

Metro North School-Wide PBIS Action Plan 2011-2012

Action/Activity	How will we accomplish this goal?	Who is Responsible?	When will it be started?	When will it be completed?	When will we evaluate it?	Done ?
1. Introduce new staff members/students to PBIS expectations	<ul style="list-style-type: none"> New teacher/staff binders New information posted on PBIS board in the lounge Announcements Create new video – add “Assembly” and “Bus” 	<ul style="list-style-type: none"> Bone; PBIS team; classroom teachers Bone, Ihnen Ihnen Ross, McWithey 	<ul style="list-style-type: none"> 8.10.2011 At least monthly Daily 1.2012 	<ul style="list-style-type: none"> Ongoing as new students enroll Ongoing Ongoing 3.2012 	<ul style="list-style-type: none"> September 2011 PBIS meeting & periodically Periodically Periodically 4.2012 	<ul style="list-style-type: none"> √ √ √ √
2. Keep parents, staff members, and community members up to date on PBIS happenings	<ul style="list-style-type: none"> Monthly newsletter articles Monthly newspaper articles Sharing data with staff at monthly staff meetings Beginning of the year letter and open house table PBIS bulletin board in the lounge 	<ul style="list-style-type: none"> Bone, Ihnen Ihnen Bone, PBIS team Ihnen, Roser, Bone Ihnen, Bone 	<ul style="list-style-type: none"> 9.2011 9.2011 9.2011 9.2011 9.2011 	<ul style="list-style-type: none"> Ongoing Ongoing Ongoing 10.2011 Ongoing 	<ul style="list-style-type: none"> Periodically Periodically Periodically 11.2011 PBIS Mtg. Periodically 	<ul style="list-style-type: none"> √ √ √ √ √
3. Improve student behavior when a substitute is teaching the class	<ul style="list-style-type: none"> Prepare substitute binders with Polar Pride slips & referral forms Create substitute class evaluation form Figure out what to do with the data collected from substitute forms 	<ul style="list-style-type: none"> Roser Bone PBIS team 	<ul style="list-style-type: none"> 8.2011 8.2011 1.2012 	<ul style="list-style-type: none"> 9.2011 9.2011 2.2012 	<ul style="list-style-type: none"> 1.2012 1.2012 5.2012 	<ul style="list-style-type: none"> √ √ √
4. Set a date for Benchmarks of Quality	<ul style="list-style-type: none"> Meet with PBIS committee and set a date. Add it to the PBIS calendar Prepare to complete this 	<ul style="list-style-type: none"> PBIS committee Bone Dutton 	<ul style="list-style-type: none"> 2.2012 2.2012 3.2012 	<ul style="list-style-type: none"> 2.2012 2.2012 3.2012 	<ul style="list-style-type: none"> 5.2012 Not needed 5.2012 	<ul style="list-style-type: none"> √ √ √

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5. Improve reinforcement system – new incentive ideas	<ul style="list-style-type: none"> Brainstorm with PBIS team Implement new ideas 	<ul style="list-style-type: none"> PBIS Team Herring, Wendel 	<ul style="list-style-type: none"> 10.2011 1.2012 	<ul style="list-style-type: none"> 11.2011 Ongoing 	<ul style="list-style-type: none"> 2.2012 2.2012 	√
6. Include bus behavior in PBIS lessons (use data)	<ul style="list-style-type: none"> Create Polar Pride guidelines for the bus Add bus to matrix Teachers promote bus guidelines & safety in class Student reminders on announcements Bus driver training Create posters for doors exiting to busses 	<ul style="list-style-type: none"> PBIS Team Ross Classroom teachers Ihnen Tony England, Brian Dawson Ross 	<ul style="list-style-type: none"> 9.2011 11.2011 10.2011 10.2011 10.2011 12.2011 	<ul style="list-style-type: none"> 11.2011 11.2011 Ongoing Ongoing biweekly 10.2011 12.2011 	<ul style="list-style-type: none"> 3.2012 Not needed 1.2012 Periodically 12.2011 Not needed 	

