* **SW-PBS Essential Features**

1. **Administrator support, participation, and leadership**
   * SW-PBS is on the agenda at all or most faculty meetings.
   * SW-PBS is addressed in all staff and parent newsletters.
   * Administrator is an active participant of the team and actively supports the staff in implementation.
2. **Common purpose and approach to discipline**

* Team-based implementation.
* Team is established and has good representation (admin, variety of staff roles, parent or community member).
* Team has regularly scheduled monthly meetings (agendas, sign-in sheets, action plans, data review).

1. **Clear set of positive expectations (for all students & staff)**

* Defined and visible behavioral expectations.
* Expectations are defined for all classrooms and common areas.
* Expectations are visible throughout the school.

1. **Procedures for teaching expected behaviors**

* Defined and visible behavioral expectations.
* Expectations are defined for all classrooms and common areas.
* Expectations are visible throughout the school.

1. **Continuum of procedures for encouraging expectations**

* Acknowledgement and reinforcement of expected behaviors.
* Systems for acknowledgement and recognition have been established.
* A ratio of at least 5-1 is used to acknowledge all students, staff and parents.
* Staff uses a continuum of positive, instructional responses to expected student behavior.

1. **Continuum of procedures for discouraging inappropriate behavior**

* Clear and consistent procedures for monitoring and correcting behavioral errors.
* Responses to behavioral errors are consistent and are developed for a continuum of behaviors.
* There is a referral system in place that differentiates classroom managed from office-managed behaviors.
* Problem behaviors are clearly defined.
* Consequences are instructionally based, to teach, encourage and create opportunities to practice positive behaviors

1. **Procedures for ongoing monitoring and evaluating effectiveness of the SW-PBS system**

* Data based Decision Making.
* The team reviews office discipline referrals (ODR) monthly.
* The team uses the data to identify problems and possible solutions (by asking who, what, where, when, and why).
* Data are regularly shared with staff and staff have input into solutions.
* There is a focus on increasing instructional time (reducing suspensions, expulsions, time out of class, disruptions).

1. **Family and Community Collaboration**

* A parent and/or community member is an active participant in the school-wide team.
* SW-PBS is addressed at parent meetings, newsletters, web sites, and other media.