

# School-Wide Positive Behavior Support: Action Planning Guide

**Date:** 6/6/07    **District:** Charlotte    **District Contact:** K. Johnson, S. Redman  
**School:** Vineland Elementary School    **Address:** 467 Boundary Blvd.  
**Phone:** (941) 697- 6600    Rotunda, Fl. 33947  
**Fax:** (941) 697-5902    **Team Leader:** Cathy Janiak  
**Principal:** Laura Blunier    **E-mail:**  
**Asst. Principal:** Jennifer Pyott    **E-mail:**  
**Coaches working with team:** Laura Allen

**Our Team Meetings are Regularly Scheduled on:** 1st and 3rd Mondays /month  
**day of week:** Mondays    **time of day:** 2:00 PM  
**location:** Room C-114    **length of meeting:** one hour

**Establish a Team Goal or Purpose:**  
*To facilitate positive behavior change in our students and staff, in order to develop lifelong learners.*

**Team Members**

Names	Role	Phone	Email

## School-Wide PBS: Specific Action Plan

Include the development, implementation, and management activities of your plan. All critical elements should be addressed within your action plan.					
Critical Element	Action/Activity	Who is responsible?	When will it be started?	When will it be completed?	When will we evaluate it?
# 1	Determine member roles	Coach/ team	6/07	6/07	9/07
# 1	Establish meeting dates and times	Team	6/07	6/07	10/07
# 1	Establish mission statement	Team	6/07	6/07	8/07
# 1	Develop motto	Team	6/07	6/07	8/07
# 2	Schedule monthly faculty trainings on behavior and PBS	Team	6/07	6/07	5/08
# 2	Plan/develop first faculty training on principles of behavior	Coach/team/ K Johnson/S Redman	6/07	8/07	9/07
# 2	Develop survey of teacher needs for monthly PBS trainings	Team	8/07	8/07	9/07
# 2	Develop PBS preview agenda and materials for faculty retreat	Team	6/07	8/07	8/07
# 3	Write role play script for retreat	Denise	6/07	8/07	8/07
# 3	Collect staff rewards for retreat	Tara	6/07	8/07	8/07

### Critical Elements

1. PBS Team established (membership, meeting times, leader, roles, mission)
2. Basic behavioral principles taught/reviewed with staff
3. Faculty commitment is obtained and maintained throughout the school year
4. Existing discipline data system is meaningful, data entered weekly and analysis plan established
5. Discipline referral form compatible with SWIS
6. Behaviors defined & categorized (minor/major)
7. Discipline referral process established and flow chart developed
8. Develop a Crisis Plan integrated into overall safety and PBS plans
9. Consequences hierarchy developed (for classroom & office)
10. Expectations developed (3-5 positively stated)
11. Rules developed for specific settings
12. Lesson plans developed for teaching expectations/rules
13. Reward/recognition program established (what, when, how)
14. Plans developed for training staff and students and involving families and community
15. Implementation plan established (what's going to happen, when, how)
16. Evaluation of PBS activities (How are we doing? What needs to be modified, maintained or terminated?)

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# 3	Make Heron dollars/ reward tickets for staff retreat	Cathy	6/07	8/07	8/07
# 3	Arrange for use of survey Clickers for survey at retreat	Cathy	6/07	8/07	8/07
# 3	Set agenda for retreat	Team	6/07	6/07	8/07
# 3	Schedule planning meetings prior to retreat	Team	6/07	6/07	8/07
# 3	Set up reward contingencies for ongoing teacher rewards at staff meetings for promptness, attendance, staying, paying attention, participating	Team	8/07	On going	5/08
# 4	Schedule SWIS training for Kelly	Coach, Ron, District Coordinator	6/07	8/07	8/07
# 4	Collect and prepare baseline data for retreat presentation	Ron	6/07	6/07	8/07
# 4	Establish schedule for data entry in SWIS	Ron/ Kelly	6/07	8/07	8/07
# 4	Establish schedule for regular SWIS data review with team and staff	Ron/ Cathy/ Coach	8/07	On going	5/08
# 5	Review and revise current office referral form	Team	6/07	6/07	5/08
# 5	Produce office referral form	Ron	6/07	8/07	8/07
# 5	Develop classroom tracking form	Team	6/07	8/07	5/08
# 5	Produce classroom tracking form	Ron	6/07	6/07	5/08
# 6	Establish Major and Minors for VES- define	Team	6/07	8/07	9/07
# 6	In-service staff on Majors and Minors	Team	8/07	10/07	5/08

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# 7	Develop and produce flow chart for behavior management system	Ron/ Coach	6/07	6/07	8/07
# 8	Add crisis plan assistance to flow chart	Ron/ Coach	6/07	6/07	8/07
# 9	Develop effective office referral consequences menu	Team	8/07	On going	5/08
# 9	Develop effective classroom discipline consequences menu	Team/ school staff	8/07	On going	5/08
# 10	Finalize expectations with team and administration	Team/ Principal	6/07	6/07	5/08
# 11	Develop location rules	Team/ Principal	6/07	6/07	5/08
# 12	Develop general lesson plans for expectations	Team	6/07	8/07	9/07
# 12	Establish plan for writing lesson plans for rules	Team	6/07	6/07	8/07
# 12	Write/collect lessons for rules	Team/ teachers	8/07	8/07	9/07
# 12	Set schedule for teaching expectations	Team/ Principal	6/07	8/07	8/07
# 13	Implement “Beat the Bell” tardy reward system	Ron	6/07	8/07	5/08
# 13	Revise and continue the “Positive Referral” System already in place	Ron	6/07	8/07	5/08
# 13	Continue “Happy Heron” awards for staff	Ron	8/07	8/07	5/08
# 13	Continue monthly awards for academics and caring.	Ron	8/07	8/07	5/08
# 13	Continue “Student of the Month” reward program	Ron	8/07	8/07	5/08

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# 14	Develop school wide simple reward system based on expectations (whole hog)	Team	6/07	9/07	5/08
# 14	PBS introduction with SAC/PTO	Ron	8/07	12/07	5/08
#14	Investigate “Positive Beginnings” training for staff	Team/ Cheryl	8/07	On going	5/08
#14	Develop plan for teaching <i>Vineland CARES</i> to new students through out the school year	Team	8/07	On going	5/08
#15	Develop plan for student “initiation” to <i>Vineland CARES</i> expectations, and rules school wide	Team	6/07	8/07	5/08
#15	Establish PBS update in monthly school newsletter	Team	8/07	On going	5/08
# 15	Implementation plan- Review PBS plan of action and set to calendar	Team	8/07	8/07	12/07 and 5/08
#16	Monthly team “check-ups” on VES CARES plan of action	Team	6/07	5/08	5/08
#16	Mid year team evaluations	Coach/ team	11/07	12/07	1/08
#16	Mid Year report to district and USF/PBS project	Coach	12/07	12/07	1/08
#16	End of the year evaluations	Coach/team	5/08	6/08	6/08
#16	End of the year report to district and USF/PBS project	Coach	6/08	6/08	6/08