

DEVELOPING A SCHOOL-WIDE PBS ACTION PLAN

The objective for developing a School-wide PBS Action Plan is to define systematic plan for improving current discipline and behaviour support programs. These programs are intended for a) build an increasingly positive school climate, b) create a safer school, and c) provide a system for managing misbehaviour. The PBS Action Plan should define a sequence of activities, resources, people, schedule, etc. needed to address improvements in school discipline and behaviour support practices and procedures. Integrating information from several data sources is very useful when designing an action plan.

THE SCHOOL-WIDE PBS ACTION PLAN SHOULD CONSIST OF THE FOLLOWING FOR EACH SCHOOL:

1. A completed copy of the attached “Positive Behaviour Support Annual Action Plan” (an example of a complete form is attached on page 3)
2. Documentation of current procedures related to Positive Behaviour Support and discipline and your school:

Examples:

- School rules/Expectations grid
- Description of process for formally teaching rules/expectations across settings to students
- Description of Reward system/Acknowledgement system for rewarding appropriate behaviour
- Office Referral process
- Office Referral form
- Office v. Staff managed behaviour
- School Handbook (discipline procedures)
- Procedures for handling crises/dangerous behaviour on campus

The following guidelines should be considered when completing the PBS Annual Action Plan.

1. Develop the PBS Annual Action Plan as a team.
2. Identify data sources and analyze data

Examples:

- Office discipline referral data
- School-wide Evaluation Tool (SET) data
- Attendance & tardy records

Detention/suspension/expulsion reports

Staff surveys related to school climate/behavioural concerns

3. Set long (1-2 year) and short (3, 6 & 9 month) term objectives
4. Be specific about “who” will be responsible for each activity
5. Reference this Action Plan to monitor your progress throughout the year.

POSITIVE BEHAVIOUR SUPPORT ANNUAL ACTION PLAN

Year _____

School: _____ Date: _____

Team Members: _____

Regular Meeting Time & Location: _____

School-wide – PBS	Who	By When	Status Update
1. Conduct regular team meetings on-site w/meeting minutes	PBS team	Monthly	
2. Present data & discuss to guide Decision Making (SWIS, survey, etc.)	PBS team	At Monthly Meeting	
3. Attend regular district PBS trainings	PBS team	As scheduled w/district	
4. Regular staff updates with PBS programs & development	PBS team	Monthly @ staff mtg.	
5. Develop/Maintain (circle)	PBS Team		
a. School rules & Exp. Grid D M			
b. Beh'l Expectations taught D M			
c. Acknowledgment system D M			
d. Consequence system D M			
e. Data system D M			
Individual Student Systems			
6.			
7.			
8.			

POSITIVE BEHAVIOUR SUPPORT ANNUAL ACTION PLAN

(EXAMPLE)

Year 2012-2013

School: Ravenswood Elementary

Date: 10/10/2002

Team Members: James C (team ldr; 5th grade), Mrs. Jones (adm.), Mr. Martinez (SpEd), Mrs. Dee (1st grade), Mrs. Long (SPSY), Mr. Willis (ParaEd), Mrs Guzman (office manager)

Regular Meeting Time & Location: _____

School-wide – PBS	Who	By When	Status Update
1. Conduct regular team meetings	PBS team	Monthly	
2. Record & distribute meeting minutes to all PBS team members	PBS team	After each mtg/monthly	
3. Attend regular district PBS trainings	PBS team	As scheduled w/district	
4. Use data for decision making (e.g. attendance, referrals, other)	PBS team	Monthly	
5. Report progress to staff	PBS Team	Monthly @ staff mtg.	
6. Conduct regular Functional Assessment Team meetings	PBS team	Monthly @ staff mtg.	
7. Preparing for next year	PBS team	May PBS team mtg.	
Design & Implementation Activities			
1. Get SWIS account set-up	PBS team	Oct. 25	
2. Train staff office referral process, office v. staff mgd. Behaviours & SWIS	PBS team @ staff mtg.	Nov. 1	
3. Using SWIS school -wide	School staff	Nov. 1	
4. Attend training/ Dev. Plans to improve behaviour @ lunch/recess	Yard/Lunch spvsr/PBS team	Nov. 1	

5. Teaching Staff to teach School Rules/Expectations across all school settings	PBS team	Winter break
6. Teach students School Rules/Expectations across all school settings	All staff	1 st week in January
7. Improve on current system for rewarding approp. Behaviour	All staff	January PBS Training
8. Train staff/ Implement changes to reward system school -wide	PBS team/ all staff	Feb 15 th staff mtg.

RESTROOM EXPECTATIONS

Lesson Plan (Example)

Objective: Demonstrate the expectations for the restroom.

