**Step 1: Identify Important Behaviors & Themes**

1. Brainstorm **specific behaviors** you would like to ‘see’ students demonstrate in your school and write them down in the **left-hand** column below. ***Consider the emotional engagement, social and emotional behaviors students need to be successful*.**
2. Identify themes or characteristics that best describe each behavior. List those themes in the **right-hand column**.
3. Review the themes in the right-hand column. Circle, highlight or color-code the most common themes and list them in item **#4**.

Examples

|  |  |
| --- | --- |
| **Specific POSITIVE Behaviors of a Successful Student** | **Theme/Characteristic** |
| * **On-time to school**
 | **Responsible, Respectful** |
| * **Speaks out and/or stands up for others**
 | **Caring, Supportive, Empathetic** |
| * **Asks for help, when needed**
 | **Initiative, Self-Advocacy, Self-Aware** |
| * **Prepared for class/activity**
 | **Readiness, Responsible** |
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1. Common Themes/Characteristics:

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| --- | --- |
|  **Theme/Characteristic** | **Theme/Characteristic** |
| **Example**: Responsible |  |
|  |  |
|  |  |
|  |  |

**Step 2: Check Data**

1. List your school’s top disciplinary infraction and two other common offenses below.

**Example:**

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| --- | --- | --- |
| **Most Common Disciplinary Infraction** | **Common Disciplinary Offense** | **Common Disciplinary Offense** |
| Tardy |  |  |  |

**Step 3: Check Guidelines**

1. List the themes from item **#4** in the table below and complete the checklist to ensure each theme meets the guidelines for a school-wide expectation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Theme** | **Addresses Data** | **Addresses Mental Health**  | **Addresses Academics** | **Broadly Stated & Positively Worded** | **Applies to Everyone** | **Applies in ALL settings** |
| **Example:** Responsible | Yes (Tardy) | Somewhat | Yes | Yes | Yes | Yes |
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**Step 4: Collaborate to Finalize Expectations**

1. Develop strategies for collaborating with stakeholders to get input and feedback on the themes to help determine your school’s final 3-5 Tier 1 school-wide expectations.
2. Determine how the final expectations will be selected and shared with all stakeholders.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder****Groups** | How will the team share the activity information? (method) | Who will share & when? | How will feedback & input **from** stakeholders be collected? (method) | How & when will the final ~3-5 expectations be determined and shared? |
| **Staff** | *Examples: Email, Newsletter, Facebook,* ***All Staff Meeting****, etc.* |  | *Examples: Padlet,* ***anonymous boxes/buckets near mailboxes or in teacher’s lounge****, classrooms, etc.* | ***The PBIS Team Determines the Official School-wide Expectations***  |
|  |  |  |  |
| **Students** | *Examples:* ***Classroom Activity******(post-it notes)****, Circle Time/Dialog Circle, etc.* |  | ***Post-it notes collected by teachers and then given to the PBIS Team, grade level teams, etc.***  |  |
|  |  |  |  |
| **Families** | *Examples: Email,* ***Newsletter****, flyer, etc.*  |  | ***QR Code*** |  |
|  |  |  |  |