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
How many referrals does this grade level have this month? How does this compare to the other grade levels in your school? How does this compare to the previous months' data? Is there a need for grade level problemsolving and action planning?	Custom Graph: Referrals by Grade Level for current month Custom Graph: Referrals by Grade Level for current month Custom Graph: Referrals by Grade Level for previous month	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.

Office Discipline Referrals by Grade Level

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

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

Office Discipline Referrals by Problem Behavior

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

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

Office Discipline Referrals by Time of Day

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

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

Office Discipline Referrals by Location

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

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

Office Discipline Referrals by Student

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

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

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?	Custom Report: Referrals by Student for Grade Level for Current Month	Grade Level Teams know which classrooms have multiple students with more intense needs that may warrant
How many students per classroom have received 2 or more referrals cumulative year to date?	Custom Report: Referrals by Student for Grade Level for entire year to date	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.