

Facilitator Guide for Grade Level Meetings: Behavior

White Pages Team
Grey Pages Facilitator

Materials Needed

- SWIS Custom Reports
 - Custom Graph: Referrals by Grade Level for Current Month
 - Custom Graph: Referrals by Grade Level for Previous Month
 - Custom Report: Referrals by Student for Grade Level for Current Month
 - Custom Report: Referrals by Student for Grade Level Year to Date
 - Custom Graph: Referrals by Problem Behavior for Grade Level for Current Month
 - Custom Graph: Referrals by Problem Behavior for Grade Level for Previous Month
 - Custom Graph: Referrals by Time for Grade Level for Current Month
 - Custom Graph: Referrals by Time for Grade Level for Previous Month
 - Custom Graph: Referrals by Location for Grade Level for Current Month
 - Custom Graph: Referrals by Location for Grade Level for Previous Month
- SWIS Reports
 - Referrals by Problem Behaviors
 - Referrals by Time of Day
 - Referrals by Location

Office Discipline Referrals by Grade Level

Questions	Team is looking at	Outcome
<p>How many referrals does this grade level have this month?</p> <p>How does this compare to the other grade levels in your school?</p> <p>How does this compare to the previous months' data?</p> <p>Is there a need for grade level problem-solving and action planning?</p>	<p>Custom Graph: Referrals by Grade Level for current month</p> <p>Custom Graph: Referrals by Grade Level for current month</p> <p>Custom Graph: Referrals by Grade Level for previous month</p>	<p>Grade Level Teachers know how many Office Discipline Referrals (ODRs) came from their grade level each month in comparison to the whole school's data. Grade level teachers also know how many ODRs there are this month compared to last month.</p>

Office Discipline Referrals by Grade Level

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<p>How many referrals does this grade level have this month?</p> <p>How does this compare to the other grade levels in your school?</p> <p>How does this compare to the previous months' data?</p> <p>Is there a need for grade level problem-solving and action planning?</p>	<p>Custom Graph: Referrals by Grade Level for current month</p> <p>Custom Graph: Referrals by Grade Level for current month</p> <p>Custom Graph: Referrals by Grade Level for previous month</p>	<p>Grade Level Teachers know how many Office Discipline Referrals (ODRs) came from their grade level each month in comparison to the whole school's data. Grade level teachers also know how many ODRs there are this month compared to last month.</p>

Keep your team focused on the data and questions listed above.

Do not jump to problem solving/ action planning until all of the data have been analyzed. If the grade level team decides that there is a need for problem solving and action planning, continue to look at ODR data by problem behavior, location and time of day before discussing individual students. If there is not a need for grade level problem solving, skip ahead to ODR by individual students.

Office Discipline Referrals by Problem Behavior

Questions	Team is looking at	Outcome
<p>What are the most frequently referred problem behaviors this month?</p> <p>How does this compare to the previous month's data?</p> <p>How does this compare to the overall referrals by problem behavior for the entire school?</p>	<p>Custom Graph: Referrals by Problem Behavior for Grade Level for Current Month</p> <p>Custom Graph: Referrals by Problem Behavior for Grade Level for Previous Month</p> <p>Referrals by Problem Behavior for Current Month</p>	<p>Grade Level Teachers know how which behaviors were the most frequently referred from their grade level for the current month and how this compares to the previous month and the whole school's data.</p>

Office Discipline Referrals by Problem Behavior

Question	Team is looking at	Outcome
What are the most frequently referred problem behaviors this month? How does this compare to the previous month's data? How does this compare to the overall referrals by problem behavior for the entire school?	Custom Graph: Referrals by Problem Behavior for Grade Level for Current Month Custom Graph: Referrals by Problem Behavior for Grade Level for Previous Month Referrals by Problem Behavior for Current Month	Grade Level Teachers know how which behaviors were the most frequently referred from their grade level for the current month and how this compares to the previous month and the whole school's data.

Keep your team focused on the data and questions listed above.

Do not jump to problem solving/ action planning until all of the data have been analyzed.

Be sure to note if the most frequent problem behaviors are the same or different in your grade level as in the whole school.

Office Discipline Referrals by Time of Day

Questions	Team is looking at	Outcome
<p>What times of day for are most referrals occurring?</p> <p>How does this compare to the previous month's data?</p> <p>How does this compare to the overall referrals by time of day for the entire school?</p>	<p>Custom Graph: Referrals by Time of Day for Grade Level for Current Month</p> <p>Custom Graph: Referrals by Time of Day for Grade Level for Previous Month</p> <p>Referrals by Time of Day for Current Month</p>	<p>Grade Level Teachers know how the time(s) of day when most ODRs occur from their grade level for the current month and how this compares to the previous month and the whole school's data.</p>

Office Discipline Referrals by Time of Day

Question	Team is looking at	Outcome
<p>What times of day for are most referrals occurring?</p> <p>How does this compare to the previous month's data?</p> <p>How does this compare to the overall referrals by time of day for the entire school?</p>	<p>Custom Graph: Referrals by Time of Day for Grade Level for Current Month</p> <p>Custom Graph: Referrals by Time of Day for Grade Level for Previous Month</p> <p>Referrals by Time of Day for Current Month</p>	<p>Grade Level Teachers know how the time(s) of day when most ODRs occur from their grade level for the current month and how this compares to the previous month and the whole school's data.</p>

Keep your team focused on the data and questions listed above.

