APPENDIX V – 61

PRINCIPAL CADRE

PBIS

PRINCIPAL CADRE: PBIS

- Use multiple measures to evaluate and action plan Tier 1 PBIS implementation

- **Practice administering a "mini" SET (School**-Wide Evaluation Tool)

- Review the TIC (Team Implementation Checklist) which is due Dec. 9th (?)

- At the conclusion, develop potential Agenda items to cover during your next Principal Cadre

WHY MORE ASSESSMENTS?

- Triangulating from multiple data sources increases validity

- Different assessment types
    - SAS = Staff Perception (All Tiers)
    - TIC = PBIS Leadership Team perception (Tier 1)
    - SET (Walkthrough Tool) = Evidence/Artifact (Tier 1)

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WHY MORE ASSESSMENTS?

The real value of these assessments lies in how we work within the context of our leadership/PBIS teams to use the results to implement new or revised practices.

MINI-SET
(SCHOOL-WIDE EVALUATION TOOL)

- Spring 2017 each school will conduct a "mini" SET Walkthrough Tool with their directors .

- At the next Principal Cadre – Teams will practice using the tool to familiarize and backwards plan.

SCHOOL-WIDE EVALUATION TOOL

What is the SET??

- The School-Wide Evaluation Tool (SET)
  - External evaluation of critical features
  - Aligns with the TIC (leadership team)
  - Used by some states as an evaluation tool
  - Compare year to year

SCHOOL-WIDE EVALUATION TOOL

What is the SET??

- ## Outside evaluator conducts:
  - Administrator, Staff, and Student Interviews
  - Product/artifact review

- ## Evaluates
  - Expectations Defined
  - Expectations Taught
  - Reward System
  - Violation System
  - Decision Making
  - Management
  - District Support

MINI-SET WALKTHROUGH

- Teams will walkthrough (as a group) using the observation tool, review findings, and…
  - Discuss and Identify strengths and problems of practice
  - Ask key questions
  - Share effective practices from other sites
  - Share/reflect on artifacts and processes at each site
  - Develop an action plan
  - Help prepare for Spring assessment

WALKTHROUGH TOOL

WALKTHROUGH TOOL

On-Site PBIS Walkthrough Tool

Purpose: This tool is meant for use as a quick glance when visiting a school to see if school-wide PBIS is evident. A walkthrough is completed by a PBIS Coach, District Coordinator, or local ESC representative to provide feedback to the campus/district PBIS team and administration.

Observer: _____   **Date:** _____

School: _____   **District:** _____

School Expectations

Name of school-wide expectations: _____

_____   _____   _____

_____   _____   _____

Name of acknowledgement system: _____

Visibility

Indicate where Expectation Posters/Matrices are visible:

□ Hallways   □ Main Office   □ Classrooms (#: ___/___)   □ Cafeteria   □ Library/ Media Center

□ Gym/Playground   □ Computer Lab   □ Restrooms   □ Other: _____

Principal

1. Do you collect and summarize office discipline referral information? □ Yes   □ No
   What data do you collect? _____

2. What do you do with the office discipline referral information? _____
   a. Who looks at the data? _____
   b. How often do you share it with other staff? _____

3. What type of problems do you expect teachers to refer to the office rather than handling in the classroom/specific setting?

4. Has the team taught the school-wide program with staff this year? □ Yes   □ No
   a. If yes, has the team reviewed it with the staff periodically during the year? □ Yes □ No
   (after breaks, start of new semester, or when data indicated school-wide issues, etc.)

5. How often does the PBIS team meet? _____

6. Does the team provide updates to faculty on activities & data summaries? □ Yes □ No
   a. If yes, has the team reviewed it with the staff periodically?
   How often? _____ What method? _____

7. Do you survey your staff/students/parents on school safety/climate? □ Yes □ No
   a. If yes, do you share the results with all who were surveyed? □ Yes □ No

- Administrator interview and campus walkthrough
  - School Expectations
  - Visibility
  - Principal (Decision making/management)

