School-wide Positive Behavior Plan (SPBP)

Broward County Public Schools

To be implemented in SY 2018/19



Elements have changed in the SPBP.

Before completing, go to http://www.browardprevention.org/mtssrti/rtib/ → School-wide Positive Behavior Plan for:

- ✓ A NEW Brainshark for Principals. ACTION: Log in with your p # and watch the Brainshark before Jan 30th.
- ✓ A NEW Overview Brainshark for Teams. ACTION: Log in with school name and watch the Brainshark.
- ✓ A NEW mini Brainshark Series for teams. These Brainsharks are divided into the 10 Critical Elements of PBIS. They will show you "how to" write a comprehensive SPBP (and receive a high score!)
- ✓ A Rating Rubric to ensure teams will correctly complete the SPBP and develop a meaningful plan.

To provide consistency across the District, *only plans entered on the current district template will be accepted.*<u>ACTION</u>: Download, complete and upload the SPBP into your School Improvement Plan <u>before May 1, 2018</u>:

School Name:	Sanders Park Elementary
School Number: 0891	
SPBP Contact Name: Kimberly Tynes & Trevor Roberts	
Direct Phone Number:	754-322-8400

CRITICAL ELEMENT # 1: Active Team with Administrative Participation

1A. List your current (SY 2017/18) team members (6 - 10 team members). **Must include an instructional representative from EACH grade/content area.** Each name on this list verifies attendance in <u>ongoing team meetings</u> and <u>participation in developing this SPBP</u>. Each member is responsible for representing major stakeholders and sharing the SPBP content and updates with their respective group.

Full Name	Position	Who or what grade level does this member represent?
Trevor Roberts	Principal	Administration
Kimberly Tynes	SPBP Point of Contact	
Jenny Mann	Parent/Community Representation	SAC
Rhonda Gelman	BTU Representative	
Karen Nesbeth	Assistant Principal	Administration
Ruth Doku	Teacher	3 rd grade
Danielle Johnson	Paraprofessional	Non-Instructional
Kami Stevenson	Teacher	1 st grade
Porcher Smith	Teacher	4 th grade
Tiara Miles	Teacher	2 nd grade

1B. Schedule and document your quarterly team meeting dates for *next* 2018/19 school year:

Meeting Date	Meeting Time	Name & title of person responsible to facilitate meeting	Content of meetings:
3/9/2018	2:15pm	Kimberly Tynes, Teacher	Create and disseminate updated Expectations and Rules lesson
3/16/2018	2:15pm	Kimberly Tynes, Teacher	 plans (#3 and #4) Review progress of Implementation Action Plan (#9) Collect & analyze implementation data (#10A) Collect & analyze student outcome data (#10B)
4/13/2018	2:15 pm	Kimberly Tynes, Teacher	
4/20/2018	2:15 pm	Kimberly Tynes, Teacher	

CRITICAL ELEMENT # 2: Faculty & Stakeholder Commitment:

2A. Action Steps <u>completed **this year**</u> (SY 2017/18) that increased faculty and stakeholder understanding and knowledge of your *new* (2018/19) SPBP:

Action Steps:	Date (Between Jan 15 – April 30, 2018)	Details (retain attendance sheets at school)	Person responsible to collect and retain attendance sheets:
Presented the <i>new</i> SPBP (for SY 2018/19) to staff	4/24/2018	# of participants = 41	Kimberly Tynes
Held a faculty vote on the new SPBP (for SY 2018/19)	4/24/2018	% approved = 81	Kimberly Tynes
Presented the new SPBP (for SY 2018/19) to stakeholders (parents and community)	4/27/2018	# of participants = 11	Kimberly Tynes

2B. Action Steps to be completed **next year** (SY 2018/19) to increase faculty and stakeholder understanding and knowledge of your SPBP:

