

Administrative Support Maintains Program Fidelity

The following are areas of focus that we have found particularly important during the first year of implementing MYD and that continue to be important in order to maintain the integrity of the program.

- **Administrative Presence and Support**

It is very important to be highly visible throughout the building, including the classrooms. Model using Steps appropriately in place of warnings such as “Shh.” or “Slow down.” Volunteer to do Points and Concerns for teachers. Ask to be added to the point chart if you are visiting a classroom during Points. Provide time for the MYD committee to visit classrooms and provide support to teachers.

- **Common Area Expectations**

Common area expectations should be firmly established and all staff should be knowledgeable about these expectations. These should be reviewed at least yearly with all staff and more frequently if needed. Additionally, staff hired throughout the school year should have a thorough understanding of common area expectations. Consistent enforcement throughout the campus by all staff members is critical. Administrative presence and modeling will help reinforce this. Areas of lax or no enforcement are very apparent before/after school, to/from lunch, and during passing periods.

- **Step 4s**

Are staff members using Automatic Step 4s appropriately? Are escalating Step 4s diminishing over time? Is the oversight provided through second pair of eyes working as intended?

- **Parent Communication**

It's important to provide parents with a variety of options to become knowledgeable about MYD. The following ideas have been used by administrators in the past:

- Provide information in the newsletter. It's usually best to describe MYD in small increments with focus on whatever seems to be the hot topic at the moment.
- Meet individually with parents who would benefit from additional information about MYD as it relates to their children.
- Meet with small groups of parents in a format such as “Coffee with the Principal,” to share information.

Administrative Support Maintains Program Fidelity

- Add 1-2 key parents to the committee. They will be able to provide the committee with the community perspective and speak to parents as needed.
 - Provide overall information on the website, typically as a part of the Student Code of Conduct. Put a link on the school website to our MYD Parent website. (www.makeyourdayparents.com)
 - Implement a system to provide newly registered students and their parents with information about MYD. Examples include: PowerPoint with pertinent points, one for students and one for parents; Members of student committee provide orientation to new students “Kids Talking to Kids;” Parents and/or their children sign a contract of understanding after the orientation.
- **Maintaining Focus**
 - **Committee Role**

Schedule 5-10 minutes during each staff meeting to focus on pertinent topics.

Put up a question of the week, along with a place to provide answers in the staff lunchroom.

Sign-up for the newsletter and disseminate the information to staff in weekly emails.

Attend the annual MYD conference in order to increase their knowledge of the program. Also, it would be important for them to present at future conferences so they can share their knowledge with others.

Either in their own classroom or a colleague’s classroom, model Steps and Points/Concerns.
 - **Administrative Role**

During the first year that a teacher is learning how to use MYD, hold them accountable for implementing MYD but not with the expectation that they will be proficient. We would recommend expecting a level of proficiency by the second year of use and the understanding that it will be part of the evaluation process.
 - **MYD Student Committee**

A MYD Student Committee provides a unique perspective and substantially increases the buy-in of the students. The students should be nominated by staff members and need to reflect the behavioral diversity

Administrative Support Maintains Program Fidelity

on your campus. Typically, two non-administrative staff members facilitate and oversee the committee. The student committee provides the student perspective and usually becomes very proficient at problem-solving.

- **On-Going Evaluation**

- Keep statistics (office referrals, suspensions, test scores, attendance for both students and staff) to compare the previous school year and the current school year.
- Invite visitors to showcase school, not for MYD but to remind the community of all the good that goes on at a school.