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WALKTHROUGH TOOL
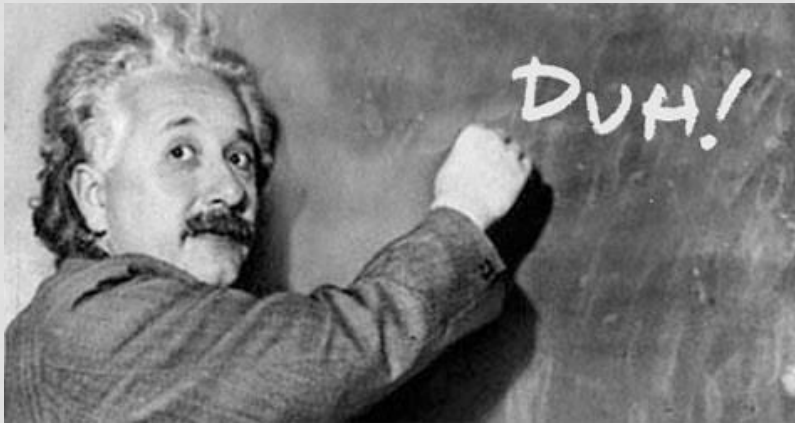
- Staff and student interviews
  - Any staff member
  - Can include PBIS Team members but must include minimum 5 staff NOT on the team
- Try to use the school rules slogan or name whenever possible
  - "Have you taught the ROAR expectations to students this year?"
  - "Have you received any Dragon tickets since October?"
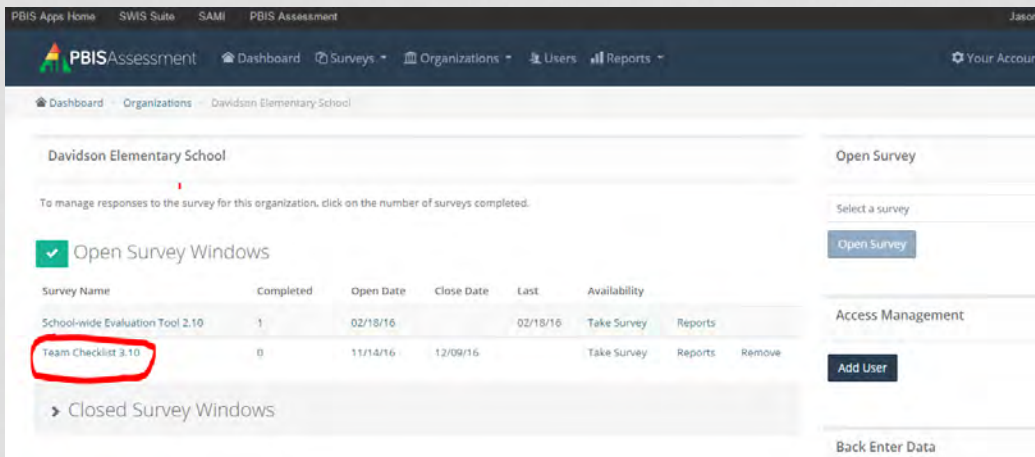
WHAT DID I MISS?

TEAM IMPLEMENTATION CHECKLIST

- Online Survey through PBISapps.org (same process/site as SAS)
- PBIS team (sans Principal)
- Dec 9th

TEAM IMPLEMENTATION CHECKLIST

How to access Team Implementation Checklist

1. Assemble your team and go to www.pbisapps.org.
2. Locate the **black bar** on the top. Scan to the **right** to see "PBIS Applications Login."
3. If you've created a password, enter your district email as your user ID and enter the password you created already.
   a. If you haven't created a password, click "Forgot Password." Follow those directions to reset your password.
   b. If you haven't created a password, and the system can't find your email, contact Veronica Castro Vega.
4. Once you've logged in, locate the **black bar** at the top of the screen again. This time, scan left to see **PBIS Assessment.**
5. You should see your school, and a menu item that says "Open Survey Windows" in the main body of the page. Click "Open Survey Windows."
6. Now click "Team Implementation Checklist 3.10."
7. On the right, you'll see a blue link that says "Take Survey." Click "Take Survey."
8. Click on the date that you took the survey (usually today's date).
9. Respond to the questions
   a. Achieved means that the item is unquestionably in place.
   b. "In Progress" means that your site team has members actively addressing the item.
   c. "Not Started" <u>does not</u> mean that your team is unaware of the item. "Not Started" means that your site team hasn't started this project yet.
10. When you are done, click Submit. Contact Veronica Castro Vega to close your survey

How to read PBIS Data

One the left, you'll see a column called "Report Options." On the right, you'll see the reports.

1. Surveys—Most schools will now have both the SAS and the TIC available.
2. Select Report—When you select a new report, click the "Generate" button below. You'll see that the different reports are tabbed, allowing you to toggle between them. The SAS gives you 4 ways to look at your PBIS implementation:
   i. Total Score (Tri-color bars and tables)
   ii. Subscale (Multi-colored bar graphs and a table. 80% is considered "good," but in all things, a growth mindset is key--<u>wherever you're at is exactly where you're supposed to be.</u>
   iii. Items (Be sure to click the Activate Report Highlights button before generating the report!)
   iv. Download (An Excel File of the raw data—For the true data hounds...)
3. From—When your school has more than one year of data, you can compare and look for trends. Right now, most schools have just one year.
4. Below the Generate button, you also have options to download reports into Excel or as a PDF. The PDFs are helpful for sharing data with staff via email.

- Instructions to access the survey

TEAM IMPLEMENTATION CHECKLIST

- Paper Copy of the Team Implementation Checklist for review

CADRE MTG – FACILITATION IDEAS

- Discussion about potential agenda items and/or process for your meeting.

- Share out