Canyons School District
PBIS
Tools

Schools that enters their monthly data into the CSD PBIS data collection system are eligible for $500 per semester to be used for supplies and reinforcements in managing PBIS implementation.

A school may apply for funds after entering data for two monthly data-cycles. Additional funds may be applied for on condition of continued data entry. To do so the Action Plan and Funding Request Form must be completed and sent to Allan Whitmore in the Evidence-Based Learning Department.

These funds are to be used for purchasing supplies and materials to implement PBIS (posters, printing, and non-food related reinforcements). Accounting of these funds will be tracked at the school level for auditing purposes (currently we are not required to have receipts turned into the district.).

It is highly recommended to establish relationships with PTA and community business partners, as they are valuable resources in helping to reinforce staff and students.

CANYONS
School District

Canyons School District is partnering with the State Office of Education and the Utah Personnel Development Center to implement PBIS in our district.

PBIS Action Plan and Funding Request

Request of funds may be submitted each semester in the amount of $500. To be eligible to request funds, your school needs to fill out monthly data reports at http://tinyurl.com/pbisdatasubmission. Send completed forms to Allan Whitmore, EBL.

School:__________________________________Date:__________ Fall Winter (Circle One)

Administrator's Signature_____________________________________

District Coach's Signature______________________________________

Action Plan

Semester Goal #1:	What is your baseline data?	Action Needed and Person(s) Responsible?	How will we know it's working?
Semester Goal #2:	What is your baseline data?	Action Needed and Person(s) Responsible?	How will we know it's working?

Funding Request

Rationale for Funds	Funds Needed	Person(s) Responsible for Accounting of Funds

Sample Business Letter

Dear Business Owner,

Our school, _________________________________, is implementing PBIS (Positive Behavioral Interventions and Supports), a school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. We would like to initiate an incentive program to reward positive behavior for our students.

We are creating a school store, where after earning positive incentive cards, students will be able to redeem their cards for rewards. We want to include our community and the businesses that our students and families patronize. We are asking if you will donate items to include in our school store, such as gift certificates, school supplies, or other items. In addition we would also appreciate items that would be rewarding to our faculty members as well.

We appreciate your generosity and efforts in making school a positive experience for our students.

Sincerely,

Please send your donation to:

Implementation Quick Look

Schools who implement with fidelity and collect and report data quarterly will be eligible to receive funding from Canyons School District to support implementation of PBIS.

Beginning Phase:

The purpose of the beginning phase is to establish commitment and infrastructure for implementation of school wide behavior support, which provides an environment for successful outcomes for the majority of students in a school. In so doing, more resources will be freed up for more intensive behavior supports to be developed in subsequent years.

The main activities of the beginning phase include:

- Meeting bi-monthly with a team to plan PBIS implementation
- Plan and provide training to all staff in philosophy and salient features of PBIS
- Choosing a building coordinator who will communicate consistently and participate in on-site visits with district PBIS coach
- Establishing a system for data collection and use through Skyward.
- Report school behavior and academic data monthly at _______________.
- Collecting ODR (office discipline referral) data, and presenting data to staff on a quarterly basis.
- Problem solving around student behavior data
- Implementing the basic principals of PBIS (i.e. school-wide rules matrix agreed on by faculty that are explicitly taught & posted, school-wide positive reinforcement and consequence system, major vs. minor behaviors)
- Participate in a systematic evaluation (SET) at the end of the year

Intermediate Phase:

The purpose of the intermediate phase is to maintain the implementation of the beginning phase of behavior supports and to apply those principles to the classroom setting, to identify students needing supplemental strategies, and provide them with appropriate interventions. Additionally, it lays the necessary groundwork for implementing effective intensive supports to a few students who need the additional support to be successful.

The main activities of the intermediate phase include:

- Refining the problem solving team process
- Using individual student data to match instruction/intervention to student need
- Increasing consistency across classrooms

Advanced Phase:

The purpose of the advanced phase is to refine the implementation of core/universal and supplemental supports and apply those principles to identify students needing intensive strategies and providing them with appropriate interventions.