Action Steps:	Date(s) (NEXT YEAR)	Content (retain attendance sheets at school)	Person responsible to collect and retain attendance sheets:	
Provide a professional development on the 2018/19 SPBP for all staff	Prior to students' 1st day: 8/9/2018	The team will present the updates in the SPBP for the 18/19 school year. All stakeholders will be provided with	Kirah ada Tana	
Present the 2018/19 SPBP to stakeholders (parents and community)	Prior to Oct 1 st , 2018 9/20/2018	access to the SPBP. Feedback will be collected for future team meetings.	Kimberly Tynes	
	1. 10/19/2018	The team will present the implementation data in 10A. Include: • the "marketing" (teaching and rules) of appearations and rules.		
Present behavior data to staff	2. 12/11/2018	 posting) of expectations and rules lesson plan implementation discipline procedures reward system implementation 	Kimborly Types	
Quarterly: minimum of 4 each year	3. 2/21/2019	The team will present the student outcome data in 10B. Include: • top 3 event locations • type of behavior incidents	Kimberly Tynes	
	4. 4/3/2019	core effectiveness data classroom referral data, as well as analysis of this data.		

CRITICAL ELEMENT # 3: School-wide Expectations

3A. List the top 10 behavior incidents data YTD from BASIS 3.0 Behavior Dashboard:

Top 10 Behavior Incidents (put N/A in any blank spaces)		
1. SB: Unruly Disruptive Behavior 6. ZX: Profanity- Directed Towards a Staff Member		
2. 01: Disobedience/Insubordination	7. ZW: Defiance of Authority Habitual	
3. ZI: Fighting – Minor Altercation/Confrontation	8. ZN: Assault/Threat	
4. UP: Disruptive (unruly) Play	9. XA: Disruption on campus	
5. 02: Profanity – Use of Insulting/Obscene Language	10. Z9: Bus- Level Three Violation	

3B. Based on the behavior incidents in 3A, develop 3 – 5 **positive characteristics** (not behaviors) that would counteract the demonstration of these misbehaviors. These positive characteristics become your school-wide expectations.

	School-wide Expectations		
	1.	Be Responsible	
	2.	Be Respectful	
	3.	Be Attentive	
4.			
5.			

3C. Research indicates that discipline referrals increase after long holidays and during testing times. Plan to teach your expectations at least 3 times throughout the year (and anytime the expected behaviors are not being demonstrated). **ACTION:** Create at least one lesson plan for **each** school-wide expectation above and distribute to teachers during preplanning 2018-19. Develop additional lesson plans you will use throughout the year to re-teach and reinforce your school-wide expectations. You do not need to submit your lesson plans with the SPBP. Retain all behavior lesson plans at the school; make sure these lesson plans are available for guests and stakeholders.

When will school-wide expectations lesson plans be taught?					
	Date(s)	Time:			
August	8/9/18	12:00 pm	١		
January	1/7/2019	11:00 am	ı		
4 th Quarter	5/9/19	1:00 pm			
	Who will be responsible for teaching the lesson plans? Kimberly Tynes				
	Where will the lesson plan instruction occur? Media Center				
Who is respon	Who is responsible for retaining, organizing and distributing all lesson plans? Ruth Doku				

CRITICAL ELEMENT #4: Location-based Rules

4A. List the top 3 locations for behavior Events YTD from BASIS 3.0 Behavior Dashboard. Do not use "classroom"

Top 3 Locations		
School Location # Incidents		
1. Hallway	5	
2. Cafeteria	3	
3. HLCL	3	

4B. Create an Expectations/Rules Matrix from your 3-5 school-wide expectations and your top 3 event locations. Develop a positively stated, observable, and measurable <u>rule</u> that correlates with every expectation to create a <u>maximum</u> of 5 rules under each location.

