



Los Angeles Unified School District  
**Local District Central**  
**Operations Unit**  
**Rubric of Implementation**

## Key Feature: Administrative Leadership and Support

Element	Strategies
At least one school administrator is an active participant on the SWPBIS Discipline Review / team.	<ul style="list-style-type: none"><li>• A key person leading the team/work</li><li>• Information to provide parents in Spanish</li><li>• Include SWPBIS component in weekly newsletter/bulletin to staff – include info. on website</li></ul>
SWPBIS is on the agenda at all faculty meetings. SWPBIS is addressed in all staff and parent newsletters.	<ul style="list-style-type: none"><li>• On-going character building w/faculty and parents</li></ul>



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**Key Feature: Team Based Implementation**

Element	Strategies
The SWPBIS/Discipline Review team has representation of all stakeholders (Administrator, General Educator, Special Educator, Classified Representative, Support Staff, Parent, a Student (High School Only) including tracks, grade levels, etc.	<ul style="list-style-type: none"> <li>• Identify a leader from each stakeholder group</li> <li>• Be mindful when scheduling meetings</li> </ul>
The SWPBIS/ Discipline Review team has regularly scheduled monthly meetings.	<ul style="list-style-type: none"> <li>• Master Calendar</li> <li>• Combined w/our Safety Committee</li> <li>• Minutes are reviewed regularly</li> </ul>
Agendas, minutes, sign-in sheets, action plans, etc. from each monthly meeting are memorialized.	<ul style="list-style-type: none"> <li>• Google Folder and notebook</li> <li>• Select a team member to be in charge</li> </ul>
Each team member knows their role and responsibility as part of the team.	<ul style="list-style-type: none"> <li>• Clear expectations of roles and responsibilities</li> </ul>



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**Key Feature: Behavioral Expectations Defined**

Element	Strategies
3 – 6 positively stated expectations are established, defined and clearly visible (posted) in all of the common areas.	<ul style="list-style-type: none"><li>• Create posters – visuals (student created)</li><li>• Contact your school's photo company</li><li>• Post on school website</li><li>• Mural</li></ul>
When asked, students, staff and families know the 3 – 6 expectations.	<ul style="list-style-type: none"><li>• Teach expectations and the rational for it</li><li>• Weekly/monthly reminders via newsletter or parent calendar</li><li>• Bulletin board</li><li>• Posted in common areas</li><li>• Student handbook,</li><li>• Reviewed @ weekly/monthly assemblies</li></ul>



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**Key Feature: Behavior Expectations Taught**

Element	Strategies:
<p>There is a documented system for annually teaching the behavioral expectations to all students (Behavior/ Procedure Fair, homeroom/advisory lessons, assemblies, skits, etc.).</p>	<ul style="list-style-type: none"> <li>• Behavior expectations student assemblies during the fall and spring semester</li> <li>• Weekly bulleting highlights expectation that will be re-taught schoolwide</li> <li>• Second Step</li> <li>• Public address announcements using PA System</li> <li>• Classroom posters</li> </ul>
<p>There is a documented system for ongoing review of expectations on weekly to monthly basis.</p>	<ul style="list-style-type: none"> <li>• Weekly Bulletin reminders</li> <li>• Student Service Club provides examples of behavior expectations</li> <li>• Use of Second Step curriculum</li> <li>• School-wide walks through common areas (parent walk throughs)</li> <li>• Restorative Justice circles</li> <li>• SSPT Mtgs.</li> <li>• Student Rep. to speak @ weekly Assemblies to remind students of expectations</li> </ul>
<p>The school has developed strategies to involve families/community with the teaching of the expectations.</p>	<ul style="list-style-type: none"> <li>• School Discipline Expectations contract is sent home</li> <li>• Strategies shared w/parents during 'chat with principal'</li> <li>• SSPT Mtgs</li> <li>• Parent Newsletter</li> <li>• Parent workshops</li> </ul>





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**Key Feature: Acknowledge and Reinforce Appropriate Behavior**