The main activities of the advanced phase include:

- Maintaining the problem solving team process
- Maintaining using individual student data to match instruction/intervention to student need
- Planning for continuous improvement and sustainability

District Support:

- Provide on-site consultation
- Provide additional training for building coordinators and faculty by request
- Provide support for school faculty professional development
- Provide access to the state-wide ABC-UBI professional development coaching network
- Provide 8 hours of training for school PBIS teams
- Seek funding to support PBIS implementation

CACTUS Credit Application

Teachers who participate in development, implementation, and PD of PBIS in their building are eligible to receive 5 CACTUS credit (80 hours). Return form to Leslie Allen, EBL before the end of May to receive credit.

Name:________________________________School:________________________________

Signature:____ Date:______________

Principal's Signature:_________________________________ Date:______________

Appropriate activities to track are: planning and carrying out PD for your staff, attending district or state sponsored PD, attending BLT/PBIS meetings throughout the school year, time spent gathering data to help guide team decisions, time spent problem solving around specific students, and delivering interventions.

Date	Description of Activity	Hours

Appropriate activities to track are: planning and carrying out PD for your staff, attending district or state sponsored PD, attending BLT/PBIS meetings throughout the school year, time spent gathering data to help guide team decisions, time spent problem solving around specific students and delivering interventions.

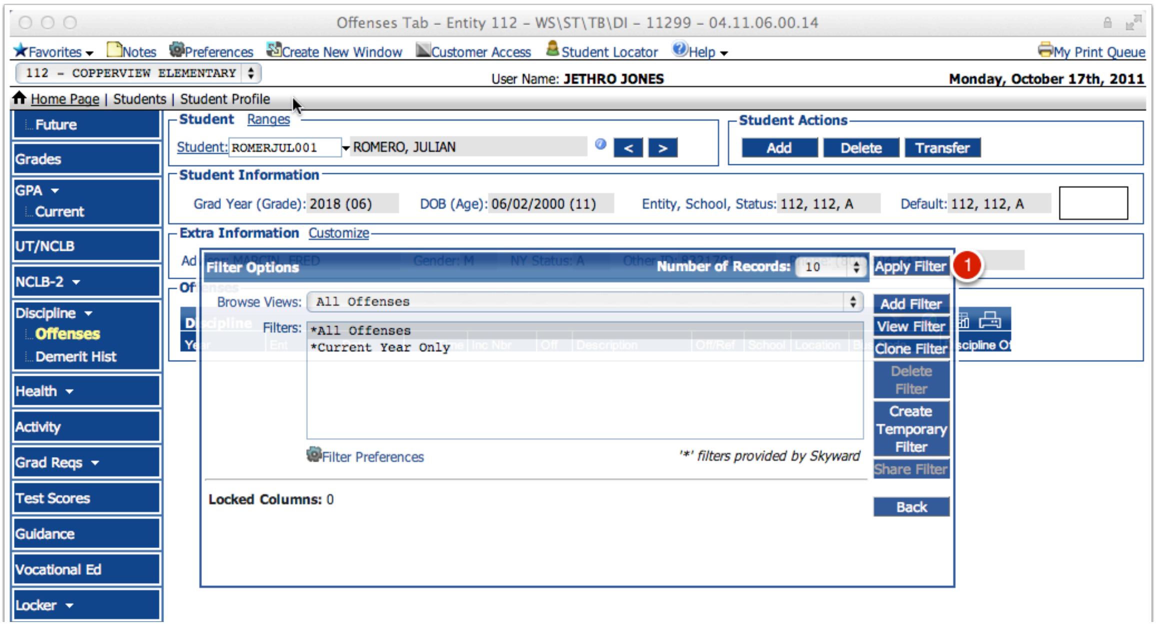
Date	Description of Activity	Hours
	TOTAL HOURS:	

