

Effective Schoolwide Discipline  
Benchmarks of Quality  
Coaches' Checklist

**When to Complete**

A *Benchmarks of Quality for Effective Schoolwide Discipline* should be completed with the end-of-year evaluation instruments.

**Rationale**

The Benchmarks are used to:

1. Identify areas for improvement for each ESD Team;
2. Identify areas where the school has been successful in developing an ESD plan; and,
3. Identify schools that are developing and implementing a system of ESD.

**Procedures for Completion**

Step 1: Download [Benchmarks of Quality Scoring Guide](#) and [Coach Scoring Form Worksheet](#) (pdf form). The *Coach Scoring Form Worksheet* should be used as a working document and not for data submission.

Step 2: Use descriptions outlined on the *Benchmarks of Quality Scoring Guide* (matrix) to determine score for each benchmark. Record coach responses on *ESD Benchmarks of Quality: Coach Scoring Form Worksheet*. To submit your responses, enter them directly into the BoQ online data collection tool (step 2).

Step 3: Download [ESD Benchmarks of Quality Team Member Rating Form](#). Distribute copies of the *ESD Benchmarks of Quality Team Member Rating Form* to each member of the ESD team. Instruct team members to complete *ESD Benchmarks of Quality Team Member Rating Form* individually. **Team members do not use *Benchmarks of Quality Scoring Guide*.** Collects forms from team members.

Step 4: Tally team member responses using *ESD Benchmarks of Quality: Coach Scoring Form Worksheet*

\*Record most frequent response in the column labeled “Step 4” on the *ESD Benchmarks of Quality: Coach Scoring Form Worksheet* and directly into the BoQ online data collection tool (step 4).

++ for “In Place”

+ for “Needs Improvement”

- for “Not in Place”

\*If there is a tie, report the higher score. Note discrepancies in the space provided on the worksheet and/or the BoQ online data collection tool.

\*A most frequent team response of “++” would be equivalent to the highest score possible for a BoQ (possible scores vary by BoQ item).

\*A most frequent team response of “-” would be equivalent to the lowest score possible for a BoQ.

\*A most frequent team response of “+” would depend on the possible scores available for a BoQ item:

-If a BoQ item has four possible scores (3,2,1,0), a discrepancy would exist if the coach scores a “0” or a “3.”

-If the BoQ item has three possible scores (2,1,0), a discrepancy would exist if the coach scores a “2” or “0.”

-If the BoQ item has two possible scores (1,0), a discrepancy would exist because the coach can only score a 1 (++) or a 0 (-).

Step 5: Facilitate team through discussion (formally or informally) of identified areas of strengths (high ratings) and weaknesses (low ratings), including areas of discrepancy. Based on this discussion

using the *Benchmarks of Quality Scoring Guide*, you may adjust the score on the *ESD Benchmarks of Quality: Coach Scoring Form Worksheet (step 6)*.

Step 6: Coach enters final scores from *ESD Benchmarks of Quality: Coach Scoring Form Worksheet* directly into the BoQ online data collection tool (step 6). Completion and submission of this form is done electronically.