

APPENDIX VI – 8

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Scope of Work

Purpose Statement: Fredric H. Jones and Associates, Inc. will provide classroom management workshops and materials to the staff of Tucson Unified School District in order to train teachers, administrators and other certified staff members in the Tools for Teaching program.

Scope of Work: The following plan is envisioned over a five year period and described yearly. The end result will be to have all TUSD teachers and administrators trained in Tools for Teaching and using those skills on a daily basis. This plan will also be used as a model for continued training beyond the five year time frame for all new TUSD hires.

In addition to teacher training, Tools for Teaching offers parent training in the same core skills to be offered in a group setting and lead by a staff member trained as a Tools for Teaching Coach. This training may fulfill Desegregation and the Unitary Status Plan, Family Engagement requirements. The Tools for Teaching Parent Edition Videos are available in English and Spanish as well as the support materials.

Annually, TUSD will also offer three days of Tools for Teaching training at the end of June for all interested staff members (with a limit of 175) while reserving an addition 50 spaces for out of district teachers. The out of district teachers will register directly with Fredric H. Jones and Associates and their fees will offset the usual training fees of Patrick Jones - providing a discount to TUSD.

Year One (2016-17 school year):

1. Create a team of Tools for Teaching Coaches comprised of approximately 25 district employed Mentor Teachers. They will complete three days of training with our consultant, Patrick Jones, throughout the school year. In addition, they will meet regularly in small groups of 4-6 to complete the Tools for Teaching Study Group Activity Guide and the Video Toolbox (SGAG Training). At the completion of the SGAG Training these newly minted Tools for Teaching Coaches will each facilitate their own SGAG Training with volunteers from the pool of Identified Teachers.

Tools for Teaching Coach training schedule:

- Dec. 2, 2016 - Day one of three Tools for Teaching training sessions with Mr. Jones focusing chapters 1-10 of *Tools for Teaching*.
- Dec. 3, 2016 - Jan. 22, 2017 - Coaches will meet five times to complete the first five meetings outlined in the *Tools for Teaching*

Study Group Activity Guide (organizational meeting plus meetings 1-4).

- Jan. 23, 2017 - Day two of three Tools for Teaching training sessions with Mr. Jones focusing chapters 11-17 of *Tools for Teaching*.
 - Jan. 24, 2017 - March 1, 2017 - Coaches will meet four times to complete meetings 5-8 outlined in the *Tools for Teaching Study Group Activity Guide*.
 - March 2, 2017 - Day three of three Tools for Teaching training sessions with Mr. Jones focusing chapters 18-26 of *Tools for Teaching*.
 - March 3, 2017 - April 15, 2017 - Coaches will meet four times to complete meetings 9-12 outlined in the *Tools for Teaching Study Group Activity Guide* and finish their training.
 - April 15, 2017 - end of school year - Coaches will each facilitate their own SGAG trainings with *volunteers* from the pool of Identified Teachers that have already been through a one-day training with Patrick Jones.
2. Provide Tools for Teaching training with Patrick Jones for approximately 200 teachers identified by TUSD as deficient in classroom management.

Identified Teacher training schedule:

- Dec. 2, 2016 - One day of training for 100 of the identified teachers to coincide with the first day of Mentor Teacher/Coach training.
- March 1, 2017 - One day of training for a second group of 100 identified teachers focusing on the prevention and remediation of classroom disruptions.
- April 15, 2017 - end of school year - Identified Teacher *volunteers* will complete the SGAG training with the Tools for Teaching Coaches.

3. Provide Tools for Teaching training with Patrick Jones for TUSD administrators

Administrator training schedule:

- Dec. 3, 2016 - One day of training focusing on the prevention and remediation of classroom disruptions and, most importantly, the administrators' role in driving program success. Approximately 150 participants
- June 5-7, 2017 - Three days of Tools for Teaching training spanning the entire program of Discipline, Instruction, and Motivation. Approximately 100 participants
- All participating administrators are required to have a copy of "The Process of Growth and Change" by Dr. Fredric Jones. This is a free

document available at www.fredjones.com. TUSD is responsible for downloading, printing and distributing all copies.

4. Provide Tools for Teaching training with Patrick Jones for TUSD teachers

Teacher training schedule:

- June 19-21, 2017 - Three days of Tools for Teaching training spanning the entire program of Discipline, Instruction, and Motivation. Approximately 175 participants, including teachers that will be identified as our next group of coaches (“aces”). Also, an additional 50 spots will be reserved for out of district teachers that will register directly with Fredric H. Jones and Associates, Inc.
5. Provide *Tools for Teaching Parent Edition* training for parents as part of Desegregation and the Unitary Status Plan, Family Engagement program.
 - The success of this program has been in offering it at school sites so that parents do not have to travel far. There are 10 one-hour sessions. Coaches or administrators can easily facilitate the sessions using the Facilitator’s Handbook. Parent handouts for parents in English and Spanish are also available for each of the 10 sessions.
 - The Facilitator’s Handbook and parent handouts for the *Tools for Teaching Parent Edition* videos are free documents available at www.fredjones.com. TUSD is responsible for downloading, printing and distributing all copies.
 6. It will be an important component of assessment and evaluation for school sites to keep records of office referrals as a base-line for use before and after training. This will be particularly needed for the identified teachers.

