

WRPS Professional Development Evaluation Planning Guide

District or Building Goal: Educate staff, students and parents about bullying, implement bullying curriculum, and reduce the incidences of bullying at East Junior High.

- ♦ Write a *SMART goal - specific, strategic, measurable, attainable, results-oriented, timebound*
- ♦ Choose a goal that will have a long-term effect and be implemented over 3-5 years

	FORMATIVE	FORMATIVE	SUMMATIVE
Plan Components or Activities	Initial Outcomes	Intermediate Outcomes	Intended Results
<ul style="list-style-type: none"> ▪ <i>What actions are necessary for students and staff to reach the goal?</i> ▪ <i>How will the activities be designed over time? Who will participate in the activities?</i> ▪ <i>What activities will be implemented in years 1-2, 3-4 and beyond?</i> 	<ul style="list-style-type: none"> ▪ <i>What are the immediate short-term outcomes for each plan component or activity?</i> ▪ <i>What changes in student, teacher and administrator learning will occur as a result of early learning?</i> 	<ul style="list-style-type: none"> ▪ <i>What outcomes will occur after the first two years for each plan component or activity?</i> ▪ <i>What changes in student, teacher and administrator learning will occur after the first two years?</i> 	<ul style="list-style-type: none"> ▪ <i>How will success be measured?</i> ▪ <i>What student achievement results can be expected? (Name the assessment tool and expected achievement goal.)</i>
<ul style="list-style-type: none"> ▪ Form Bullying Committee (Year 1). ▪ In-service staff about what bullying is, why it is harmful and how to prevent it (Years 1 and 2). ▪ Survey parents, staff and teachers about bullying incidents (Years 1 and 5). ▪ Pilot eight programs and select one anti-bullying curriculum (Year 3). ▪ Implement <i>Bullyproofing Your School</i> at each grade level (Years 3, 4, and 5). ▪ Implement homeroom activities (Years 4 and 5). ▪ Learn about and implement <i>Restorative Justice</i> techniques when disciplining students (Years 4 and 5). ▪ Inform parents about bullying through newsletters and parent information nights (Years 1-5). 	<ul style="list-style-type: none"> ▪ Awareness of bullying, and the negative results will increase. ▪ Tolerance for bullying behaviors will decrease. 	<ul style="list-style-type: none"> ▪ A curriculum will be selected for implementation. 	<ul style="list-style-type: none"> ▪ All staff and students will understand bullying, the negative effects, possess a common vocabulary and strategies, and not tolerate bullying behaviors. ▪ <i>Bullyproofing Your Schools</i> will be fully implemented at each grade level. ▪ Incidences of bullying will decrease by 5% in each year of plan implementation, for a total decrease of 25%.

WRPS Professional Development Evaluation Framework

Evaluation Questions	Data Collection Method	Data Analysis/Timeline	Responsible Person(s)
<ul style="list-style-type: none"> ▪ <i>What questions need to be answered to reach the goal? (Identify a minimum of two questions.)</i> 	<ul style="list-style-type: none"> ▪ <i>Which assessment tools will be used to answer each question? (Logs, surveys, assessments, interviews, artifacts)</i> ▪ <i>Identify data sources for each question.</i> 	<ul style="list-style-type: none"> ▪ <i>When will data be collected for each question? (Identify periodic checkpoints throughout the school year.)</i> ▪ <i>How will the data be analyzed?</i> 	<ul style="list-style-type: none"> ▪ <i>Who will be involved in the evaluation? (Involve multiple staff in the process of evaluation.)</i> ▪ <i>Who will analyze the data?</i> ▪ <i>Who will write an evaluation summary?</i>
<ul style="list-style-type: none"> ▪ Do all staff and students have a common understanding and vocabulary regarding bullying behaviors? ▪ Is <i>Bullyproofing Your School</i> implemented at each grade level? ▪ Have the incidences of bullying decreased at East Junior High? 	<ul style="list-style-type: none"> ▪ Building survey (pre-post). ▪ Skyward data. ▪ Teacher feedback forms from the pilot. ▪ Teacher observations. 	<ul style="list-style-type: none"> ▪ Surveys will be analyzed in dears 1 and 5. ▪ Pilot information will be collected and analyzed. ▪ Skyward data will be analyzed in the summer after each year of implementation. ▪ Teacher observations will reflect curriculum implementation. 	<ul style="list-style-type: none"> ▪ Bully Committee will be involved in the evaluation. ▪ Bullying Committee and Data Committee will be involved in data analysis. ▪ Professional Development Committee will write the evaluation summary.