
The Leader in Me™

Path to Lighthouse Self-Evaluation Checklist

I - Lighthouse Team

Level 1: Engage – Establish a Team that will lead *The Leader in Me* Initiative

- Participate in Lighthouse Team Training
- Draft a three year school wide Implementation Plan and a one year timeline
- Establish year one roles and goals for each member
- Ensure that all staff members are set up to access the *Teacher's Lounge* area of www.TheLeaderinMe.org
- Coordinate a review and exploration of *The Teacher's Lounge* web site twice during the school year
- Provide a written overview of the leadership initiative to parents and community

Level 2: Embrace - Focus action on leadership initiative

- Identify top schoolwide leadership goals
- Communicate goals to staff and parents
- Display goals and track progress in public areas of the school and on *The Leader in Me* web site
- Based on identified goals, establish year two roles for each member
- Sponsor a Student Lighthouse Team
- Orient and train new staff in the 7 Habits and *The Leader in Me* process
- Offer 7 Habits training for parents and community

Level 3: Enhance - Ensure leadership is at the forefront of all building initiatives

- Put processes in place that ensure leadership is successfully at the forefront of all building initiatives
- Put a system in place for ongoing training of students, staff, and parents
- Collect evidence of staff, student, family, and community engagement in the leadership initiative
- Put process in place for continuous community involvement such as sponsorships, service projects, learning opportunities, volunteering, partnerships, and press coverage
- Develop ideas and strategies that sustain the momentum of your leadership culture

2 – Leadership Environment

Level 1: Engage – Clearly demonstrate the establishment of the leadership initiative

- Marquee language communicates *The Leader in Me* initiative
- Incorporate *The Leader in Me* into the school website
- Capture school mission statement in a child-friendly phrase and publicly display
- Establish classroom mission statements incorporating student input; display inside and outside classrooms
- Establish “Codes of Cooperation” or “Social Contracts” incorporating student input; display in classrooms
- Post the 7 Habits, leadership quotes, and other leadership displays throughout the school

Level 2: Embrace - Infuse leadership into the school environment

- Display throughout the school student projects that explicitly use leadership language
- Display leadership tools in the teacher’s lounge or other common area
- Model use of leadership tools during staff meetings
- Display leadership tools in classrooms and incorporate into lessons
- Establish classroom goals
- Display classroom scoreboards that reflect progress toward classroom goals
- Assign the Student Lighthouse Team to create a leadership display

Level 3: Enhance – Make leadership an integral part of the school environment

- Use music, art, and technology to reinforce individual worth and leadership principles
- Involve student leaders in designing and maintaining the school’s exterior
- Enhance hallways, common areas, and restrooms in ways that instill pride and promote proactive care
- Display scoreboards and use them consistently to track progress against schoolwide goals
- Develop unique applications of the Leadership Environment for your school

3 – Integrated Curriculum and Instruction

Level 1: Engage – Weave the language of the 7 Habits into curriculum and instruction

- Refer to concepts from the 7 Habits appropriately during lessons
- Introduce leadership principles using *The Leader in Me Activity Guides*
- Use lesson ideas from *The Leader in Me* web site as a resource for classroom teachers
- Use literature to teach and reinforce the 7 Habits
- Display and share lesson objectives with students
- Weave the 7 Habits into curriculum using ideas from The Annotated Teacher Edition of *The Leader in Me Activity Guide*
- Ensure adults model use of 7 Habits language in classrooms, art, physical education, music, lunch area, library, office, buses
- Use the 7 Habits language on administrative forms and when setting behavioral expectations with students

Level 2: Embrace - Integrate leadership into all curriculum and instruction

- Use leadership tools and concepts in classroom lessons, to resolve issues, in decision making, and to facilitate staff meetings
- Employ students to use the “Teach to Learn” technique to familiarize new students with the 7 Habits
- Use the 7 Habits language ubiquitously throughout the school
- Allow staff opportunities to share instructional strategies
- Identify and review academic standards and natural places to infuse leadership concepts and skills
- Share lesson ideas on the Teacher’s Lounge at www.TheLeaderInMe.org

Level 3: Enhance – Ensure leadership is a pervasive element in curriculum and instruction

- Contribute curriculum and instruction ideas, pictures, and/or videos to www.TheLeaderInMe.org
- Use classroom projects/assignments to reflect a mature understanding of the 7 Habits content
- Empower all staff to teach leadership, e.g., bus drivers, cafeteria staff, teachers, administrators, custodians, paraprofessionals, etc.