Entering Office Discipline Referrals in Skyward

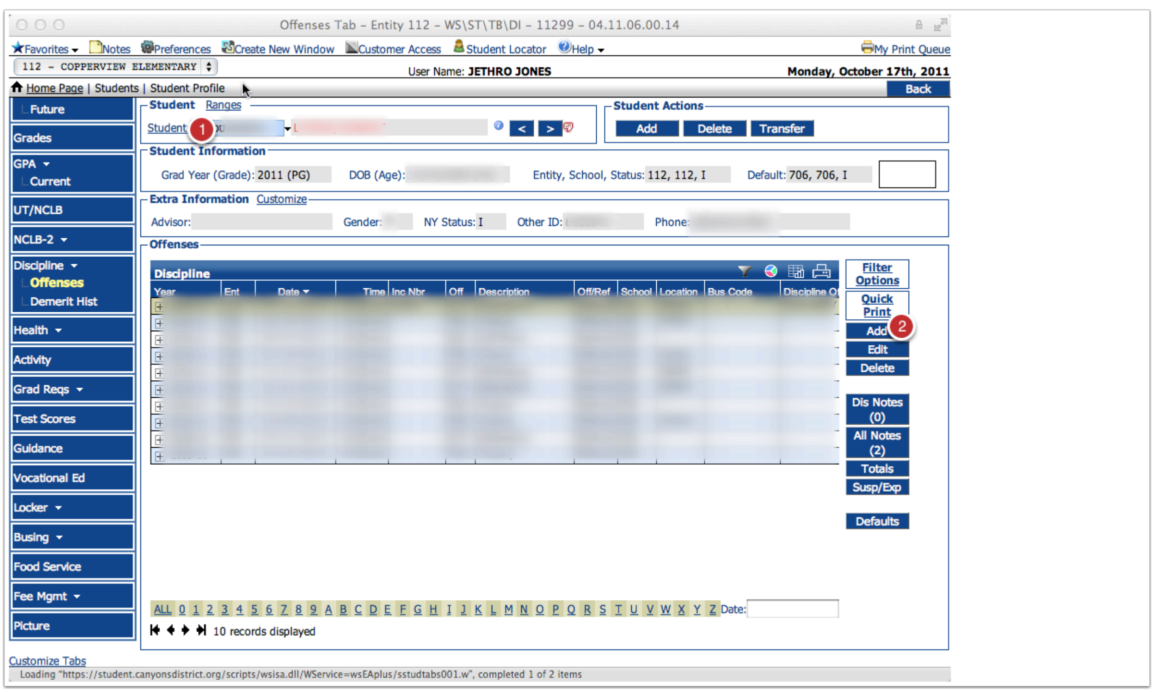
Entering Office Discipline Referrals Into Skyward

Go to Skyward.canyonsdistrict.org
Sign in to Skyward Student
1. Click on **Student Management**
2. Click on **Students**
3. Click on **Student Profile**