	Expectations and Rules Matrix			
		IDENTIFIED LOCATIONS Copy and paste locations from 4A.		
		HALLWAY	CAFETERIA	HLCL
S	Copy and paste expectations from 3C .	Rules	Rules	Rules
EXPECTATIONS	Be Responsible	Walk on the right side on the blue . One square away from the wall Click here to enter a Rule	Walk in quietly Secure all items before exiting the serving line	Remain in assigned area
_	Be Respectful	Walk silently in the hallway	Remain seated Use inside voices	Follow the directions the first time given
School-wide	Be Accountable	Follow Hallway rules	Clean up around your assigned area	Take ownership of your actions.
Scho	Click here to enter Expectation #4	Click here to enter a Rule	Click here to enter a Rule	Click here to enter a Rule
	Click here to enter Expectation #5	Click here to enter a Rule	Click here to enter a Rule	Click here to enter a Rule

4C. Research indicates that discipline referrals increase after long holidays and during testing times. Plan to teach your location-specific rules at least 3 times throughout the year (and anytime the expected behaviors are not being demonstrated). **ACTION:** Create at least one lesson plan for **each** location above and distribute to teachers during pre-planning 2018-19. Develop additional lesson plans you will use throughout the year to re-teach and reinforce your location-specific rules. You do not need to submit your lesson plans with the SPBP. Retain all behavior lesson plans at the school; make sure these lesson plans are available for guests and stakeholders.

esson plans are available for guests and stakeholders.				
When will location-specific rules lesson plans be taught?				
	Date(s)	Date(s) Time:		
August	8/9/18	12:00 pm	า	
January	1/7/2019	11:00 am	า	
4 th Quarter	5/9/2019	1:00 pm		
	Who will be responsible for teaching the lesson plans? Ruth Doku			
	Where will the lesson plan instruction occur? Media Center			
Who is responsible for retaining, organizing and distributing all lesson plans? Danielle Johnson				

CRITICAL ELEMENT # 5: Reward and Recognition Programs

Although you will post, teach, review, practice and reinforce all school-wide expectations and location-specific rules, **choose 1 expectation OR 1 event location** you will target for a specific reward program for students. <u>Based on the data</u> that led to this expectation or location, create a reward plan using the 4 Step Problem Solving Process:

Expectation or Location: Cafeteria_____

4 Step Problem Solving Process	Plan	
Problem Identification: Use your behavior data to identify a school-wide problem. What problem did you identify? (use numerical data)	Data used: Referrals Problem Identification: Noise control	
2. Problem Analysis: Why do you think this problem is occurring? What is your goal? (use a SMART goal statement with numerical data)	safety and security of the students.	
3. Intervention Design: Describe how you will implement a positive reward program to decrease this problem.	Type of System: Point system Description of System: (3-4 sentences) Cups incentives Green: 3 points for using inside voices Yellow: 1 point for warning Red: 0 points for not using inside voices	
Evaluation: A. Implementation fidelity	 A. How do you monitor the fidelity (consistency and effectiveness) of the staff's implementation of the reward program? (2-3 sentences) 1. Monitoring based on the points rewarded on the reward board. 2. Observe the cafeteria monitor's during their assigned lunch supervision. 	
B. Student outcome monitoring	 B. How will you know if the reward program is positively impacting <u>students</u>? What measurable data will you use to determine "success"? (2-3 sentences) 1. The amount of classes participating in the monthly incentive. 2. Decrease in the noise level during lunch. 	

CRITICAL ELEMENT #6 Effective Discipline Procedures

6A. Staff Managed Misbehaviors: List the top 6 *most common* school-wide misbehaviors staff are expected to manage. Write a short, objective, and measurable definition for each.

Staff Managed Misbehaviors			
Misbehavior	"Looks Like" - provide a description with example(s)		
Disrespectful	Talking back, calling out		
2. Not following directions	Delaying compliance with directions		
3. Disruptive	Running in the hallways, intentional behavior that interferes with the classroom		
4. Misuse of technology	Unauthorized use of websites that are not school related. Personal use of cellphones		
5. Out of assigned area	Leaving classrooms without permission		
6. Lying	Intentionally not telling the truth. Giving false information		

6B. Staff Managed Consequences: Create a consequence <u>menu</u> **OR** a consequence <u>hierarchy</u> for staff to use when students exhibit the above misbehaviors. Provide a minimum of **5** consequences.

