> <p>B – Annual communication about service-learning policy (PTA meeting, letter, handout, survey, Back-to-School Night, etc.)</p> <p>C – Periodic communication on service-learning conducted (2-4 PTA meetings, announcements, reports, report card, etc.)</p> <p>D – Service-learning opportunities and policies featured routinely (5 or more times each year) through a variety of communication mediums (school newsletters, emails, memos, etc.)</p>	
<input type="checkbox"/>	<p><b>5. Communication mechanisms are established for exchange of information about service-learning between school and community based organizations</b></p> <p>A – No communication evident</p> <p>B – An annual communication on service-learning conducted (handouts, survey, etc.)</p> <p>C – Periodic communication on service-learning conducted (2-4 times a year:) through a variety of communication mediums (meetings, newsletter, reports, etc.)</p> <p>D – Service-learning practices and policies featured routinely (5 or more times each year) through a variety of communication mediums (news articles, emails, memos, etc.)</p>	

**Scoring Rubric:**

- A score of A or B on any indicator denotes an area that the school, LEA service-learning coordinator, and MSDE staff should review.
- **A score of C or D on any indicator demonstrates proficiency for that indicator.**

**Closing Question:**

How do you think service-learning adds, detracts, or has a neutral impact on your school?