A picture containing drawing

Description automatically generated

**PBIS Virtual Academy 2020**

**Homework 2.2 - Creating a Discipline Flow Chart and Office Discipline Referral**

**This activity may be a review/update of your current discipline policies or a complete overhaul of your discipline system. This homework involves a lot of decision making and will need school administration input throughout the process, as well as staff feedback. The goal for this activity is for your school to have a discipline system that aligns with PBIS values and for it to be used consistently.**

**TFI 1.6 Part 1- Creating a Discipline Flow Chart**

**Step 1:**

Everyone on the team needs to watch the TFI 1.6 Part 1 Creating a Discipline Flow Chart video. You can view the video at this link:

https://www.youtube.com/watch?v=Q1YYRM6wjx4

**Step 2:**

Gather your materials:

* List of problem behaviors for your school (handbook or policy)
* Large Post-It Board with a T Chart drawn on it
* Sharpies
* Small Post-It Notes

**Step 3:**

1. Choose a team member to take the lead
2. Plan a whole school faculty meeting
3. Break into groups of 4-6
4. Groups will determine placement of behaviors as either classroom or office managed
5. Groups will complete the T-Chart with list of problem behaviors
6. Groups will define words listed in both columns (disrespect, defiance, disruption)
7. Bring whole group back together and determine final placement of all behaviors

**Step 4:**

1. Review flow chart examples on [www.wvpbis.org](http://www.wvpbis.org) and decide which your school will use
2. Determine/Review which consequences your school offers/mandates for minor and major behaviors (handbook)
3. Review and update the process for tracking minor and major referrals (handbook)
4. Determine the process to send students to the office and for them to return to class
5. Assign tasks to team members to gather information needed to complete the flowchart
6. Enter all information into selected template
7. Give staff an opportunity to review draft and offer suggestions

**TFI 1.6 Part 2 -Creating an Office Discipline Referral – ODR**

**Now that you have completed the Discipline Flow Chart it will be simple to create the Office Discipline Referrals.**

**Step 1:**

Everyone on the team needs to watch the TFI 1.6 Part 2 Creating an ODR video. You can view the video at this link:

https://www.youtube.com/watch?v=Fqw4TfSDCJ4

**Step 2:**

Make a lot of decisions as a team to guide the creation of the ODR(s)

1. Choose a team member to take the lead (someone who is good at editing forms)
2. Team decision time
   1. Paper and/or electronic, color coded, carbon copies?
   2. Minor and Major combined or separate?
   3. Language used? (classroom, admin, minor, etc)
   4. Should a certain number of minors equal a major? When is it a PBIS Tier 1 classroom intervention? What is the process for that intervention?
   5. Does the ODR meet your intended purposes? (behavior intervention, tracking tool, communication tool)
   6. How will ODRs be recorded? (WVEIS, school sharepoint, etc)
   7. Who will enter them? How often?
   8. Can reports be pulled easily for PBIS meetings and to share with staff?
3. Make sure ODR covers who, what, when, where, why and how for data tracking

**Step 3:**

1. Use all the information gathered in step 2 and new discipline flow chart
2. Review templates on [www.wvpbis.org](http://www.wvpbis.org)
3. Complete the ODR(s) based on what your school decided
4. Make as much as you can check boxes
5. Edit discipline flow chart as needed to match guiding decisions for ODRs
6. Share a draft with the team to get feedback throughout process

**Step 4:**

1. Plan a PD to teach staff
   1. how to use the new discipline system
   2. staff expectations for completing referrals
   3. functions of behavior to complete the why
2. Determine the roll-out date to begin new process
3. Update staff and student handbooks, school policies, etc.
4. Communicate with parents, stakeholders and students (age appropriate) the new system

**If your school already has a solid PBIS discipline system, please forward your documents to your BSS to opt-out of this homework. I would still encourage you do a PD with staff to review the policies and procedures.**

**Consistency is the key to success when it comes to your school’s discipline system. You should have high expectations for your staff to follow the process as intended.**