Year One Summary:

At the end of Year One, TUSD will have trained 25 mentor level teachers as Tools for Teaching Coaches. These Coaches will have taught their first full program using the SGAG Training with volunteers from the pool of Identified Teachers that participated in the December 2, 2016 session with Patrick Jones. The end of Year One will also produce Administrators, Veteran Teachers and “Identified Teachers” that have been through one or three days of training with Patrick Jones. Select school sites will have offered the Parent Edition series.

Year Two (2017-18 school year):

1. Tools for Teaching Coaches will train New Teachers, Identified Teachers, and new School Site Coaches throughout the school year. In order to reach capacity efficiently, district level coaches (non-classroom teachers) will be training two groups simultaneously. For example, one Coach may be facilitating a Study Group of Identified Teachers that meets on Tuesdays, and a Study Group of School Site Coaches on Thursdays.

Tools for Teaching Workshop Options

Fred Jones Tools for Teaching is based on 44 years of research and training in classrooms across the country. Patrick Jones, co-author of the book, will share with you the techniques of highly successful teachers – the “naturals” – who make success in the classroom look easy.

Classroom management must integrate discipline, instruction, and motivation to be successful. During a **one-day workshop**, the emphasis is on Discipline and Instruction. Since these two pieces are so closely intertwined we divide the day into two themes that address both discipline and instruction – “prevention” and “remediation.” You will look at classroom dynamics that inadvertently shape helpless behavior while generating more disruptions than the teacher can possibly handle. Mr. Jones will introduce a method of teaching students to be independent learners that is both practical and effective. These methods increase learning time and mastery.

You will also learn procedures that are low-key, reduce teacher stress, protect students, and most importantly, self-eliminate. Negative techniques such as put downs and humiliation are replaced with strategies which create a positive classroom environment. The staff will actively participate in specific exercises that will help them achieve these goals.

If you are able to have a **two-day workshop** you will be able to go into more depth with each of the individual topics above.

The first day would be spent on Instruction and the Discipline - emphasizing “Say, See, Do” teaching, working the crowd, and Meaning Business through body language. The second day would continue with Discipline and introduce Motivation through Responsibility Training.

Our **three-day workshop** will allow us to get into more detail and expand on the topics of the two-day workshop – Discipline, Instruction, and Motivation

Whether having one, two or three days of training, we do not leave you hanging in the wind. The free Study Group Activity Guide on our website divides the book, *Fred Jones Tools for Teaching* into 12 forty-five minute sessions. We encourage you to review, maintain, and add to what you have learned by using the guide. It gives you all the prompts to recreate every exercise in the workshop and to expand upon it through discussion as you experience it in your classrooms.

We also have available the Video Toolbox giving you a front row seat at one of Dr. Fred Jones’ workshops explaining and modeling the program. The Video Toolbox is designed to complement the 12 sessions in the Study Group Activity Guide.

Tools for Teaching Workshop Outlines

1-Day Workshop

Morning: Prevention

- Working the Crowd and Room Arrangement
- Corrective Feedback and Helpless Handraisers
- Visual Instructional Plans
- Say, See, Do Teaching

Afternoon: Remediation

- Calm Is Strength
- Meaning Business and Body Language
- Dealing with Backtalk

2-Day Workshop

Day 1

Instruction (Classroom Structure)

- Working the Crowd and Room Arrangement
- Corrective Feedback and Helpless Handraisers
- Visual Instructional Plans
- Say, See, Do Teaching

Discipline (Limit Setting)

- Calm Is Strength
- Meaning Business and Body Language

Day 2

Discipline Continued

- Dealing with Backtalk
- Rules and Routines

Motivation (Responsibility Training)

- Preferred Activity Time (PAT)
- Omission Training
- Types of PAT

3-Day Workshop

Day 1

Instruction (Classroom Structure)

- Working the Crowd and Room Arrangement
- Corrective Feedback and Helpless Handraisers
- Visual Instructional Plans
- Say, See, Do Teaching

Day 2

Discipline (Limit Setting)

- Calm Is Strength
- Meaning Business and Body Language
- Consistency and Follow-Through

Day 3

Discipline Continued

- Dealing with Backtalk
- Rules and Routines

Motivation (Responsibility Training)

- Creating Cooperation
- Time Management
- Preferred Activity Time (PAT)
- Omission Training
- Types of PAT