Element	Strategies
<p>The documented acknowledgment/ reinforcement system (ticket, token, etc.) guidelines and procedures are implemented throughout the school by 90% of staff</p>	<ul style="list-style-type: none"> <li>• Acts of kindness (tokens- prizes) – all adults have access to tokens/tickets</li> <li>• Weekly points to earn trophy for demonstrating expected behaviors in the lunch area</li> <li>• Caught Shining Brightly tickets for students &amp; class recognitions; individual raffles ; class 20 min. extended recess (for teacher tool)</li> <li>• Recognition at assemblies</li> <li>• PD; Peacebuilding; Raffles; 4:1 ratio</li> </ul>
<p>A ratio of 4(+): 1(-) is in place to acknowledge students, staff and families</p>	<ul style="list-style-type: none"> <li>• Golden Apples in weekly Bulletin (box is available @ sign in for staff to offer acknowledgements</li> <li>• Filling the Bucket – book of the month</li> <li>• Caught SOARing tickets</li> <li>• High Fives – preprinted sheets highlighting specific behaviors</li> <li>• Staff of the Month</li> <li>• “Catching the Good”</li> <li>• Celebrate staff</li> <li>• Fantastic Fred</li> </ul>



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**Key Feature: Monitor and Correct Behavioral Errors**

Element	Strategies:
<p>Problem behaviors are clearly defined, agreed upon by at least 90% of school staff and documented.</p>	<ul style="list-style-type: none"> <li>• Posting expectations in kid-friendly terms in common areas</li> <li>• Staff PDs on expectations/ student assemblies</li> </ul>
<p>At least 90% of school staff can clearly articulate the process for behavior handled in the classroom and behavior referred out (Dean, Counselor, AP, etc.)</p>	<ul style="list-style-type: none"> <li>• Review and revise in staff meetings</li> <li>• Clear / concise language (uniformed)</li> </ul>
<p>There is evidence that consequences for "behavioral errors" are consistent, progressive, and communicated to all stakeholders.</p>	<ul style="list-style-type: none"> <li>• Reviewed at morning assemblies</li> <li>• Posted around school</li> <li>• Using MiSiS "actions taken&amp; "interventions" to streamline resp. to behavior</li> <li>• Follow-up with teachers</li> </ul>



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**Key Feature: Data Based Decision Making**

Element	Strategies
MiSiS is used to keep track of discipline data (office discipline referrals, suspension, opportunity transfer, expulsions).	<ul style="list-style-type: none"> <li>• MiSiS ad hoc (summary of entire school data)</li> <li>• Categorize behavior referrals</li> </ul>
The SWPBIS/Discipline Review team uses MiSiS data and other District data systems to make decisions in designing, implementing, and revising school-wide efforts at least 3 or more times per school year.	<ul style="list-style-type: none"> <li>• Leadership Team meets on a regular basis to review data and share with the staff</li> <li>• Include on Monthly Agendas – SSC, STAFF, ELAC</li> </ul>
The SWPBIS/Discipline Review team reviews MiSiS discipline data at their monthly team meetings.	<ul style="list-style-type: none"> <li>• Meeting plan for entire year. Designee? Calendar</li> </ul>
MiSiS data is shared with school staff at least 3 or more times per school year.	<ul style="list-style-type: none"> <li>• Share data w/staff/parents and students in “user friendly” language – Not intimidation (DATA WALL)</li> <li>• Master Calendar</li> </ul>





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**Key Feature: Family and Community Collaboration**

Element	Strategies
<p>A family/community member is a consistent member of the SWPBIS/Discipline Review team.</p>	<ul style="list-style-type: none"> <li>• Parent/s present during IEP Meetings/SSPTs</li> <li>• Schedule the meetings in conjunction with other meeting (i.e., coffee w/the Principal, ELAC .. etc.)</li> <li>• School Site Council (SSC) Leadership – SWPBIS included on the agenda</li> </ul>
<p>Updates on the SWPBIS efforts are communicated through newsletters, brochures, open house, parent meetings, etc. at least 8 times per school year.</p>	<ul style="list-style-type: none"> <li>• Connect Ed – Outreach to Parents</li> <li>• Remind App</li> <li>• SWPBIS corner in newsletter</li> <li>• Marquee</li> <li>• 7 Habits of Happy Kids in newsletter</li> <li>• Coffee with Principal + showcase a leadership member</li> <li>• Monthly Assemblies</li> </ul>