

School-Wide Positive Behavior Support: Action Planning Guide

Date: 2011-12 school year **District:** Alpine **District Contact:** _Jenny Kramer____
School: _Alpine Elementary_____ **Address:** _____
Phone: _____
Fax: _____ **Team Leader:** _Jodi_____ **E-mail:** _____
Principal: Frank_____ **E-mail:** _____
Asst. Principal: Suzanne_____ **E-mail:** _____
Coach(es) working with team: _____Jenny Kramer ~ Kramer_j@asdk12.org_____

Our Team Meetings are Regularly Scheduled on:

Day of week __Tuesday____ **Time of day** __3:45 – 5:00 p.m.____
Location __Library____ **Length of meeting** _____

Establish a Team Goal, Purpose or Mission:

The mission of the Universal PBIS team is to create and sustain a positive school climate and culture, supporting the needs of all students (UIP Improvement Strategy #3)

Team Agreements/Norms:

1. *Be respectful*
 - a. *Start and end meeting on time*
 - b. *Listen and attend when others are speaking*
2. *Be responsible*
 - a. *Come prepared to meeting*
 - b. *Complete assigned tasks*
3. *Be Positive*
 - a. *Think in possibilities*

Team Members

Names	Role	Phone	Email
Jodi	<i>Facilitator</i>		
Joe	<i>Note taker</i>		
Chris	<i>Time keeper</i>		
Frank	<i>Admin.</i>		
Jolene	<i>Data Analyst</i>		
Renee	<i>Snack organizer</i>		

Part B
Tier 1/Universal PBIS: Specific Action Plan

Critical Element	Step 1: What is the problem/issue/task to be addressed?	Step 2: Why is it occurring?	Step 3: What are we going to do about it?	To-Do List	Persons Responsible	Follow-Up or Completion Date	Step 4: How will we know when we've been successful?
PBS Team	<i>We don't have representation from each grade level</i>	<i>No one from grades 5 & 6 signed up at the beginning of the year</i>	<i>Invite reps from grades 5 & 6</i>	1. Invite grade 5 rep	Jodi	8/20	<i>Grade 5 and 6 will be consistently represented at monthly meetings</i>
				2. invite grade 6 rep	Joe	8/20	
Faculty Commitment	<i>Only 12 people completed the Self-Assessment Survey</i>	<i>We sent out info via email and asked folks to complete it and didn't follow up</i>	<i>Have staff complete Self-Assessment Survey at all-staff meeting in August</i>	1. Ask Jenny to open survey window on survey site	Chris	8/01	<i>We will have completion by >80% of our staff on the SAS</i>
				2. Reserve comp lab for staff meeting	Frank	8/01	
				3. order or make muffins to thank staff	Jolene	8/24 (staff meeting)	
				4. provide directions to staff for survey completion	Frank	8/24 (staff meeting)	
Discipline Procedure	<i>Major and minor behaviors are not clearly differentiated</i>	<i>We haven't defined behaviors or asked staff for input on majors & minors</i>	<i>Get input from staff on majors & minors in Sept via chart paper in staff lounge</i>	1. Define problem behaviors from SWIS	PBIS team	8/30	<i>Referral forms completed by staff will be more accurately completed</i>
				2. Create chart paper or strips for each behavior	Renee and Carol	9/07	
				3. Create directions for staff to provide input	Frank	9/07	
				4. follow up on staff input	PBIS team	10/12	