

**Building School-Wide Expectations**

**Characteristics of an Ideal Student Activity**

**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** (next page).

Examples

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| **Specific POSITIVE Behaviors of a Successful Student** | **Theme/Characteristic** |
| * **On-time to school activities** *(e.g. class, meetings, events, assemblies, etc.)* | **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 |  |
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**Step 2: Check data**

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

Example: Tardy

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

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| **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.

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| --- | --- | --- | --- | --- |
| **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 public voting on chart paper by mailboxes, etc.* |  |
| **Students** | *Examples: Classroom Activity (post-it notes), Circle Time/Dialog Circle, etc.* |  |  |  |
| **Families** | *Example: Email, Newsletter, flyer, etc.* |  |  |  |