Is this a menu or hierarchy system?	⊠ Menu □Hierarchy
Verbal warning: redirection	
Loss of incentive (points)	
Timeout in the classroom	
Loss of Specials	
Parent contact	

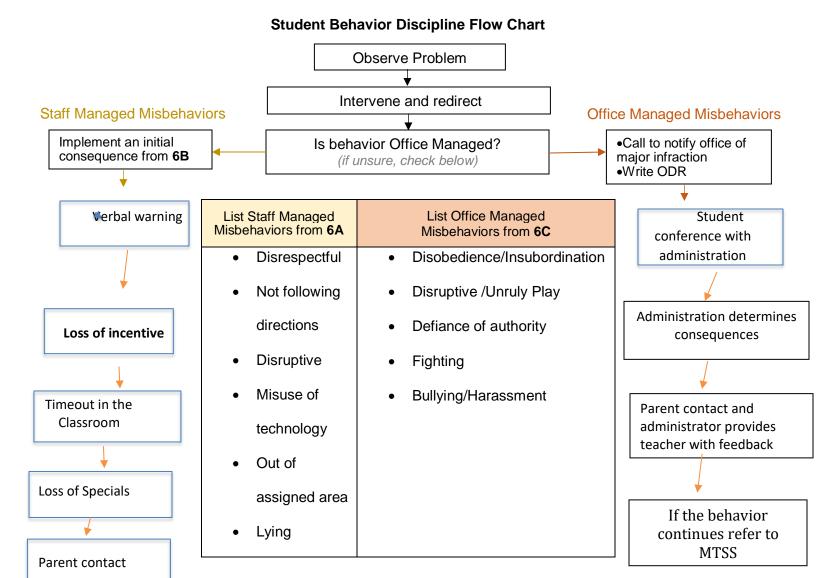
6C. Administration Managed Misbehaviors:

- (a) Define the first 3 behaviors by providing examples that clearly identify the point at which the misbehavior warrants an Office Discipline Referral (ODR).
- (b) List two additional common school-wide misbehaviors that will result in an ODR. Provide concrete examples.
- (c) Determine staff tolerance level for repetitive misbehaviors (the point at which the number of staff-managed misbehaviors becomes an ODR).

Office Discipline Referrals (ODRs)			
Behavior	"Looks Like" - provide a description with example(s)		
1. Disobedience/Insubordination	Walk out of class, refuses to comply with consequences		
2. Disruptive/Unruly Play	Unwanted touch		
3. Defiance of authority	Using Profanity, talking back		
4. Fighting	Physical altercations		
5. Bullying/Harassment	Repeatedly teasing another student		
Repetitive staff managed misbehaviors	More than 3 misbehaviors in 30 minutes warrants an office referral.		
	e.g., 3 half hour 2 one period		

6D. School-wide Discipline Flow Chart:

- (a) Review the sample discipline flow charts in "Additional Items" located on browardprevention.org
- (b) Copy or customize a flow chart to graphically represent the discipline process at your school.
- (c) Paste the flow chart here **OR** complete the flow chart below.



