

# **PBIS Annual Action Plan South Frederick Elementary 2003-2004**

## **Introduction**

The 2003-2004 school year will be year two in the PBIS process for South Frederick. This year the PBIS process will be supervised via a sub-committee of the Leadership Team with staff members taking more ownership and responsibility for the process.

The school also will be implementing Project Achieve this year as a means for providing replacement skills for negative behaviors and school wide consistency for behavior expectations. In addition, Project Achieve will provide step-by-step problem solving for students.

A behavior specialist, Dr. Alicia Perry, will be joining the staff one day a week to assist with the implementation of Project Achieve, develop individual students systems for "high flyers", and provide one-on-one behavioral counseling for students with high needs.

The annual action plan was updated at summer training and in Leadership Team meetings, both held in July 2003. The plan was presented to staff at the start of the school year. It was reviewed on 9-8-03 by the PBIS sub-committee and was given final approval.

## **PBIS Sub-committee Members**

Ann Reeve, Principal	Karine Myers, Grade 3
Leigh Warren, Assistant Principal	Chuck Gill, Counselor
Kevin Cuppett, Assistant Principal	Bonnie Sanders, Student Support
Angie Nallo, Grade 2	Erin McCullough, Math Recovery
Dr. Alicia Perry, Behavioral Specialist	Eric Rhodes, Reading Recovery/Grade 1

## **Activities**

### **Establish Commitment:**

- Document PBIS as one of top three improvement goals of the school in the School Improvement Plan. (Completed as of 9-9-03)
- Share referral and survey data as well as successes of previous year.
- Share action plan for 2003-2004. (Completed as of 9-9-03)

### **Establish and Maintain a Team:**

- PBIS Subcommittee to meet monthly for one hour.
- Provide monthly reports of discipline data to Leadership Team/school.
- Gain participation of a parent representative.

### **Self-Assessment:**

- Review result of PBIS survey completed in spring of 2003. (Completed as of 9-9-03)
- Summarize existing school discipline data. (Completed as of 9-9-03)
- Revise referral process. (Completed as of 9-9-03)
- Develop new Documentation Form. (Completed as of 9-9-03)
- Update Definition of Major Behaviors (Completed as of 9-9-03)
- More clearly define behaviors that are office and classroom managed.

## **Establish School Wide Expectations:**

- Revise school rules. (Completed as of 9-9-03)
- Develop clear procedures and direct teaching methods for cafeteria, recess, and hallways.
- Implement Project Achieve. (Completed as of 9-9-03)
- Conduct Project Achieve training on August 19<sup>th</sup>. (Completed as of 9-9-03)
- Unify classroom management systems. (Completed as of 9-9-03)

## **Develop System for Rewarding Positive Behaviors**

- Review Panther Pride program as the school wide positive behavior system. Determine if system should have incentive component.
- Implement and monitor the effect of the system; make adjustments when necessary.

## **Establish System for Responding to Behavior Violations**

- Clarify the referral process for staff; review definitions of major behaviors. (Completed as of 9-9-03)
- Develop and utilize pre-referral documentation form. (Completed as of 9-9-03)
- More clearly define what should be referred to the office and what should be documented in the classroom. (Completed as of 9-9-03)

## **Establish Information System:**

- More consistently publish the PBIS Update newsletter.
- Add PBIS and Project Achieve sections to parent handbook and monthly school newsletter.

## **Build Capacity for Function-based Support:**

- Better coordinate services provided by behavioral specialist, mental health counselor, guidance counselor, student support teacher and CASS worker by meeting monthly to discuss students. (Underway)
- Hold weekly administrative meetings with counselor and student support teacher to monitor/implement interventions for groups and individuals. (Underway)

## **Build District Level Support:**

- Maintain current PBIS Coach. (Completed as of 9-9-03)
- Seek funding for implementation. Explore medical assistance grant as possible source.

## **Establish Procedures for Ongoing Evaluation**

- Monthly meetings on the PBIS process are held. (Underway)
- New activities are implemented according to information and trends seen in discipline data and from staff feedback.
- Accuracy and effectiveness of PBIS process is monitored.
- PBIS Survey will be administered again in the spring of 2004.