1. Apply the filter.

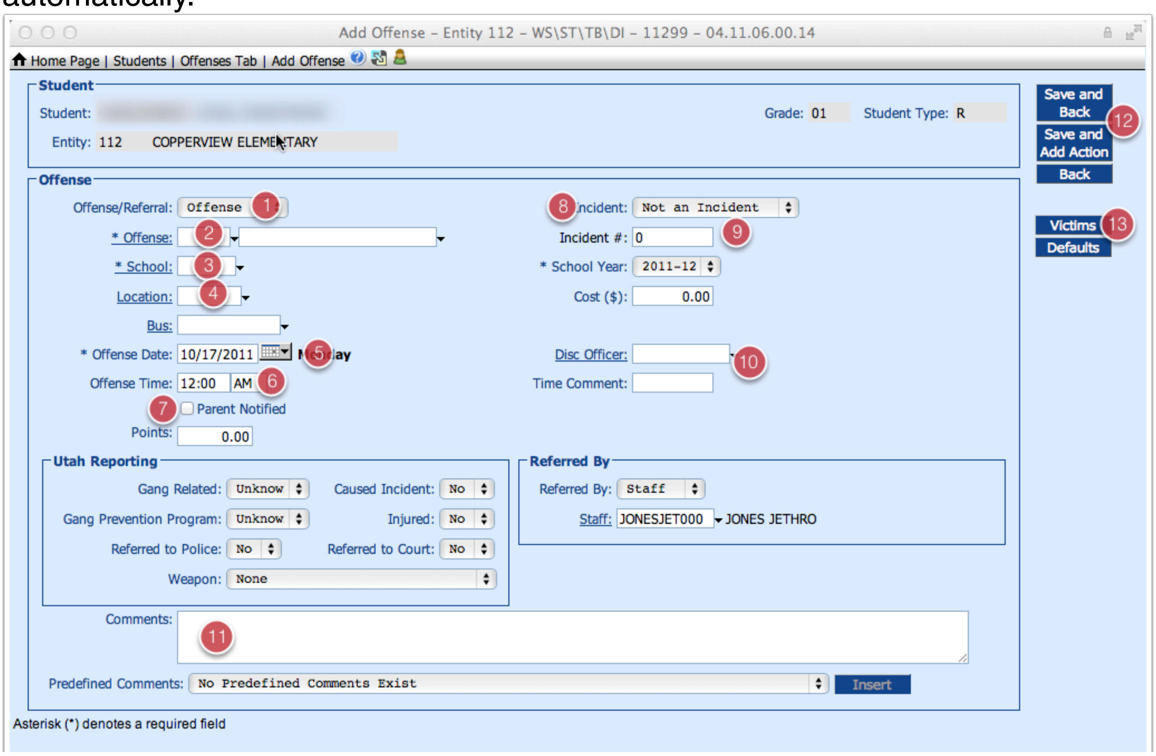


1. Then choose a student by clicking on the underlined student, or typing the last five letters of the student's name.
2. Once you have found the correct student, click "Add".



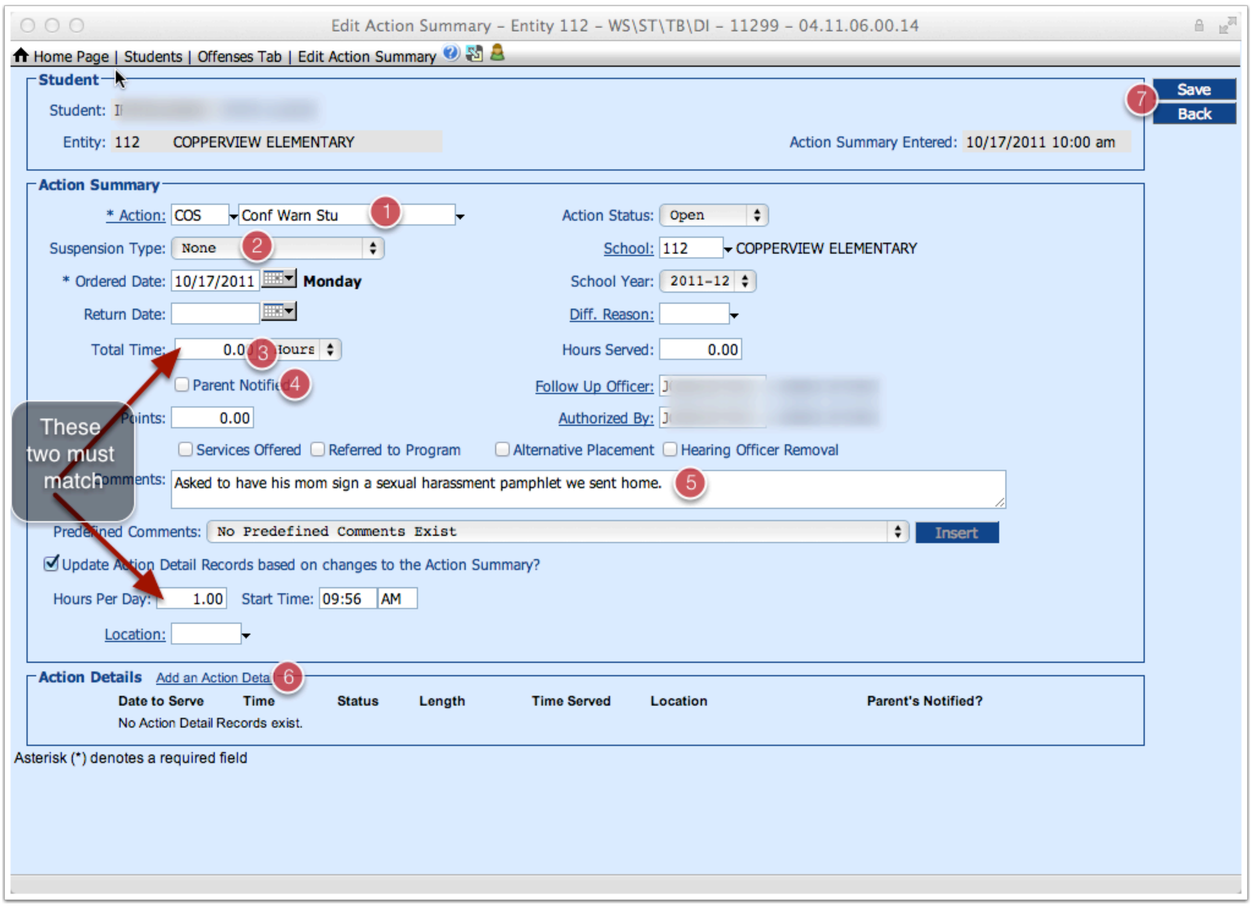
Add Offense - Add information for the offense or referral.

