**School:** **Year:**

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|  | **Goals**  Examples:  Principal commitment ensures staff commitment throughout the school year   * 80% staff buy-in and participation * Basic behavioural principles taught and reviewed with staff * Plans developed for training staff and students * PB4L–SW launched by principal within school community * Parents informed about PB4L–SW. | **Steps and resources** | **Who is responsible?** | **When will it be started?** | **Evaluation measure or evidence** | **Review status**  A = Achieved and maintained  I = In progress  N = Not achieved | |
| **When will it be completed?** | **Date** | **Status** |
| **1. Sustaining principal commitment** |  |  |  |  |  |  |  |
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|  | **Goals**  Examples:   * Statement of purpose developed and published widely * PB4L–SW team established (representative of the school), with protected meeting times (at least monthly), leader, and identified functions * Communication system established or refined to ensure ALL team members are aware of or involved in PB4L-related activities. | **Steps and resources** | **Who is responsible?** | **When will it be started?** | **Evaluation measure or evidence** | **Review status**  A = Achieved and maintained  I = In progress  N = Not achieved | |
| **When will it be completed?** | **Date** | **Status** |
| **2. Setting up for success** |  |  |  |  |  |  |  |
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|  | **Goals**  Examples:   * School-wide expectations developed (3–5 positively stated) * Expected behaviours developed for all settings based on the school-wide expectations * Existing and related policies reviewed to ensure they align with PB4L–SW. | **Steps and resources** | **Who is responsible?** | **When will it be started?** | **Evaluation measure or evidence** | **Review status**  A = Achieved and maintained  I = In progress  N = Not achieved | |
| **When will it be completed?** | **Date** | **Status** |
| **3. Identifying positive expectations** |  |  |  |  |  |  |  |
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|  | **Goals**  Examples:   * School policy or procedure identified to embed the teaching of expectations within the school community * Lesson plans developed for teaching expected behaviours. | **Steps and resources** | **Who is responsible?** | **When will it be started?** | **Evaluation measure or evidence** | **Review status**  A = Achieved and maintained  I = In progress  N = Not achieved | |
| **When will it be completed?** | **Date** | **Status** |
| **4. Teaching expected behaviour** |  |  |  |  |  |  |  |
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|  | **Goals**  Examples:   * Continuum of acknowledgments established for ALL students (what/when/how) * Staff provided with PLD in giving effective feedback | **Steps and resources** | **Who is responsible?** | **When will it be started?** | **Evaluation measure or evidence** | **Review status**  A = Achieved and maintained  I = In progress  N = Not achieved | |
| **When will it be completed?** | **Date** | **Status** |
| **5. Acknowledging expected behaviour** |  |  |  |  |  |  |  |
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|  | **Goals**  Examples:   * System established for responding to misbehaviours: * Problem behaviours defined and categorised (major/minor) * Hierarchy of responses developed for minor and major misbehaviours * Referral process established and flow chart for it developed. | **Steps and resources** | **Who is responsible?** | **When will it be started?** | **Evaluation measure or evidence** | **Review status**  A = Achieved and maintained  I = In progress  N = Not achieved | |
| **When will it be completed?** | **Date** | **Status** |
| **6. Discouraging inappropriate behaviour** |  |  |  |  |  |  |  |
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|  | **Goals**  Examples:   * Information system established for creating monthly reports on incident referrals, based on: number per day per month; location; type of behaviour; student(s); time of day; function of behaviour * Progress of PB4L–SW activities evaluated (e.g., TIC completed monthly). | **Steps and resources** | **Who is responsible?** | **When will it be started?** | **Evaluation measure or evidence** | **Review status**  A = Achieved and maintained  I = In progress  N = Not achieved | |
| **When will it be completed?** | **Date** | **Status** |
| **7. Monitoring and evaluation** |  |  |  |  |  |  |  |
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