Restroom Expectations:

Be Ready

- Use nearest facility
- Go directly to and from the restroom
- Use during break time

Be Respectful

- Flush
- Use restroom supplies appropriately
- Use trash receptacles
- Be mindful of other people's privacy

Be Responsible

- Notify staff of problems
- Use facilities as intended

Intelligence Focus: Linguistic

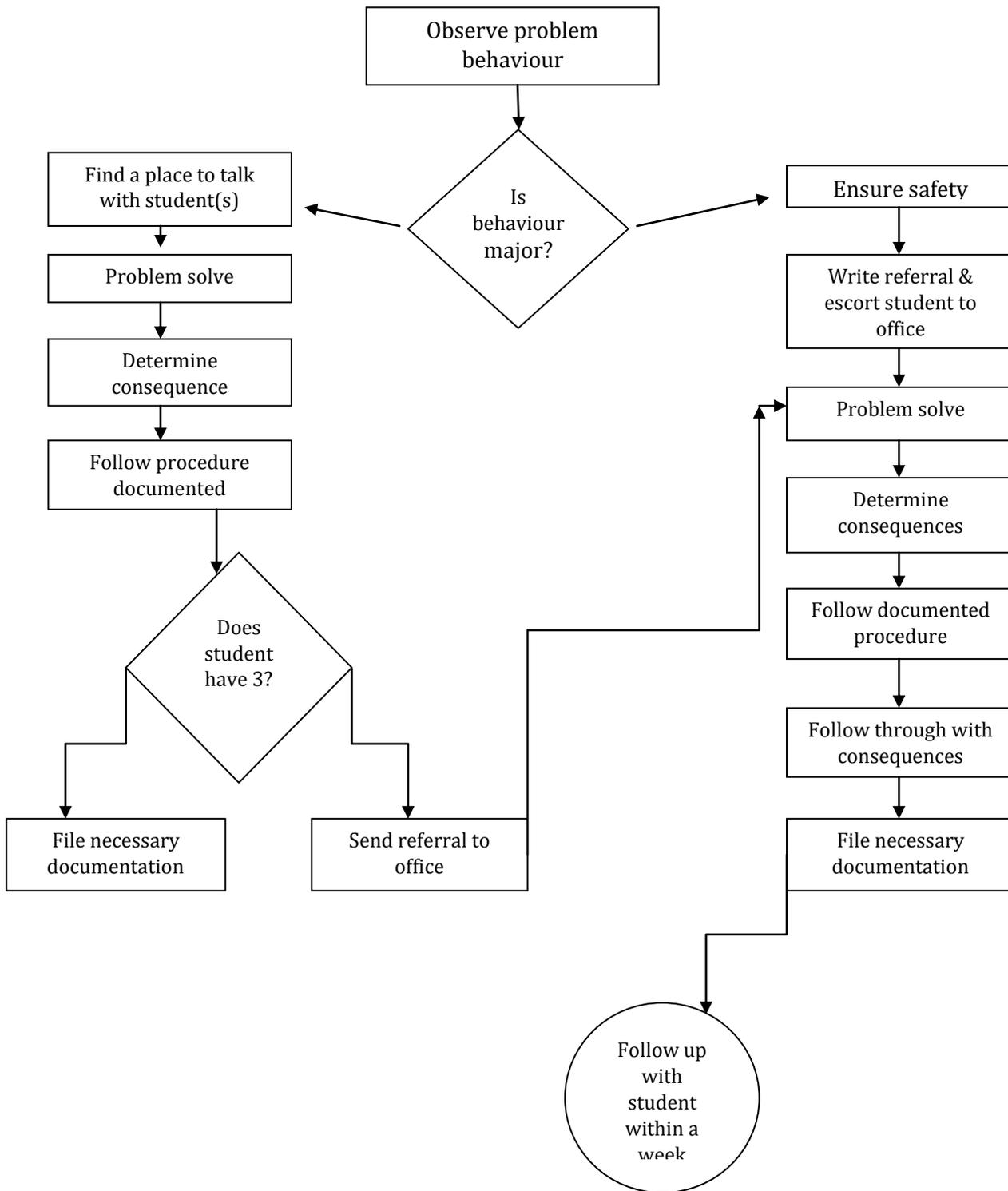
Activities: procedure for teaching expectations

- Begin with class discussion using a prepared power point.
- Use Q/A session to clarify required behaviour.

Reinforcement

- Travel as a group to review classroom objectives

GENERAL PROCEDURES FOR DEALING WITH PROBLEM BEHAVIOURS



GETTING STARTED WITH YOUR SCHOOL RULES

1. What are your school's rules? (or, what do you propose?)
2. Did all team members readily recall them? All? Some? Few?
3. Does your school have between 3 and 5 rules? How Many?
4. Are they written? Where?
5. Are they posted in the school anywhere?
6. How do your students know the school rules?
7. How will your team/you go about ensuring that there is a consensus about the school rules – with both staff and students!