1. Offense is for incidents that require an action (lunch detention, contract, etc.). Referral does not require an action, but is just a way to record conversations, meetings, conferences, etc.
2. Choose from the list of offenses.
3. 112 is the easiest way to input Copperview.
4. Location is most likely classroom, but if it is playground, choose an outside area that is close enough.
5. Enter the date.
6. And time.
7. Indicate whether a parent was notified.
8. For your Incident Selection, if it is new incident, choose new. If it is existing, you need to have the incident number from the previous entry. Use existing when the incident involves more than one student.
9. You may type in the incident if you have the incident number from another incident, otherwise it will be auto-generated when you choose "New Incident".
10. Enter your name as the discipline officer. If you are just entering old incidents, you may choose the principal.
11. Enter comments that describe what happened. If it is a referral, include what the resolution is. If it is an offense, choose "Save and Add Action" in step 12.
12. "Save and Back" if it is a referral. "Save and Add Action" if it is an offense.
13. "Victims" is where you will input information about victims of the incident. "Defaults" is where you can add information so you don't have to type it in all the time. For example, you can set the default school as Copperview so it appears automatically.



Edit Action Summary - Action summary details the action that was taken in regards to the incident.

1. Indicate what action has been taken as a resolution.
2. If it is suspension, indicate here.
3. Indicate the total time the student is detained.
4. Indicate parent notification.
5. Add any comments
6. Update action detail. This is where you will record actions that have been taken.
7. Hit save and you are done.



Running Office Discipline Reports from Skyward

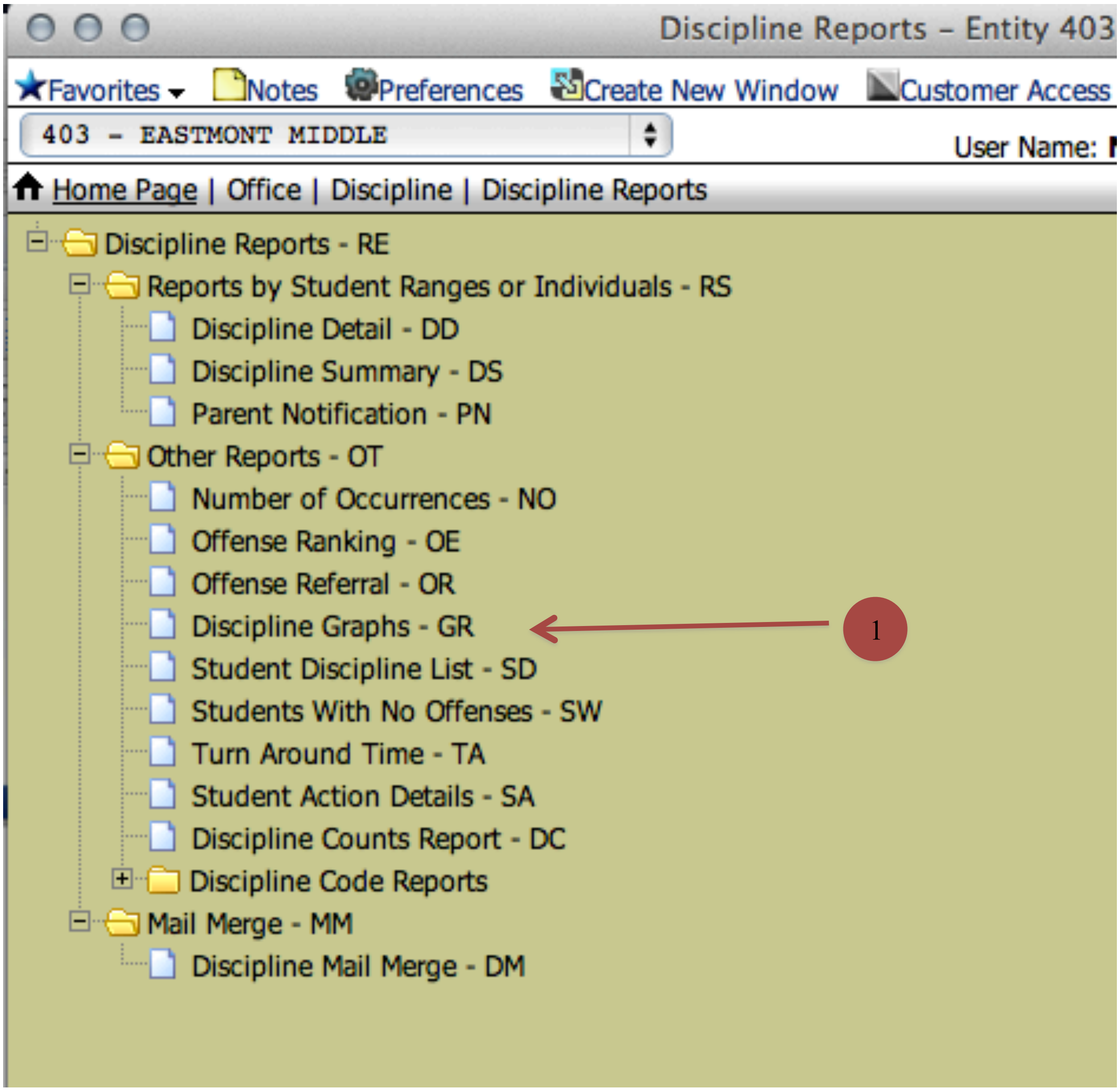
Running Office Discipline Reports from Skyward