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7. Create Polar Pride guidelines for assemblies & share with staff and students	<ul style="list-style-type: none"> • Create guidelines & posters • Add to our matrix 	<ul style="list-style-type: none"> • Ross • McWithey 	<ul style="list-style-type: none"> • 9.2011 • 11.2011 	<ul style="list-style-type: none"> • 9.2011 • 11.2011 	<ul style="list-style-type: none"> • 1.2012 • Not needed 	√
	<ul style="list-style-type: none"> • Share with staff and students 	<ul style="list-style-type: none"> • Ihnen 	<ul style="list-style-type: none"> • 9.2011 	<ul style="list-style-type: none"> • 9.2011, review at assemblies 	<ul style="list-style-type: none"> • 1.2012 	√
8. Improve student behavior in hallway after lunch with recess/lunch supervisors	<ul style="list-style-type: none"> • Talk to lunch/recess supervisors about giving out Polar Pride slips more often 	<ul style="list-style-type: none"> • Each grade level PBIS rep will talk to their supervisors; LuAnn will talk to second grade 	<ul style="list-style-type: none"> • 11.2011 	<ul style="list-style-type: none"> • 11.2011 	<ul style="list-style-type: none"> • Not needed 	
	<ul style="list-style-type: none"> • Make a sign for each grade level that we can move a nonverbal indicator to show how the grade level did going to recess and coming in from recess 	<ul style="list-style-type: none"> • Ross & Herring 	<ul style="list-style-type: none"> • 11.2011 	<ul style="list-style-type: none"> • 11.2011 	<ul style="list-style-type: none"> • 2.2012 	
	<ul style="list-style-type: none"> • Teachers at each grade level will reward students for an appropriate number of “good” walks between cafeteria, recess, and classrooms after recess 	<ul style="list-style-type: none"> • Grade Level teachers 	<ul style="list-style-type: none"> • As appropriate 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • 4.2012 	
9. Utilize data more effectively	<ul style="list-style-type: none"> • Put office discipline data in a usable format 	<ul style="list-style-type: none"> • Ihnen 	<ul style="list-style-type: none"> • 9.2011 	<ul style="list-style-type: none"> • 10.2011 	<ul style="list-style-type: none"> • 12.2011 	√
	<ul style="list-style-type: none"> • Share data on lounge bulletin board 	<ul style="list-style-type: none"> • Ihnen 	<ul style="list-style-type: none"> • 10.2011 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • 1.2012 	√
	<ul style="list-style-type: none"> • Share data via email 	<ul style="list-style-type: none"> • Ihnen 	<ul style="list-style-type: none"> • 10.2011 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • 1.2012 	√
	<ul style="list-style-type: none"> • Analyze data on a regular basis 	<ul style="list-style-type: none"> • Shoemaker 	<ul style="list-style-type: none"> • 12.2012 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • 5.2012 	√

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10. Clearly define use of referral forms	<ul style="list-style-type: none"> Decide what to do with the discipline data from the forms that are not office discipline referrals Clarify when to/not to document behaviors 	<ul style="list-style-type: none"> PBIS team with discussion led by Swihart PBIS team discussion led by McWithey 	<ul style="list-style-type: none"> 12.2011 12.2011 	<ul style="list-style-type: none"> 1.2012 1.2012 	<ul style="list-style-type: none"> 5.2012 5.2012 	<ul style="list-style-type: none"> √
11. Create, post, teach, and practice emergency procedures – fire, tornado, lockdown	<ul style="list-style-type: none"> Work with emergency personnel to determine most appropriate emergency procedures for our renovated building Make posters with directions for emergency procedures; post in each area Practice emergency procedures 	<ul style="list-style-type: none"> Ihnen, local emergency personnel Ihnen Ihnen, classroom teachers 	<ul style="list-style-type: none"> 7.2011 8.2011 8.2011 	<ul style="list-style-type: none"> 8.2011 8.2011 Ongoing tornado 2x per semester, fire 1x per month, lockdown 1x per semester 	<ul style="list-style-type: none"> 8.2012 (Ihnen & emergency personnel as needed) Not needed 5.2012 	<ul style="list-style-type: none"> √ √ √
12. Put PBIS information on our school website	<ul style="list-style-type: none"> Add state PBIS link to our website Post monthly newsletter (including PBIS update) on website Put matrix on website Put Polar Pride slip on website Put discipline graph on website 	<ul style="list-style-type: none"> Ihnen Ihnen Ihnen Ihnen Ihnen 	<ul style="list-style-type: none"> 12.2011 9.2011 1.2012 1.2012 1.2012 	<ul style="list-style-type: none"> 12.2011 Ongoing 1.2012 1.2012 Ongoing 	<ul style="list-style-type: none"> Not needed Not needed Not needed Not needed Not needed 	<ul style="list-style-type: none"> √ √ √ √ √