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| **TOOL** |
| **SUMMER PROGRAM REFLECTION** |
| **For information on the importance of end-of-summer reflections and how to lead an effective debriefing process,** **review** [**Summer Program Reflection**](https://www.wallacefoundation.org/knowledge-center/summer-learning/toolkit/Documents/summer-program-reflection-guidance.pdf) [**Guidance**](https://www.wallacefoundation.org/knowledge-center/documents/summer-program-reflection-guidance.pdf)**.** |

The Summer Program Reflection tool was created by Bellwether Education Partners to provide districts and cities with a semi-structured guide to reflect on a recently completed summer program and begin planning for the upcoming summer with a focus on continuous program improvement. It contains prompts for reflection (what went well, what could be improved) in a variety of categories related to program planning and management, instruction, and student outcomes. It also encourages program leaders to incorporate key data sources to inform decisions and considerations for the next summer.

**SUMMER PROGRAM REFLECTION TOOL**

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| **PROGRAM COMPONENT** | **WHAT WENT WELL?** | **WHAT COULD BE IMPROVED?** | **DATA SOURCES**(how do we know?) | **CONSIDERATIONS FOR NEXT SUMMER**(based on data) |
| ⬥ **Program Planning and Management** ⬥ |  |  |  |  |
| Program dates and times |  |  |  |  |
| Students served |  |  |  |  |
| Student recruitment/enrollment |  |  |  |  |
| Attendance rates / no shows |  |  |  |  |
| Program management / Logistics (busing, meals, supplies, etc.) |  |  |  |  |
| Site management (schedules, transitions, etc.) |  |  |  |  |
| Management/selection of enrichment providers |  |  |  |  |
| ⬥ **Instruction** ⬥ |  |  |  |  |
| Instructional goals and curricular alignment (ELA & math) |  |  |  |  |
| Staffing / hiring |  |  |  |  |
| Professional development |  |  |  |  |
| Instructional quality |  |  |  |  |
| Enrichment quality |  |  |  |  |
| Connection between school year and summer |  |  |  |  |
| ⬥ **Systems and Partners** ⬥ |  |  |  |  |
| Progress made toward fuller integration of summer programs into district strategies and operations |  |  |  |  |
| Collaboration and partnerships with community-based partners |  |  |  |  |
| **MEASURABLE OUTCOMES** | **KEY FINDINGS FROM DATA COLLECTED** | **DATA SOURCES**(how do we know?) | **CONSIDERATIONS FOR NEXT SUMMER**(based on data) |
| Student Behavior |  |  |  |
| ELA |  |  |  |
| Math |  |  |  |
| Social-emotional learning |  |  |  |
| Student / family satisfaction |  |  |  |
| Teacher / staff satisfaction |  |  |  |
| District-specific performance area (i.e., special education, facilities, etc.) |  |  |  |