Go to Skyward.canyonsdistrict.org, and sign in to Skyward Student.

1. Click **Student Management**.
2. Click **Office**.
3. Click **Discipline**.
4. Click **Reports**.

Running Office Discipline Reports

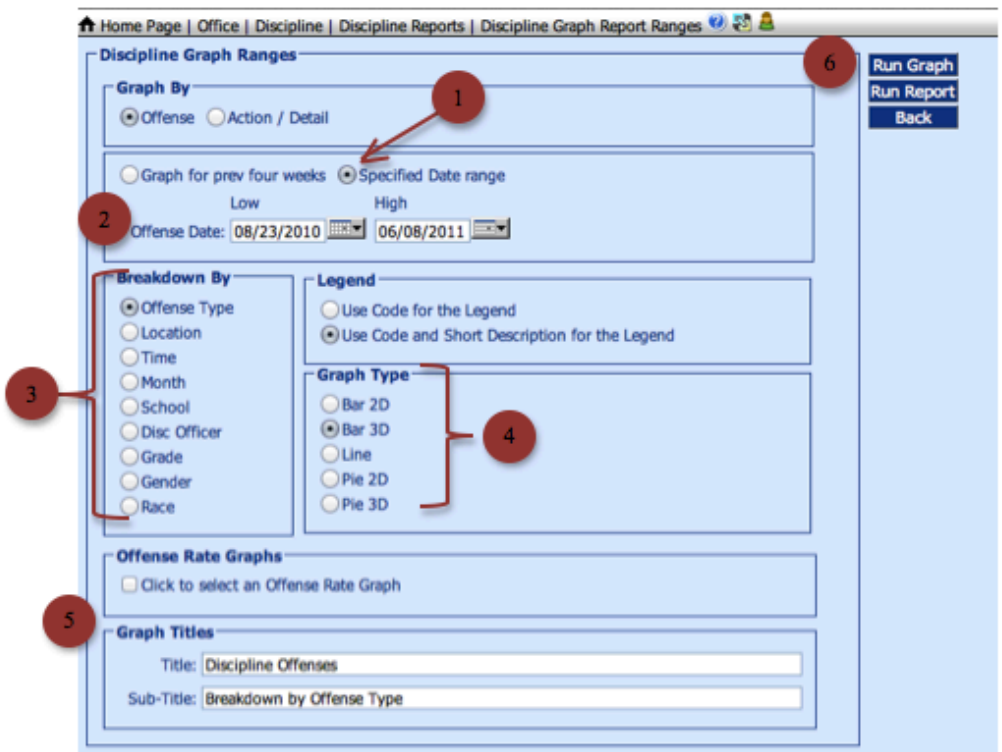
1. Click **Discipline Graphs - GR** on the menu found on the left side of the screen.



