

ACTION PLAN FOR COMPLETION OF START-UP ACTIVITIES

ACTIVITY	ACTIVITY TASK ANALYSIS	WHO	WHEN
1. Establish Commitment <ul style="list-style-type: none"> ➤ Administrator ➤ Top 3 goals ➤ 80% of faculty ➤ Three year timeline 	A. Training on PBIS process for all staff.	Team L. Williams	Aug. 18-22, 2003
	B. 80% or better commitment confirmed from staff via survey	L. Williams	8/22/03
	C. PBIS Action Plan incorporated into SIT Action Plan	R. Robbins	8/18/03
	D.		
	E.		
2. Establish Team <ul style="list-style-type: none"> ➤ Representative ➤ Administrator ➤ Effective team operating procedures ➤ Audit of teams/initiatives 	A. Team established core membership representative of subject areas, special education assistants and administration.	D. Goldian	June '03
	B. Team established operating procedures and meeting calendar.	L. Fogleman	July '03
	C. Current committees and work groups analyzed. (Form G)	D. Goldian	Sept. '03
	D.		
	E.		
3. Self-Assessment <ul style="list-style-type: none"> ➤ EBS survey ➤ Discipline data ➤ Identification of strengths, focus ➤ Action Plan developed ➤ Action Plan presented to faculty 	A. EBS Survey issued to entire constituency.	D. Goldian	June '03
	B. Discipline referral data and suspension log data were gathered and analyzed.	Administrative Team	June '03
	C. Graphs and summaries of identified strengths and weaknesses completed.	Team	July '03
	D. An Action Plan will be developed consistent with SIT and PBIS guidelines.	Team	July '03
	E. Faculty orientation activities presented before students 1 st day.	Team	Aug. 18-22, 2003

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4. School-wide Expectations <ul style="list-style-type: none"> ➤ Define 3-5 school-wide behavioral expectations ➤ Curriculum matrix ➤ Teaching plans ➤ Teach expectations ➤ Define consequences for problem behavior 	A. Develop 4 expected behaviors that incorporate the letters B-L-U-E and implement a marketing strategy.	R. Huekler	8/25/03
	B. Complete teacher Matrix for B-L-U-E for teachers and students and present during orientation activities.	Team	Aug. 18-22 Teachers Aug. 25-27 Students
	C. Develop lesson plans for student and faculty orientation.	Team	Aug. 11-12
	D. Implement orientation lesson plans for students and staff.	Team Staff	Aug. 18-22 Teachers Aug. 26-27 Students
	E. Develop flow chart for processes for managing student behavior and modify all appropriate documents.	Team	8/12/03
5. Establish Information System <ul style="list-style-type: none"> ➤ System for gathering useful information ➤ Process for summarizing information ➤ Process for using information for decision-making 	A. SWIS Database training to be done Aug. 2003	A.P.'s and clericals	8/25/03
	B. Monthly meeting to review data reports to be held with faculty.	M. Cooke	ongoing
	C. PBIS team will use data reports to evaluate needed changes in process.	Team	ongoing
	D.		
	E.		
6. Build Capacity for Function-based Support <ul style="list-style-type: none"> ➤ Personnel with behavioral expertise ➤ Time and procedures for identification, assessment, and support implementation 	A. Fogleman and leadership of special education department will develop flow chart for PBIS/FBA/FBP Implementation	Huggins Pizzuti Fogleman	Sept. '03
	B. For Level 4 students to use as SW guide. B. Guidance and Sp. Ed. Personnel will develop flow-chart and procedures.	Huggins Pizzuti Lassahn Fogleman	Sept. '03
	C. Identifying top 20% of kids with behavioral problems through the existing PST and ARD Teams.	Huggins Pizzuti Lassahn Fogleman	Sept. '03
	D. Support systems for teachers' implementation. FBP will be developed	Fogleman Myers Pizzuti	Sept. '03
	E.		

