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**PBIS Virtual Academy 2020**

**Homework 2.2: Discipline Systems**

**We understand that creating your flowchart and ODRs is a lengthy process and may take several months to complete. This is a list of questions for your team to think through as you begin to plan for your updated discipline system. Please turn this in to your BSS before the next academy so we can see your progress in laying the groundwork for your system.**

**Please answer the following questions:**

1. Will your school use paper or electronic forms for referrals?
   * Are the forms color coded?
   * If they use paper, do they make carbon copies?
   * Do parents sign and return the forms?
2. How and where will the forms be stored?
3. How will you track referrals? A spreadsheet? WVEIS? Another program?
4. Who will be entering that data? When will they enter it (within three days)?
5. Will you have a rule that 3 minors=a major within a number of days? (Research Pros and Cons)
6. Are you going to use ODRs as a behavior intervention, data collection tool, communication tool, or a mix of these? How will you meet the goal of each?
   * This is important because how your school **views** the forms will guide the way the school **uses** the ODRs after they are completed.
7. We encourage you to be careful not to intertwine your discipline and acknowledgement systems. ODR’s should NOT be used to take away points or rewards because those points have already been earned. (For example – saying a curse word on the bus doesn’t negate the fact that a student followed all the expectations in the hallway. The cursing would be handled in the discipline system and the student would still receive his acknowledgements for his hallway behavior.) Examine the systems that you already have in place, are they intertwined? If they are, how can you mediate that?
8. What is an example of a current discipline policy you have that you need to realign to match PBIS values? What is your plan to update this policy?
9. When will staff be explicitly trained on how to complete the ODR and enter data?
   * What are your expectations for staff? (Hand in weekly, enter data themselves)
   * What format will you use to present the training? (example: powerpoint or short video during a staff meeting)
   * Who is responsible for creating and organizing the training?
10. What is your schools timeline to have the Discipline Flowchart and ODR completed?