Running Office Discipline Reports

1. Select the **Specified Date Range** radio button.

2. Enter the start and end dates of the data you would like to see.



3. You can run multiple reports by selecting an option under "**Breakdown By**", but each report must be ran separately.

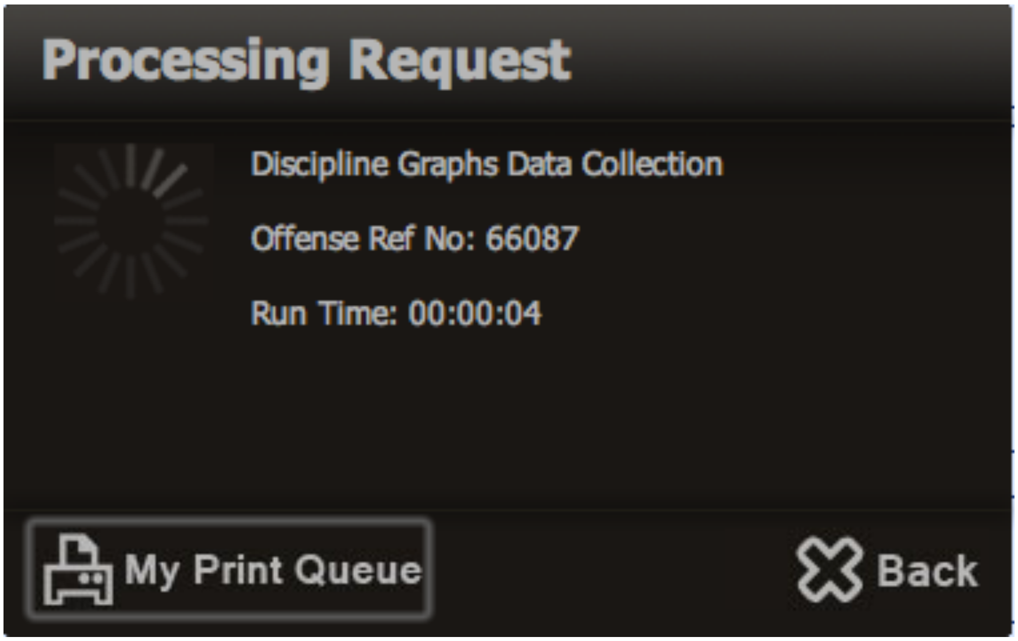
4. You can select which format you would like to see your data in. We have found the 3D bar graph to be the most helpful.

5. Optional - You can also rename the titles of the graphs to include school name, dates, etc.

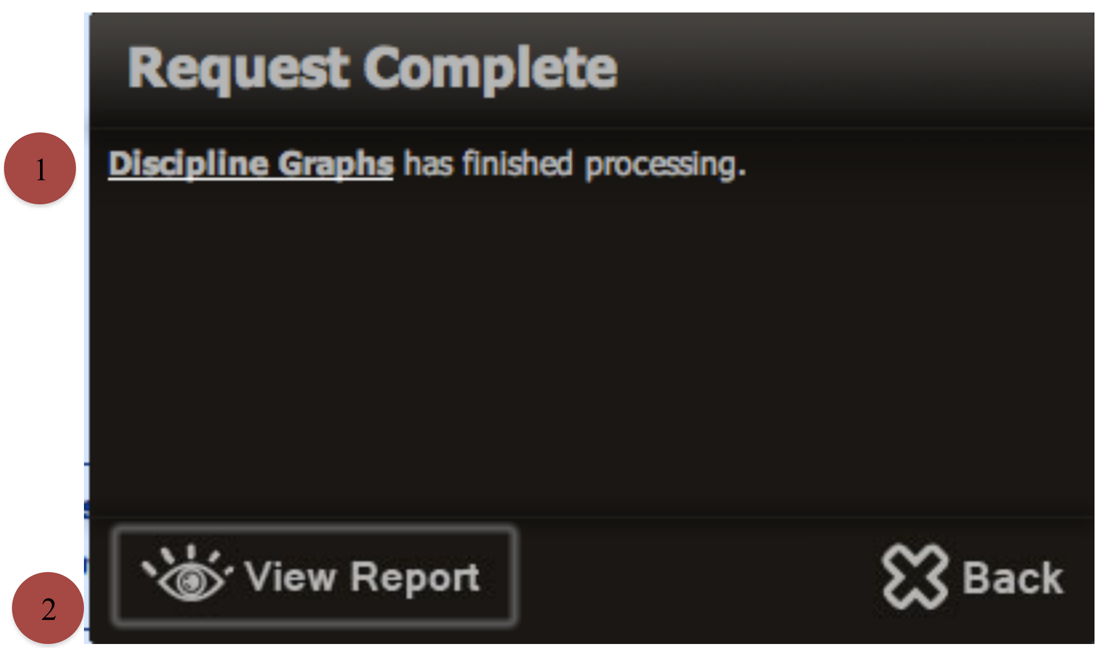
6. After you have set the graph to run with your parameters click "**Run Graph**".