CRITICAL ELEMENT #7: Classroom Management Systems

7A. ALL teachers implement an effective Tier 1 classroom management system:

Which evidence-based classroom management system is supported by your school's administration and is expected to be implemented schoolwide? (Class Dojo, LEAPs, HERO, Cloud 9, etc. are tools, <u>not</u> classroom systems)	□ CHAMPs* □ PBIS Classroom Management □ Administration does not expect an evidence-based classroom management system to be implemented by teachers this year (your school will need to adopt one next year) □ Other (complete below)	
If other, name the evidence-based classroom management system:	Click here to enter name of system.	
*CHAMPs is the district-supported, evidence-based universal classroom management system for all teachers. Would your Principal like to be contacted to learn about CHAMPs professional development?	⊠ Yes □ No	

7B. Fidelity of staff implementation of school-wide classroom management systems
What data collection tool does your school leadership team use to monitor and evaluate your teacher's classroom
management skills? (Measure staff skills, not student outcomes)
☐ CHAMPs 7 Up Checklist
☐ CHAMPs Classroom Check Up (CCU)
☐ PBIS Classroom Assistance Tool (CAT)
☐ PBIS Walkthrough
☐ Marzano's Domain 1, Design Questions 5, 6, 7, 8, 9
☐ Fidelity of staff classroom management implementation is not monitored to determine training needs this year (you will
need to adopt a tool and plan next year)
☐ Other (specify):
Explain how this data is collected and analyzed by your school leadership team as a universal screening <u>across teachers</u>
to determine the need for classroom management training:
Fidelity of Implementation Plan:
Information from BASIS will be used to identify if additional assistance will be needed.
Information from classroom walkthroughs will be used.

7C. Percentage of Classroom Referrals:

- (a) Review your classroom data YTD ("Events by Location") in BASIS 3.0 Behavior Dashboard.
- (b) Complete the yellow highlighted cells first.
- (c) Auto-calculate the % of referrals in the classroom by clicking on "!Zero Divide" in the next cell and pressing "Fn + F9" together.

Total number of discipline referrals from classrooms:	100
Total number of school-wide discipline referrals:	3
% of referrals in the classroom:	97%
Do more than 40% of your referrals come from the classroom?	

If >40% of discipline referrals come from the classroom, it suggests Tier 1 classroom management implementation may need to be strengthened school-wide.

CRITICAL ELEMENT #8: Data Collection and Analysis

- **8A. Determine your School-wide Core Effectiveness YTD** from the BASIS Behavior Dashboard in the "Referrals per Student" chart.
- (a) Complete the yellow highlighted cells first.
- (b) Auto-calculate the "% of Total Population" by clicking on each "!Zero Divide" in the cells and pressing "Fn + F9".
- (c) Determine if the core is effective in all three areas

TOTAL Population:	467			
# Referrals		% of Total Population	Core Effectiveness	
0 - 1 referral	34	91%	Are your 0 – 1 referrals > 80%?	⊠Yes □No
2 - 5 referrals (at risk students)	32	7%	Are your 2 - 5 referrals <15%?	⊠Yes □No
> 5 referrals (high risk students)	9	2%	Are your >5 referrals <5%?	⊠Yes □No

8B. Core	Effectiveness	Plan:
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If <u>all 3</u> are " Yes ", your core is effective. Is your core behavior curriculum effective?	⊠Yes	□No
Answer either (a) or (b):		
(a) If you answered "Yes", although your core is effective, what plan does your school lead	adership 1	team implement for early
identification of at risk and high risk students?		
(b) If you answered "NO", indicate the supports and interventions your school leadership	team wil	I implement at the
beginning of the next school year to improve core strength:		
Core Effectiveness Plan: Students identified as at-risk at the beginning of the school year	r will initia	ally have a "check-in"
with the guidance counselor. If needed, a monitoring plan for the student will be develop	ed and in	nplemented.

- **8C.** Disproportionality: Determine if there are any issues within subgroups from BASIS 3.0 Behavior Dashboard in the "Referrals by Demographics" chart.
- (a) Complete the yellow highlighted cells first.
- (b) Auto-calculate the difference by clicking on each "0" in the next cell and pressing "Fn + F9".