4 – Staff Collaboration

Level 1: Engage – Mentor and model the 7 Habits

- Establish processes for mentoring and modeling the leadership principles with new staff members
- Build team structures that allow the entire staff (teaching and nonteaching) to collaborate in building a culture of leadership
- Support one another in creating and implementing plans for classrooms or other areas of responsibility
- Spend time during staff meetings to share best practices for integrating the 7 Habits into curriculum
- Invite all staff members to be involved in the school's leadership efforts
- Model 7 Habits language in staff meetings, newsletters, and hallway communication
- Assign mentors to new staff to assist in becoming familiar with and creating an implementation plan for their classroom or area of responsibility

Level 2: Embrace - Work together to build a culture of leadership throughout the school

- Involve all staff members (teaching and nonteaching) on Action Teams
- Share leadership lesson plans among teachers that are based on 7 Habits, leadership principles, and/or leadership tools
- Embed the 7 Habits into the curriculum for new staff and existing staff through collaboration and staff mentoring
- Schedule times for classroom teachers to work together and with non-teaching staff on leadership initiatives
- Establish routines for revisiting the 7 Habits in team, staff, and parent meetings
- Allocate time during staff meetings to share how living the 7 Habits has made a personal and professional impact
- Share lesson ideas, pictures, and/or videos on www.TheLeaderInMe.org
- Continuously engage new staff in *The Leader in Me* process

Level 3: Enhance - A collaborative environment has been institutionalized

- Help each staff member to make a distinctive contribution to your leadership culture.
- Ensure that 90% or more of staff members have been through *The Leader in Me* Process
- Establish “Sharpen the Saw” activities for staff to enjoy together

5 – Student Leadership

Level 1: Engage – Provide students with meaningful leadership roles and responsibilities

- Establish classroom and schoolwide leadership roles and responsibilities that include student ideas
- Teach good manners and respect for others and demonstrate this behavior in the hallways, cafeteria, and on the bus
- Encourage students to assist in keeping a clean environment
- Celebrate as students learn each of the habits; involve students in the planning of celebrations
- Provide students with opportunities to be the resident experts in areas of interest to them

Level 2: Embrace – Make student ideas an integral part of running the school

- Establish schoolwide leadership roles for which students must apply and interview
- Coordinate mentoring among students
- Allow students to plan schoolwide activities that support the leadership theme
- Give students regular opportunities to provide input on ideas to improve the school
- Initiate “Children’s Chats” with the principal and rotating student participants
- Make opportunities and training available for students interested in public speaking

Level 3: Enhance – Provide abundant student leadership opportunities

- Support students in designing and leading schoolwide initiatives and projects, including celebrations
- Ensure that 100% of students have an opportunity to participate in a leadership role
- Give students responsibility for leading community-service projects
- Actively involve a Student Lighthouse Team in the schoolwide work and mentoring with the Staff Lighthouse Team

6 – Parent & Community Engagement

Level 1: Engage – Help Parents & Community to understand the 7 Habits language and value of a leadership model

- Introduce parents to *The Leader in Me* through correspondence that includes a 7 Habits overview and an introduction to *The Leader in Me Activity Guides*
- Send parents a list of recommended books that reinforce the 7 Habits
- Inform parents of the resources in the online Parents' area of www.theleaderinme.org
- Provide parents with a helpful "7 Habits at Home" handout
- Develop an informational handout for parents, visitors, and community explaining *The Leader in Me* initiative at your school
- Use 7 Habits language at parent meetings and in parent and community communication

Level 2: Embrace – Involve parents and families in active support of the leadership model