Running Office Discipline Reports

After clicking “Run Graph you should see a processing box, this may take a few seconds.



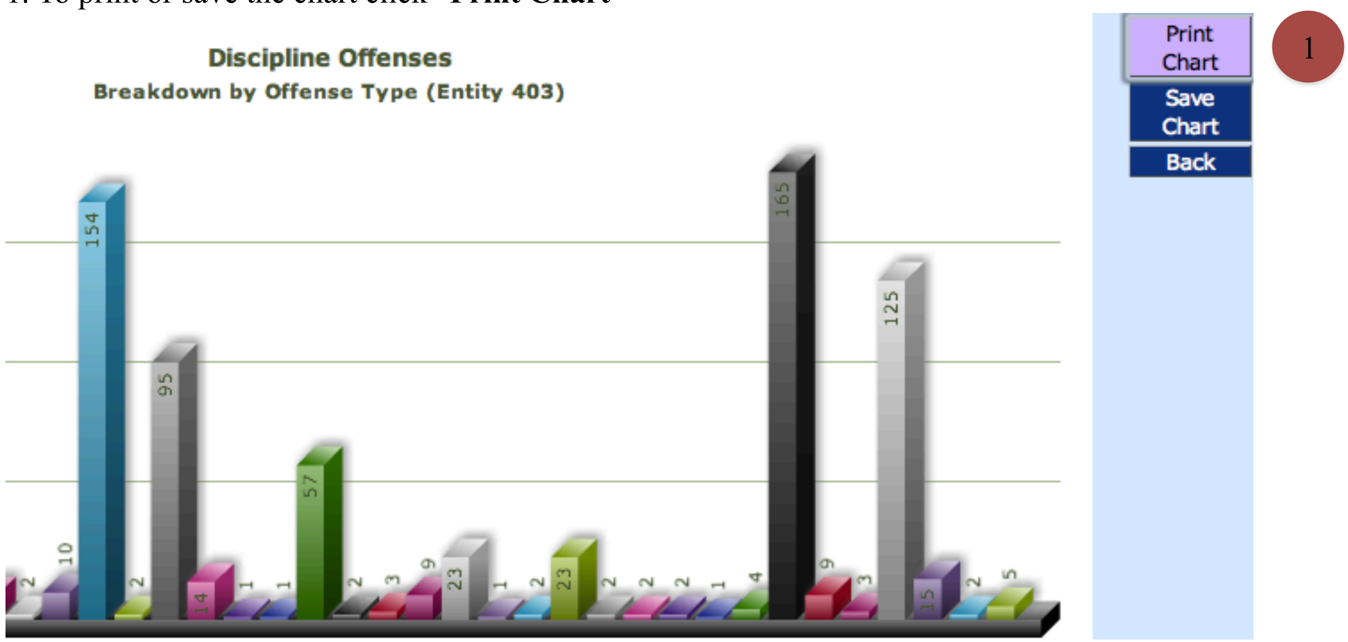
After the graph has been processed you will see a screen that looks like this.
You may click 1.“**Discipline Graphs**” or 2.“**View Report**” to see the graph.



Running Office Discipline Reports

You should be able to view the report with the specifics you have requested.

1. To print or save the chart click "**Print Chart**"



You may print a hard copy of the chart to a printer or save the graph as a PDF on your computer.

To save the data as a PDF on your computer, follow the printing prompts.
2. When you get to the print option as seen below hover over the "PDF" option and click Save as PDF.