PRIOR TO MEETING: Contact parents’ as school policy or situation requires

Step 1: **BACKGROUND** (6 minutes)
- Describe the presenting problems. Identify when, where, how often, how long, etc. the problem occurs
- Identify student strengths
- Identify strategies already tried

Step 2: **PROBLEM & GOAL** (2 minutes)
- Narrow the scope of the problem and identify a goal

Step 3: **CORRECTIVE CONSEQUENCES** (2 minutes)
- Determine whether irresponsible or inappropriate behavior will be corrected, ignored, or whether a consequence will be implemented

Step 4: **RESPONSIBLE & IRRESPONSIBLE BEHAVIOR** (4 minutes)
- Provide examples of responsible behavior and/or student strengths to encourage and irresponsible/inappropriate behavior to discourage

Step 5: **PROACTIVE STRATEGIES** (4 minutes) *(Brainstorm; don’t evaluate!)*
- Brainstorm strategies to encourage responsible behavior

Step 6: **CREATE THE PLAN** (3 minutes)
- Teacher(s) select a manageable set of proactive strategies to implement.

Step 7: **FINAL DETAILS** (4 minutes)
- **Evaluation:**
  - Identify at least two ways to determine if the plan is working.
- **Support:**
  - Identify things other adults can do to assist the student and the teacher(s).
    - (Be specific—*who, what, where, when*).
- **Plan Summary:**
  - Identify each person’s responsibilities & when actions will be taken
  - Identify who will discuss the plan with the student and when
  - Schedule follow-up