Subgroups	(PctPop - Green) % of students	(PctRef - Blue) % of referrals	Difference in referral composition	Positive value dispropor (Is the value	rtionality
Black	96	96	0	□Yes	⊠Ño
Hispanic/Latin	4	4	0	□Yes	⊠No
White	0	0	0	□Yes	⊠No

8D. Disproportionality Plan: If any values are positive, the percentage of referrals contributed to that subgroup is higher than expected, given that subgroups' percentage in the student population.

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If all 3 are "No", disproportionality is not indicated. Are all 3 "No"?	⊠Yes	□No
Answer either (a) or (b):		
(a) If you answered "Yes", although your data indicates equity, what plan does you	ır school leadership te	am implement for
early identification of any disproportionality issues		
(b) If you answered "No", indicate the support plan and interventions your school ke	eadership team will im	plement at the
beginning of next year to improve sub group disproportionality		
Disproportionality Plan:		

Critical Elements # 9: SPBP Implementation Planning

This form provides a timeline to complete best practices and required actions. This timeline should drive team actions and accountability. As you implement your SPBP *NEXT* year, check off **completed items** and indicate the accountable person. (Complete only the yellow highlighted area at this time). Next year, you will upload this completed plan within your SPBP.

Required actions for all schools in Broward County Best Practices for all schools in Broward County Resources



ixesources	SPBP Team Implementation Action Plan 2018 - 2019	T What Burn
Month	Action Step ∅ check when Action completed	Completed: Person Responsible Name & Title
Current	☑ This Action Plan has been saved to use <i>next year</i> during quarterly meetings	Kimberly Tynes, Teacher
Current	☑ Create a SPBP binder or portfolio to retain (for 2 years) hard copies of: your SPBPs, Action Plans, staff PBIS professional development attendance, stakeholder training attendance, quarterly meeting agendas, quarterly staff behavior presentations, voting attendance and outcome, Expectation lesson plans and Rules lesson plans	Kimberly Tynes, Teacher
Pre Planning 2018	 □ Print up your SPBP Review and school score from OSPA □ Provide SPBP presentation to all staff during Pre Planning □ Disseminate the current SPBP (hard copy or electronically) to all staff and stakeholders □ Market and post school-wide Expectations and location-specific Rules (posters, PSAs, etc.) □ Identify your RtI Instructional Facilitator provided by the district (Contact tyyne.hogan@browardschools.com for more information, if you are unsure) □ Confirm 1st team meeting date and time 	Click here to enter NAME & title.
August 1 st meeting	 □ Ensure schedule of quarterly meeting dates for entire year as indicated in the SPBP □ Determine any needed team training, such as the 4 Step PSP Brainshark Series, 10 Critical Elements Brainsharks, Data Collection, Effective CPST Teams, PBIS 101, etc. Trainings available at: http://www.browardprevention.org/mtssrti/training-modules/ □ Review previous year's behavior data. (Use 'Agenda' and 'Data Collection Template') Forms available at: http://www.browardprevention.org/mtssrti/rtib in Tier 1, Teaming □ Present implementation data, behavior data, team activities and progress to entire staff □ Utilize the 4 Step Problem Solving Process to develop initial interventions □ Review previous year's SPBP and feedback form □ Verify and implement teaching schedule for SPBP Expectations and Rules behavior lesson plans 	Click here to enter NAME & title
September	 □ Provide stakeholder presentation on SPBP prior to October 1 □ Check for staff and teacher understanding of PBIS - provide "PBIS 101" Brainshark as a resource Brainshark available at: http://www.brainshark.com/browardschools/PBIS101 	Click here to enter NAME & title.
October 2 nd meeting	 Ensure instructional staff know how to (and are, as needed) enter Tier 1 Supplemental Strategies for behavior in BASIS Present implementation data, behavior data, team activities and progress to entire staff 	Click here to enter NAME & title.
November	 Staff to re-teach Expectations and Rules first day back from break. Team to develop new and/or improved lesson plans as indicated by behavior data. 	Click here to enter NAME & title
January 2019 3 rd meeting Prepare for 2019/20 SPBP	 □ Staff to re-teach Expectations and Rules first day back from break □ Ensure the Principal signs in and watches the new SPBP Brainshark: Due January 30th □ Present implementation data, behavior data, team activities and progress to entire staff □ Choose team members and dates to work on, complete, and submit the new SPBP □ Teams watch the new SPBP Brainsharks and refers to new "Additional items" □ Brainsharks and Additional items posted at: http://www.browardprevention.org/mtssrti/rtib 	Click here to enter NAME & title.
February	 □ Ensure progress towards completion of SPBP □ Check on recently hired staff for PBIS understanding - provide "PBIS 101" Brainshark resource □ Provide the SPBP Surveymonkey link to all staff (optional). Email Tyyne.hogan@browardschools.com to request analysis. 	Click here to enter NAME & title
March 4 th meeting	 □ Ensure progress towards completion of SPBP □ Provide staff presentation and vote on new SPBP for next year □ Provide stakeholders/parent presentation on new SPBP for next year □ Present implementation data, behavior data, team activities and progress to entire staff 	Click here to enter NAME & title
April	☐ Submit your SPBP in OSPA by April 30 th every year	Click here to enter NAME & title

