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This resource is a manual for schools implementing Tier One of the New Zealand Ministry of Education’s Positive Behaviour for Learning School-Wide initiative (PB4L–SW). It is designed to be used by a school’s PB4L–SW team, whose members will draw on it to refresh and deepen their understandings and to plan and implement specific aspects of Tier One. The team may also use it to select information and activities for use with the rest of the staff as the school develops its PB4L–SW expertise. While the manual can be used without formal training in PB4L–SW, it is recommended that those using it have received training or external support for implementation.

The manual begins with an overview, which explains what PB4L–SW is, how it operates within the New Zealand context, its theoretical and research basis, and its implementation process.

The seven sections that follow the overview correspond to the seven essential features of PB4L–SW (see section 1.6). Each section includes:

- tables showing the steps, systems, practices, and data needed to implement the essential feature covered by the section
- a discussion of key considerations for the essential feature
- guidance and activities that provide support and structure for exploring the essential feature and achieving its implementation.

In this manual, Tier One, Tier Two, and Tier Three signal the three levels of PB4L–SW support for students. You may also hear other terms for these three levels: primary or universal for Tier One, secondary or targeted for Tier Two, and intensive or tertiary for Tier Three. (See section 1.1 below for an explanation of the three tiers.)