

Tier 1/Universal PBS/Rtl:B Action Plan – Part A

Step 1: Problem Identification

Critical Element	<u>Step 1:</u> What is the problem/issue/task to be addressed?	To-Do List	Persons Responsible
PBS TEAM	Regular meeting dates and time are not established	1. ID meeting time & date	ASST. PRINCIPAL
		2. Confirm with team members	PBS LEADER
PBS TEAM	Rules and expectations are not developed	1. Develop Survey to identify problem areas and determine expectations	PBS LEADER
FACULTY COMMITMENT	Faculty and Staff are not familiar with PBS program	1. Distribute Survey to teachers	ASST. PRINCIPAL
		2. Collect Survey from teachers	PBS LEADER
		3. Discuss results of survey finding	FACULTY/STAFF
		4. Train non-instructional personnel via workshop	ASST. PRINCIPAL/PBS TEAM
		5. Train students through grade level assemblies	ASST. PRINCIPAL/PBS TEAM
EFFECTIVE PROCEDURES FOR DEALING WITH DISCIPLINE	Faculty and staff lack understanding for disciplinary procedures and processes	1. Define Problems Behavior	ASST. PRINCIPAL
		2. Develop School-Wide Referral Process	PBS LEADER
		3. Develop a flowchart identifying minor and major disciplinary infractions	TEAM MEMBERS
		4. Train detention monitors on LEAPs to implement program	ASST. PRINCIPAL/TEAM MEMBERS
		5. Train CSI Instructor on LEAPs to implement program	ASST. PRINCIPAL/TEAM MEMBERS

Critical Elements: PBS Team; Faculty Commitment; Discipline Procedures; Data Entry & Analysis; Expectations & Rules; Reward/Recognition Program; Lesson Plans; Implementation Plan; Classroom Systems; Evaluation

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DATA ENTRY	Data input personnel has not been established	1. Selection of Data Entry Personnel	ADMINISTRATORS
		2. Training for Data Entry Personnel on SWIS	PBS LEADER
		3. Determine how often data will be entered	
		4. Develop way of monitoring data being entered	DATA /Specialist
		5. Utilize SWISS data during Data Chats to monitor effectiveness of PBS	Administrators
EXPECTATIONS & RULES DEVELOPED	Positive school-wide expectations needs to be developed	1. Develop 3 – 5 positively stated expectations school-wide	ASST. PRINCIPAL
		2. Rules are developed and posted for a specific setting	PBS LEADER/TEAM MEMBERS
		3. Inform staff of expectations	PBS LEADER/TEAM MEMBERS
REWARD/ RECOGNITION PROGRAM	Reward/recognitions program are not established	1. Develop a system that includes incentives/rewards for students	PBS LEADER/TEAM MEMBERS/ FACULTY
		2. Utilize PLASCO as well as a variety of other methods to rewards students	PBS LEADER/TEAM MEMBERS
		3a. Positive behaviors for rewards will include: a. Dress Code/ID Badge b. Attendance/Tardies c. Overall On Task Behaviors d. Respectful e. Responsible	ADMINISTRATORS FACULTY & STAFF
		4. Inform staff of rewards program during workshop	ADMINISTRATORS FACULTY & STAFF

		5. Students will be informed during grade level assemblies	ADMINISTRATORS FACULTY & STAFF
		6. Solicit Dade Partners, area businesses and vendors for incentive rewards to be used in PBS Store	ADMINISTRATORS & PBS TEAM
		7. Set-up PBS Store in Main Office (room TBA) to house incentives acquired from Dade Partners	PBS TEAM
		8. Develop schedule for dates and times for personnel funning PBS Store	ADMINISTRATION/ PBS TEAM
		9. Develop VIP criteria for student to access VIP if criteria is met	ADMINISTRATION/ PBS TEAM
		10. Electronically monitor earned points through PLASCO and WISE to reward students who demonstrate positive behavior	ADMINISTRATION/ PBS TEAM
LESSON PLAN	Teachers/Students are unaware of rules and expectations	1. Utilize LEAPS curriculum (www.goleaps.com)	ADMINISTRATOR
		2. Develop lesson plan for expectations and rules	PBS LEADER
		3. Determine what subject the lesson plan will be implemented	PBS TEAM

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IMPLEMENTATION PLAN	Implementation of plan needs to be developed	1. Develop PBS Implementation Schedule	ASST. PRINCIPAL
		2. Introduce PLASCO to faculty	PBS LEADER
		3.Plans for training faculty and staff how to implement expectations/rules/rewards	PBS MEMBERS
		3. Train City Year Personnel during grade level assemblies	ASST. PRINCIPAL/PBS TEAM
CLASSROOM SYSTEM	Consequences/Interventions for problem behavior need to established	1. Classroom rules are defined for each of the school-wide expectations	ASST. PRINCIPAL
		2. Classroom rules and procedures are explicitly identified and taught	CLASSROOM TEACHERS
		3. Classrooms have a range of consequences/interventions for problem behavior that are documented and consistently delivered	CLASSROOM TEACHERS
		4. Individual classroom plans will be developed by teachers using a format selected by PBS Team	ASST. PRINCIPAL/PBS TEAM
		5. Administrators will monitor use of classroom plans during walk thru	ADMINISTRATION
EVALUATION	Evaluation process need to be put in place for faculty/students on PBS	1. Develop survey for students/faculty	PBS TEAM
		2. Survey students and staff about PBS	TEAM MEMBERS
		3. Outcomes are documented and used to evaluate PBS plan	PBS LEADER/TEAM MEMBERS
		4. PBS Components will be monitored through classroom walk-thru	ADMINISTRATI ON
		5. Data reports from WISE, Cognos Suspensions, and Tardy/Uniform Violation reports will be used to monitor program	ADMINISTRATI ON/PBS TEAM

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	Need to develop activity for student engagement	1. Raffle drawings for students with most improved scores on assessments	ASST. PRINCIPAL
		2. Social Tea with the Principal	PBS TEAM LEADER/PRINCIPAL
	Develop an activity for parent involvement	1. Increase PTSA Membership by having Literacy Night	PTSA President/Team Members
		2. Utilize PLASCO to reward students who bring parents to school functions	ASST. PRINCIPAL/PBS LEADER
		3. Sporting events	VARIOUS COACHES
		4. College Fairs	CAP ADVISOR
	Establish an activity for student engagement	1. Utilize PLASCO to reward student engagement daily (small rewards) and quarterly (assembly or dance)	ASST. PRINCIPAL
		2. Chief pride t-shirts	PBS LEADER
	Develop an activity for student attendance	1. Competition between grade levels	ASST. PRINCIPAL
		2. Spot Light students with perfect attendance on morning announcements	PBS LEADER
		3. Quarterly rewards (with 3 or less tardies)	
		4. Annual End of the Year Perfect Attendance Recognition	

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	Need to develop an activity for school climate	1. Shout-outs to students displaying positive behavior	ASST. PRINCIPAL
		2. The use of PLASCO to reinforce positive behaviors	PBS LEADER
		3. Compare results of School Climate Survey (2010-2011)	

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