

Systems Review Checklist

If you haven't organized your systems (after doing the comprehensive inventory exercise) or you simply need to review your list, the following rubric is an easy-to-use tool that can help you gain a clear understanding of which systems are solid, which need minor changes, which need major work, and which are systems in name only—that is, you've named the system but have not begun work on it. If a system listed here is not applicable to your school, simply cross it out. Add other necessary systems in the spaces provided at the end of the checklist. Look back to the systems list example on page 34 for more details.

System	System Solid and Embedded	Minor Changes or Additions Necessary	Major Work Necessary	System in Name Only
Academic core				
Antiracism initiatives				
Assembly procedures				
Assessments				
Athletics and extracurriculars				
Cafeteria procedures				
Classroom management				
Closing-day awards program				
Closing-of-school procedures				
Communication system				
Community outreach and engagement				
Data collection process and data-driven conversations				
Dual language program				
English learner placement and program				
Facilities				
Finances and budget				
High-ability placement process and requests for removal from program				
Highly effective teacher process for opportunities to strengthen the school				
Induction of new students to the building <i>during the year</i>				
Interviewing, hiring, and induction program for new teachers				
Noncertified personnel system for success				
Opening days with teachers				
Opening-of-school procedures				
Parent-teacher night (open house)				

REPRODUCIBLE

System	System Solid and Embedded	Minor Changes or Additions Necessary	Major Work Necessary	System in Name Only
Parent-teacher organization				
Parent-teacher or student-led conferencing				
PreK system and day care relationships				
Schedules (all)				
School safety and security				
Schoolwide behavior model				
Six meetings of leadership (see chapter 5, page 83)				
Social-emotional system for staff well-being				
Social-emotional system for student well-being				
Social media expectations of staff				
Special education procedures (including Section 504)				
Staff personal- and sick-day procedures				
Strategic scheduling for students and staff				
Student transfer requests				
Substitute teachers				
Teacher-improvement plan process				
Teacher observations and evaluation conversations				
Technology initiatives and virtual learning				
Transitions <i>from</i> elementary school and transitions to high school				