- Offer an informational Parent Night; involve students in the planning and delivery
- Establish a strong parent and community education and engagement process
- Support parent/PTO ideas that further the leadership efforts
- Put a process in place for parents to contribute ideas about your school's leadership culture
- Establish a system for revisiting the 7 Habits in parent meetings
- Conduct an annual Parent & Community Night to update families and members of the community about the leadership model

Level 3: Enhance – Expand the influence of the school's leadership model to the inspire families and the community

- Encourage parent volunteers to serve as a lighthouse for parent groups in other schools
- Support parents/PTO in leading activities that enhance the leadership theme
- Invite community members to attend Leadership Days and actively engage them with the leadership initiative

7 – Leadership Events

Level 1: Engage – Make leadership an obvious part of class, school, and family events

- Hold a beginning of the year assembly to generate excitement about the school's leadership culture
- Create a 7 Habits motto or song
- Highlight examples of leadership during announcements and assemblies
- Host a parent night to introduce families to the leadership model
- Post pictures of leadership events in the front office.
- Create opportunities for students to speak in classrooms

Level 2: Embrace - Provide opportunities for students to share their accomplishments with others

- Invite parents/community leaders to the school to share leadership insights and experiences with students
- Invite staff and parents attend Leadership Days at other schools
- Allow students to greet visitors and give schoolwide tours
- Put a process in place to recognize extraordinary leadership in students, staff, families, or community leaders
- Hold celebrations to recognize attainment of individual, classroom, or school goals

Level 3: Enhance – Inspire families, community members and other educators by sharing your leadership culture

- Ensure that students play an integral role in the planning and execution of Leadership Day
- Invite parents, business partners, and educators from other schools to a Leadership Day
- Establish a “shine the light” group of staff and parents to mentor and share leadership principles with other schools

8 – Goal Tracking

Level 1: Engage – Make goal setting a part of every classroom

- Follow a weekly personal planning process and model the process for students
- Introduce leadership tools to students and incorporate them in lessons
- Establish classroom goals and use scoreboards to track progress
- Teach students to set personal and academic goals each grading period
- Celebrate the attainment of goals by students, staff and classrooms

Level 2: Embrace – Set and track individual, class, and schoolwide goals

- View sample Leadership Notebook pages on *The Leader in Me* website
- Choose or adapt Leadership Notebook pages for classroom use
- Introduce students to Leadership Notebooks
- Use Leadership Notebooks or other planning tools among the staff to track and set professional goals; model for students
- Assist new staff in becoming familiar with and implementing leadership tools in the classroom
- Use scoreboards consistently to track progress of schoolwide goals

Level 3: Enhance – Use data to achieve goals and guide future action

- Ensure that schoolwide leadership goals are established and displayed publicly and that results are tracked and analyzed.
- Involve 100% of students in using Leadership Notebooks for a minimum of six months
- Help 100% of students to participate in student-led conferences

9 – Measurable Results

Level 1: Engage – Establish a data collection process

- Choose up to three key indicators and measure baseline performance on each prior to implementation of *The Leader in Me*
- Establish processes for regularly collecting data on your three key indicators
- Display baseline data, goals, and results near the front entrance of the school
- Develop a mentoring program for current staff to assist new staff in measuring and recording classroom data
- Put a procedure in place to measure data collected around classroom goals
- Celebrate the attainment of goals

Level 2: Embrace – Track school improvement with data

- Gather anecdotal evidence and success stories; share with local newspaper
- Have students assist in measuring and recording classroom data
- Use Leadership Notebooks to measure and record individual data
- Recognize individual student improvement
- Ensure that students, staff, and parents are able to explain the data display near the front entrance; revise if necessary to make intuitive
- Help students learn to articulate how measuring and recording data assists in the attainment of goals

Level 3: Enhance – Document ongoing school transformation

- Track schoolwide leadership goals and show measurable improvement
- Document how student leadership skills and 7 Habits knowledge is contributing to the attainment of schoolwide leadership goals
- Encourage parents to share positive anecdotal examples of the leadership initiative and its impact; collect and display these stories