**YEAR School-Wide Task Force Team - Action Plan**

**School Name: Date Began:**

\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



School Administrator: \_\_\_ \_\_\_\_\_ School Address: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­

PBIS District Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Email Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Name** | **Team Member Role** | **Email** | **Phone Number** |
|  | Team Leader/Chairperson |  |  |
|  | Secretary/Recorder |  |  |
|  | Behavior Specialist |  |  |
|  | Communication Coordinator |  |  |
|  | Celebration Coordinator/Cheerleader |  |  |
|  | Time Keeper |  |  |
|  | Data Specialist |  |  |
|  | District Coach |  |  |
|  |  |  |  |
|  |  |  |  |

| **Component** | **Action Step** | **When will it be started?** | **When will it be finished?** | **Who is Responsible**  **& Resources needed** | **Evaluation Method and Date** | **Review Status**  **A, I, N** |
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## Elements to Consider

1. PBS Task Force Team established (membership, meeting times, roles, mission/vision, ODR viewed)

2. Discipline data system is meaningful, update ODR form, entered data consistently and establish analysis plan

3. Discipline referral form rolled out to all staff

4. Behaviors defined & organized (minor/major), discipline referral process established and flow chart developed

5. Being developing PBIS Handbook for all staff

6. Develop a Crisis Plan, posted appropriate in school

7. Consequences hierarchy developed, combined with flow chart

8. Mascot finalized, expectations developed (3-5 positively stated) – memorable

9. Rules developed for specific settings – Matrix completed and voted upon

10. Lesson plans developed for teaching expectations/rules/strategies, with instructional tools – order instructional tools

11. Reward/recognition program established for staff and students

12. Plan trainings for staff and students (involving families and community) to implement PBIS – hold trainings

13. Implementation plan established – soft and hard roll outs (what’s going to happen, when, how)

14. Reward ceremonies

15. Evaluation of PBS activities – Data collection and review – Revisit problem areas (How are we doing? What needs to be modified, maintained or terminated?)