



**District:** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Team Members Present:** \_\_\_\_\_

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### **District Action Planning**

**Purpose:** To assist the district team in developing an annual, comprehensive plan for initiating, supporting, and evaluating the School-wide Positive Behavior Support (PBS) efforts for all schools in the district. The plan will help determine which district personnel, representing various service areas, are needed to build and maintain PBS as a priority for schools within the district. The plan will also determine persons who will be identified as PBS Coaches, who will be directly responsible for regularly monitoring individual school team's progress. Additionally, the plan allows the district team to plan for resources (time, funding...) to support implementing school teams. To conclude the plan, the team will generate goals for expanding Positive Behavior Supports within the district for the coming school year.

**\*\*Red = Recommended for first year districts or districts adding fewer than 3 schools a year.**

**\*\*Blue = Recommended for second year districts or districts adding more than 3 schools a year. May be considered for districts that have been implementing at a slower pace for several years.**

Completed	In progress	Not Addressed	<b><u>INITIAL COMMITMENT</u></b>
			a. What is the level of interest regarding School-wide Positive Behavior Support in the district?
			b. How was the interest generated?
			c. Has the district team and/or school administrators received overview information on the PBS process?
			d. Is school-wide discipline identified as a top district goal? If so how?
			e. How many schools will receive training this year?
			f. Why and how are these schools selected for training?
			g. Are there other initiatives or issues that might impact (positive or negative) the support of School-wide Positive Behavior Support by the School Board or Superintendent?
			h. What is the current district's discipline policy? Will PBS enhance or impact the current district policy?
			i. Will the established PBS Leadership team agree to meet and action plan at a minimum annually?
			j. Are all necessary people members of the district team (now and later)?

Completed	In Progress	Not Addressed	<b><u>COORDINATING SUPPORT</u></b>
			<p>a. Which team member has been selected to be the District Coordinator of PBS? <b>SEE DEFINITION</b></p>
			<p>b. Will the chosen district coordinator be given the time to attend the 3 day training with the school teams?</p>
			<p>c. Will this person be provided with sufficient Support (time, resources...) to make the PBS process work at the selected schools and expand efforts across the district? How?</p>
			<p>d. Does the leadership team have the authority to commit specific resources to school teams?</p>
			<p>e. How will the Leadership Team determine who will be appropriate School Team Coaches? <b>SEE DEFINITION</b></p>
			<p>f. How will the team set aside time for team coaches to meet as a group a minimum of once per quarter?</p>
			<p>g. How will the team ensure that coaches will attend the 3-day training with their assigned school team?</p>
			<p>h. How will the team ensure that coaches will attend the annual coaches training presented by the University of South Florida?</p>
			<p>i. How will the team free up coaches time so they may attend school team monthly PBS meetings or various school-wide events?</p>
			<p>j. How will the team provide funding to support/sustain school-wide efforts at multiple school sites over time?</p>

Completed	In Progress	Not Addressed	<b><u>EVALUATING PROGRESS</u></b>
			a. Is each of the identified school's current database useful for data-based decision making?
			b. What is the name of the current data collection system in the district?
			c. Will the district allow schools to use an alternate data collection system? What if that system is web based?
			d. How do schools get their data (process and format)?
			e. How and when will SWPBS information/data be shared with other necessary persons (e.g., State PBS Project, Superintendent, School Board Members)?
			f. Are there a variety of channels of communication to inform and receive feedback from all impacted by SW-PBS?
			g. What, if any, tools are schools required to use yearly to assess climate/safety?
			h. Will the District Coordinator require all implementing school teams to complete and turn in The Benchmarks of Quality? How? When?
			i. How will the District Coordinator ensure that Coaches are monitoring school team's action plan and progress on completing stated goals?
			j. Will District Coordinators ensure Coaches are assisting school teams in completing annual staff satisfaction surveys?
			k. Will District Coordinators ensure that coaches are monitoring the regular/valid input of discipline data? How?
			l. How and when will coaches be evaluated?
			m. How and when will data be shared with the District Coordinator?

Completed	In Progress	Not Addressed	<b><u>GOALS / NEXT STEPS</u></b>
			a. How do you plan to support classroom, target groups, or individuals through the PBS process?
			b. What social skill initiatives (i.e. anger management, conflict resolution, verbal de-escalation...) does the district have in place to support targeted group interventions?
			c. Do you have representation on your leadership team from Professional Development?
			d. What are the plans for expanding PBS efforts in the next year? For the next 3 years?