

# Delaware PBS Key Feature Evaluation

## PROCESS

### WHAT IS THE DE-PBS KEY FEATURE EVALUATION?

The Key Feature Evaluation is a tool used to provide feedback to schools based on their Tier 1 School-wide PBS (SW-PBS) program and implementation. After being developed for over two years, this new evaluation tool was piloted in school sites across the state in Spring 2012. The new evaluation will be conducted with all active DE-PBS schools over the next few years. We look forward to providing schools with meaningful information about their DE-PBS practices.

### WHAT IS THE STRUCTURE OF THE DE-PBS KEY FEATURE EVALUATION?

The evaluation is broken into four sections, each examining specific aspects of a comprehensive Tier 1 DE-PBS program. These are:

- *School-wide PBS Tier 1 – Program Development & Evaluation* - Includes gathering and use of data, problem-solving teams, and professional development and resources
- *Prevention: Implementing School-wide & Classroom Systems* – Examines positive relations, school-wide behavioral expectations, teaching of expectations, acknowledgement system, and safety
- *Correcting Problem Behavior* – Looks at discipline procedures and problem solving practices
- *Developing Self-Discipline* – Examines social and emotional teaching of skills

### HOW CAN WE PREPARE TO HAVE AN EVALUATION?

The Key Feature Status Tracker is a self-assessment tool for teams to use in discussing the presence of key components and creating an action plan based on that reflection. The Status Tracker focuses on the same four areas of the Tier 1 behavior support framework as the KFE.

<http://wh1.oet.udel.edu/pbs/wp-content/uploads/2011/06/Key-Feature-Status-Tracker.doc>

### HOW WILL OUR SCHOOL BE EVALUATED? WHAT WILL THE EVALUATION ENTAIL?

Your school will be evaluated on the four sections described above which align with the 10 DE-PBS Key Features. Please visit [www.delawarepbs.org](http://www.delawarepbs.org) to find out more about our key features.

A team from the DE-PBS Project will come into the school and interview an administrator and a SWPBS team leader; each interview takes around 20-30 minutes. Short interviews are also conducted randomly with 15 students from across grade levels and 10 teachers. The staff and student interviews take place during non-instructional time. It is very helpful if you can make an announcement during your morning routine notifying the school that we will be around over the lunch period taking a tour of the school and conducting some short student and staff interviews. Staff should not feel threatened by participating in these anonymous interviews.

Project staff will also review team documents and products to see how you implement a SWPBS framework in your school (e.g., expectation posters, expectation teaching plans, mission statement, etc.). The Project team is typically in the building through the lunch periods, so in total 4-5 hours.

## WHAT PRODUCTS ARE YOU LOOKING FOR?

Many schools keep Tier 1-PBS binders (electronic or paper) that are helpful to organize their program's components and activities. We'll be looking for the following materials if available:

- School Improvement Plan – *specifically goals related to PBS, reduced discipline referrals, suspension, improved school climate, etc.*
- School Crisis Plan – Lockdown procedure
- List of Tier 1 - PBS school team members and their roles (e.g., Sam Smith – 8<sup>th</sup> grade teacher)
- Any materials delivered to all staff that include an overview of school-wide DE-PBS and specifics of your school's PBS program
- Written Description of SW PBS Expectations (Expectations matrix model describing expectations in various locations)
- Materials/plans used for teaching expectations to students
- Written description of acknowledgement system (acknowledgement matrix model)
- Information about the SW-PBS Program distributed to parents/families
- Documentation of major (office managed) vs. minor (classroom managed) behavior infractions, including response procedure, definitions of behaviors, and classification of behaviors into major vs. minor
- List of School-Wide PBS meetings scheduled for the school year
- School's mission statement

Additional materials do not need to be made available as part of the process. We do not need a staff member to be with us at the time of looking through these products, but a place to sit and review is welcome.

## WHAT INFORMATION WILL I RECEIVE FROM THE EVALUATION?

After the evaluation, you will receive a document summarizing the strengths of your program as well as recommendations for improvement. Based on your performance on the evaluation, you will receive level descriptors for your overall program and each of the four areas. This descriptor represents your level of implementation, which can range from “exploring” to “exemplary.”

## WHAT ARE THE BENEFITS OF RECEIVING AN EVALUATION?

You will be provided with a detailed report about your current program including feedback shared from teachers and students. The evaluation will give you information about where to go next with your program by providing tailored recommendations for program improvement. No special preparation is needed other than setting up brief interview times.

## DOES MY SCHOOL HAVE TO HAVE AN EVALUATION?

The DE-PBS project strives to have a relevant KFE for all schools listed as having received SW PBS Team Training and are active with implementation. Project staff is working with district coaches regarding the scheduling of school visits, and schools are then contacted with date options. If a school does not participate in the evaluation process, it is then placed on our list of inactive DE-PBS schools. Inactive schools are always welcome to become active again by contacting project staff regarding team training.

Please contact the DE-PBS staff if you have any additional questions. Thank you!