Do not jump to problem solving/ action planning until all of the data have been analyzed.

Be sure to note if the time of day when the most referrals are occurring are the same or different in your grade level as in the whole school.

It will be helpful to have the schedule for the grade level to identify what is happening during that time of day (i.e., subject; structured vs. unstructured activities)

Office Discipline Referrals by Location

Questions	Team is looking at	Outcome
<p>What location(s) are most referrals coming from?</p> <p>How does this compare to the previous month's data?</p> <p>How does this compare to the overall referrals by location for the entire school?</p>	<p>Custom Graph: Referrals by Location for Grade Level for Current Month</p> <p>Custom Graph: Referrals by Location for Grade Level for Previous Month</p> <p>Referrals by Time of Day for Current Month</p>	<p>Grade Level Teachers know how the location(s) where most ODRs occur from their grade level for the current month and how this compares to the previous month and the whole school's data.</p>

Office Discipline Referrals by Location

Question	Team is looking at	Outcome
What location(s) are most referrals coming from? How does this compare to the previous month's data? How does this compare to the overall referrals by location for the entire school?	Custom Graph: Referrals by Location for Grade Level for Current Month Custom Graph: Referrals by Location for Grade Level for Previous Month Referrals by Time of Day for Current Month	Grade Level Teachers know how the location(s) where most ODRs occur from their grade level for the current month and how this compares to the previous month and the whole school's data.

Keep your team focused on the data and questions listed above.

Do not jump to problem solving/ action planning until all of the data have been analyzed.

Be sure to note if the location where the most referrals are occurring are the same or different in your grade level as in the whole school.

Office Discipline Referrals by Student

Questions	Team is looking at	Outcome
<p>Which students in our grade level received 2 or more referrals this month?</p> <p>Which students in our grade level have 2 or more referrals for the entire year to date?</p> <p>Which classes are these students in?</p> <p>Are these students receiving Tier 2 or Tier 3 supports (as needed)?</p> <p>Are Tier 2 or Tier 3 supports warranted?</p>	<p>Custom Report: Referrals by Student for Grade Level for Current Month</p> <p>Custom Report: Referrals by Student for Grade Level for entire year to date</p>	<p>Grade Level Teachers know which students received 2 or more ODRs in the past month as well as which students have a cumulative total of 2 or more ODRs year to date.</p> <p>Grade Level Teachers are able to identify students who may need Tier 2 or Tier 3 behavioral supports and refer those students to the building's Tier 2/Tier 3 Team.</p>

Office Discipline Referrals by Student

Question	Team is looking at	Outcome
<p>Which students in our grade level received 2 or more referrals this month?</p> <p>Which students in our grade level have 2 or more referrals for the entire year to date?</p> <p>Which classes are these students in?</p> <p>Are these students receiving Tier 2 or Tier 3 supports (as needed)?</p> <p>Are Tier 2 or Tier 3 supports warranted?</p>	<p>Custom Report: Referrals by Student for Grade Level for Current Month</p> <p>Custom Report: Referrals by Student for Grade Level for entire year to date</p>	<p>Grade Level Teachers know which students received 2 or more ODRs in the past month as well as which students have a cumulative total of 2 or more ODRs year to date.</p> <p>Grade Level Teachers are able to identify students who may need Tier 2 or Tier 3 behavioral supports and refer those students to the building's Tier 2/Tier 3 Team.</p>

Keep the conversation focused on identifying students in need of Tier 2 or Tier 3 supports.

The goal is not to engage in problem solving for individual students but rather to identify and refer students for Tier 2 and Tier 3 supports

Office Discipline Referrals by Student (con't)

Questions	Team is looking at	Outcome
<p>How many students per classroom received 2 or more referrals in the past month?</p> <p>How many students per classroom have received 2 or more referrals cumulative year to date?</p>	<p>Custom Report: Referrals by Student for Grade Level for Current Month</p> <p>Custom Report: Referrals by Student for Grade Level for entire year to date</p>	<p>Grade Level Teams know which classrooms have multiple students with more intense needs that may warrant classroom management and a higher level of structure based on the identified needs of the students.</p>

Office Discipline Referrals by Student (con't)

Question	Team is looking at	Outcome
How many students per classroom received 2 or more referrals in the past month? How many students per classroom have received 2 or more referrals cumulative year to date?	Custom Report: Referrals by Student for Grade Level for Current Month Custom Report: Referrals by Student for Grade Level for entire year to date	Grade Level Teams know which classrooms have multiple students with more intense needs that may warrant classroom management and a higher level of structure based on the identified needs of the students.

A “rule of thumb” is that if three or more students have 2 or more referrals in a month then there is a need for classroom management.

Keep the conversation focused on identifying needs for students, not on individual teachers. When this many students are having behavioral difficulties, students are likely reinforcing each others’ problem behaviors and an individual teacher does not have enough time to manage that many individual behavior plans. These students’ behavior is communicating a need for a higher level of structure.

Acknowledgements:

The contents of this Team & Facilitator Guide are based off of the work of Dawn Miller, Shawnee Mission School District, Kansas.