



**MONITORING THE IMPLEMENTATION OF PROCEDURES OF PRIMARY PREVENTION
OF SWPBS¹**

OBSERVATION TOOL

School: _____ **Date:** _____ **Person collecting data:** _____

FOR STAFF (at least 20% of staff, or at least 5 members of staff for small schools)											
<i>Do you have a common code of conduct in your school? If yes, what are the expected behaviors that everyone should follow?²</i>		<i>Have you been teaching expected behaviors through your lessons? If yes, how?³</i>		<i>Have you rewarded a student when she/he follows expected behaviors? If yes, how?⁴</i>		<i>What do you say to a student when you reward him/her?⁵</i>		<i>Do you send students to the headmaster for behavior problems?</i>		<i>What do you judge as serious behavior to be sent to headmaster?⁶</i>	
1	T/S	Y	N	Y	N	Y	N	Y	N	Y	N
2	T/S	Y	N	Y	N	Y	N	Y	N	Y	N
3	T/S	Y	N	Y	N	Y	N	Y	N	Y	N
4	T/S	Y	N	Y	N	Y	N	Y	N	Y	N
5	T/S	Y	N	Y	N	Y	N	Y	N	Y	N
6	T/S	Y	N	Y	N	Y	N	Y	N	Y	N
7	T/S	Y	N	Y	N	Y	N	Y	N	Y	N
8	T/S	Y	N	Y	N	Y	N	Y	N	Y	N

¹ Adapted from School-wide Evaluation Tool (SET, Sugai et al., 2001).

² Circle «T» for teaching staff and «S» for support staff. Circle «Y» (YES) if the person reports 2-3 (that is 66%) observable and positively formulated behaviors. Collect data from at least 4 persons from school support staff (e.g. canteen, secretary, cleaning staff)

³ Circle «Y» (YES) if the person reports much information about teaching and «N» (NO) if mentions only reminders, personal meeting with the student, report to parents.

⁴ Circle «Y» (YES) if the person reports a specific organized reward system and «N» (NO) if mentions general comments or does not mention anything.

⁵ Circle «Y» (YES) if the person reports the specific verbal praise and «N» (NO) if mentions a general praise or does not mention anything.

⁶ Note the codes of conduct: **1**=delay, **2**=disobedience, lack of respect, bother, **3**=indecent verbal or non-verbal expressions, **4**=physical/verbal aggressiveness, **5**=homework, **6**=lie, **7**=theft, **8**=bullying, **9**=racism, **10**=vandalism

9	T/S	Y N	Y N	Y N	Y N	Y N	
10	T/S	Y N	Y N	Y N	Y N	Y N	
11	T/S	Y N	Y N	Y N	Y N	Y N	
12	T/S	Y N	Y N	Y N	Y N	Y N	
13	T/S	Y N	Y N	Y N	Y N	Y N	
14	T/S	Y N	Y N	Y N	Y N	Y N	
15	T/S	Y N	Y N	Y N	Y N	Y N	
16	T/S	Y N	Y N	Y N	Y N	Y N	
17	T/S	Y N	Y N	Y N	Y N	Y N	
18	T/S	Y N	Y N	Y N	Y N	Y N	
19	T/S	Y N	Y N	Y N	Y N	Y N	
20	T/S	Y N	Y N	Y N	Y N	Y N	
21	T/S	Y N	Y N	Y N	Y N	Y N	
22	T/S	Y N	Y N	Y N	Y N	Y N	

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FOR STUDENTS (at least 10% of students with equal sex representation)			
What are the behavior rules in your school? Do the teachers ask the same rules from you? ⁷		Have you been taken a star, or grade (or reward) during last 1-2 weeks?	
1	B/G	Y N	Y N
2	B/G	Y N	Y N
3	B/G	Y N	Y N
4	B/G	Y N	Y N
5	B/G	Y N	Y N
6	B/G	Y N	Y N
7	B/G	Y N	Y N
8	B/G	Y N	Y N
9	B/G	Y N	Y N
10	B/G	Y N	Y N
11	B/G	Y N	Y N
12	B/G	Y N	Y N
13	B/G	Y N	Y N
14	B/G	Y N	Y N
15	B/G	Y N	Y N
16	B/G	Y N	Y N

⁷ Circle «B» for Boy and «G» for Girl. Circle «Y» (Yes) if the person mentions that all teachers ask for the same code of conduct (behavior rules).

	Classroom 1 ()	Classroom 2 ()	Classroom 3 ()	Classroom 4 ()	Classroom 5 ()	Classroom 7 ()	Classroom 8 ()
Are there posts of: 1) Board of values 2) Relevant rules;	Y N	Y N	Y N	Y N	Y N	Y N	Y N

	Corridor 1	Corridor 2	Canteen	Toilettes	Hall	Yard	Stairs	Secretariat/ Lobby
Are there posts of: 1) Board of values 2) Relevant rules;	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N

* Circle «Y» (YES) if there is at least one of two (board of values and/or material with behavioral rules)

Interview guide with the Headmaster of the school



- 1) Do you collect data on behavior problems? YES / NO
 - Which procedure do you follow for collecting and recording those data?
 - What kind of data do you collect?

- 2) How do you use the data in your school?
 - Who examines the data?
 - How often do you share and show the data to your staff?

- 3) What kind of behaviors do you expect to be sent at your office for handling by the school staff?

- 4) What is the procedure followed in handling serious behavior problems? (if there is any printed material, to be given)

- 5) Do you have a code of conduct in your school? YES / NO

- 6) What is your school vision?

- 7) Do you reward your students that follow expected behaviors? YES / NO

- 8) What kind of rewards are given to students?

- 9) Have you introduced a Unified Improvement Plan of the school that also includes a plan of Professional Training of Teachers? If yes, what are the most important targets for the improvement of your school?