CRITICAL ELEMENT # 10: Monitoring Plans

10A. How will you determine the success <u>of staff implementation</u> of the School-wide Positive Behavior Plan? "Are staff implementing the SPBP with fidelity? How do you know?"

Fidelity of Implementation Monitoring Plan				
Action Step	Create an observable and measureable SMART goal to determine "successful" staff implementation of action step	When will data be collected, analyzed & presented?	Person responsible to collect and analyze data	
School-wide expectations and location-specific rules are posted across campus	By August 2018, 100% of our school hallways will have a minimum of 2 school-wide expectation posters posted as	8/9/2018 9/20/2018	Kimberly Tynes	
Behavior lesson plans are being taught as written and when indicated	By September 2018, 100% of teachers will have taught all of the school-wide expectations as measured by the submission of their teacher lesson plans to the Principal.		Trevor Roberts and Karen Nesbeth	
Discipline consequences and flow chart are being used by all staff as written	Every quarter, there will be a 5% decrease in the number of Office Discipline Referrals.		Trevor Roberts and Karen Nesbeth	
A reward system is being implemented for <i>all</i> students	By the end of the reward system timeline, 100% of staff will have provided a reinforcement to at least 20 different students		Kimberly Tynes	

10B. How will you determine whether the SPBP is successful in positively impacting **students**? "If staff are implementing the SPBP consistently and effectively, did it positively impact **the stud**

"If staff are implementing the SPBP consistently and effectively, did it positively impact the students ? How do you know?"					
Student Outcome Monitoring Plan					
Student Outcome Data	Create an observable and measureable SMART goal to determine "successful" student outcomes	When will data be collected, analyzed & presented?	Person responsible to collect and analyze data		
See critical element 3A • Type of behavior incidents data	By April 2019, Unruly Disruptive Behavior will reduce 7% each quarter, as measured by BASIS Behavior Dashboard.		Trevor Roberts and Karen Nesbeth		
See critical element 4A • Top 3 event locations data	Every quarter, the number of Office Discipline Referrals in the Hallways, Cafeteria and school-wide will decrease by 5% as measured by the BASIS Behavior Dashboard.	10/19/2018 12/11/2018	Trevor Roberts and Karen Nesbeth		
See critical element 8 • Core effectiveness data	Every quarter, the percentage of students who have 0 to 1 referrals will increase by 4% as measured in the BASIS Behavior Dashboard.	2/21/2019 4/3/2019	Trevor Roberts and Karen Nesbeth		
See critical element 7A • Grade Level/Classroom referrals data	By the end of the second semester, the classroom Office Discipline Referrals from Grade 5 will decrease by 10% as measured by the BASIS Behavior Dashboard.		Trevor Roberts and Karen Nesbeth		