

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)



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

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

- Do you collect and summarize office discipline referral information? Yes No
 What data do you collect? _____
- 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? _____
- What type of problems do you expect teachers to refer to the office rather than handling in the classroom/specific setting?
- 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.)
- How often does the PBIS team meet? _____
- 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? _____
- 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

Staff

Staff Questions: <small>(Interview 10% to at least 3 staff members)</small>					
	What are the school-wide expectations/rules? (Record # of known)	Have you taught the school expectations to students this year?	Have you given out any since (2 mos.) ?	Have you seen the school's discipline data this year?	Do you feel safe at school?
1		Y N	Y N	Y N	Y N
2		Y N	Y N	Y N	Y N
3		Y N	Y N	Y N	Y N
4		Y N	Y N	Y N	Y N
5		Y N	Y N	Y N	Y N
6		Y N	Y N	Y N	Y N
7		Y N	Y N	Y N	Y N
8		Y N	Y N	Y N	Y N
9		Y N	Y N	Y N	Y N
10		Y N	Y N	Y N	Y N

Students

Student Questions <small>(Interview at least 10 students)</small>			
	What are the school-wide expectations/rules? (Record # of known rules)	Have you received any since (2 mos.) ?	Do you feel safe at school?
1		Y N	Y N
2		Y N	Y N
3		Y N	Y N
4		Y N	Y N
5		Y N	Y N
6		Y N	Y N
7		Y N	Y N
8		Y N	Y N
9		Y N	Y N
10		Y N	Y N

Adapted from:
 a) Texas Behavior Support Network
 b) Florida's PBS On-Site PBS: RSB Walkthrough Tool
 c) School-wide Evaluation Tool version 2.1, June 2005
 d) SWPBS: Treadability Inventory Walkthrough Tool: Interview and Observation Form

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)

WALKTHROUGH TOOL

• Staff and student interviews

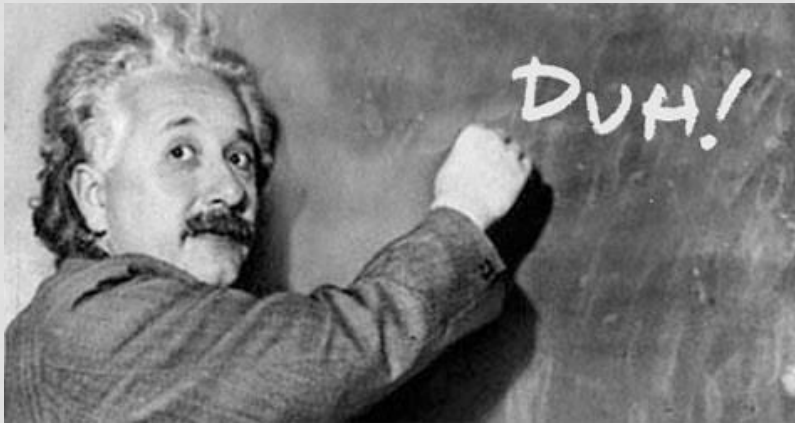
- Any staff member
- Can include PBIS Team members but must include minimum 5 staff NOT on the team
- Try to use the school rules slogan or name whenever possible
 - “Have you taught the ROAR expectations to students this year?”
 - “Have you received any Dragon tickets since October?”

Staff					
Staff Questions: <small>(Interview 50% or at least 3 staff members)</small>					
	What are the school-wide expectations/rules? (Record # of known)	Have you taught the school expectations to students this year?	Have you given out any since (2 mos.) ?	Have you seen the school's discipline acts this year?	Do you feel safe at school?
1		Y N	Y N	Y N	Y N
2		Y N	Y N	Y N	Y N
3		Y N	Y N	Y N	Y N
4		Y N	Y N	Y N	Y N
5		Y N	Y N	Y N	Y N
6		Y N	Y N	Y N	Y N
7		Y N	Y N	Y N	Y N
8		Y N	Y N	Y N	Y N
9		Y N	Y N	Y N	Y N
10		Y N	Y N	Y N	Y N

Students			
Student Questions <small>(Interview at least 10 students)</small>			
	What are the school-wide expectations/rules? (Record # of known rules)	Have you received any since (2 mos.) ?	Do you feel safe at school?
1		Y N	Y N
2		Y N	Y N
3		Y N	Y N
4		Y N	Y N
5		Y N	Y N
6		Y N	Y N
7		Y N	Y N
8		Y N	Y N
9		Y N	Y N
10		Y N	Y N

Adapted from:
 a) Texas Behavior Support Network
 b) Florida's PBS On-Site PBS: RSB Walkthrough Tool
 c) School-wide Evaluation Tool version 2.1, June 2005
 d) PBS: Treadability Inventory Walkthrough Tool, Interview and Observation Form

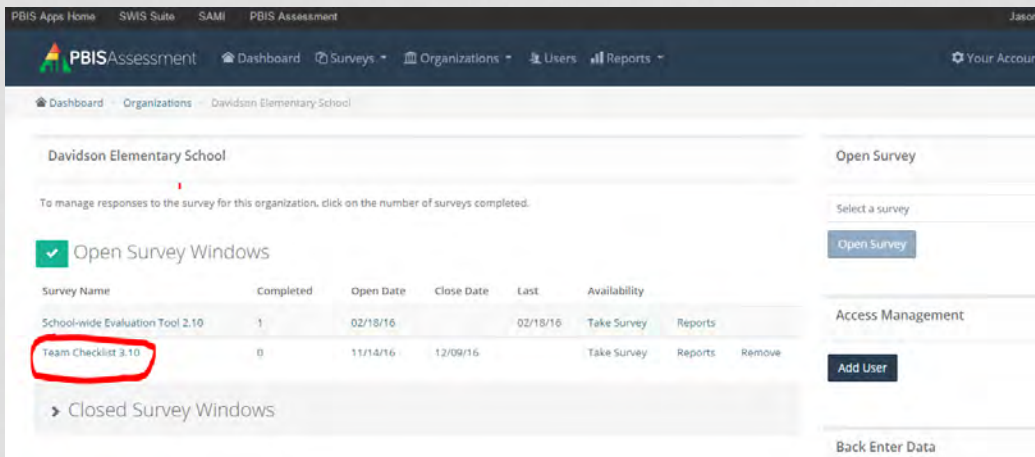
WHAT DID I MISS?



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" does not 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

On 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—wherever you're at is exactly where you're supposed to be.
 - 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

PBIS Team Implementation Checklist (TIC 3.1)

This checklist is designed to be completed by the PBIS Team once a quarter to monitor activities for implementation of PBIS in a school. The team should complete the Action Plan at the same time to track items that are In Progress or Not Yet Started items.

School: _____ Coach: _____ Date of Report: _____

District: _____ County: _____ State: _____

Person Completing Report: _____

PBIS Team Members: _____

Complete & submit to coach quarterly.				
Status: A = Achieved, I = In Progress, N = Not Yet Started				
Date: _____				
ESTABLISH COMMITMENT				
1. Administrator's Support & Active Involvement • Admin attends PBIS meetings 80% of time • Admin defines social behavior as one of the top three goals for the school • Admin actively participates in PBIS training	Status:			
2. Faculty/Staff Support • 80% of faculty document support that school climate discipline is one of top three school improvement goals • Admin/faculty commit to PBIS for at least 3 years	Status:			
ESTABLISH & MAINTAIN TEAM				
3. Team Established (Representative) • Includes grade level teachers, specialists, paraprofessionals, parents, special educators, counselors. • Team has established clear mission/purpose	Status:			
4. Team has regular meeting schedule, effective operating procedures • Agenda and meeting minutes are used • Team decisions are identified, and action plan developed	Status:			
5. Audit is completed for efficient integration of team with other teams/initiatives addressing behavior support • Team has completed the "Working Smarter" matrix.	Status:			

Complete quarterly with your PBIS Coach

Team Implementation Checklist, Version 2.1, June, 2014
Sugai, G., Horner, R., Lova-Falmer, T., & Roserme Dickey, C.
Adapted from Sugai, Horner, Lova-Falmer, 2001
Educational and Community Support, University of Oregon

- 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