**Phases of Implementation (POI) Checklist Definitions**

Tier 1 Phase 1

* Self-Assessment Survey should be completed by entire staff (approximately 80%) in the Fall and results shared with staff.
* Desired PBIS Team includes: Admin, Team Lead (teacher), representation from grade levels/subjects,

classified member, parent, campus supervisor, activities director, support staff (counselor, MHT, psychs) Monthly meetings should be 45-60 minutes to allow for data review and action planning.

* Roles defined include: facilitator, minute taker, data analyst, team members
* School-wide annual staff presentation should include: an overview of PBIS and the specifics related to your site including behavior matrix, acknowledgement tickets, process for turning in tickets, rewards, etc.
* Staff was included in the initial creation of the matrix and is given the opportunity for feedback annually.
* PBIS time on monthly staff meeting agenda is intended for updates, review of data, Professional Development, etc.
* Staff Feedback System might include emails, surveys, a box for PBIS questions and concerns, etc. The system is used to get staff feedback on implementation, updates, changes, questions, etc.
* Behavioral Matrix—There should be one that is comprehensive of all settings and then in each of the settings, the matrix portion for that setting is completed. (i.e. classroom, hallways, MPR, bathrooms)
* 3-5 School-wide rules in place refers to Be Safe, Be Respectful, Be Responsible, or something similar.

**Tier 1 Phase 2**

* Lesson plans can be written plans, a PowerPoint, a video, etc., but should include all settings.
* Scheduled dates should include the beginning of the year kickoff, as well as monthly reviews based on data. For example, if referrals are high from the classroom, then the PBIS team will present the data at a staff meeting and schedule the classroom expectations review for the next month.
* Posters should have the expectations specific to the area. For example, in the bathroom, the poster with the expectations will only be for the bathroom, etc.
* Student Acknowledgement/Reward System should include a ticket that is linked to the overall 3-5 school-wide expectations. This should also include a presentation to the staff about how to use the tickets, where they are collected, when the ‘raffle’ will be held, where students go to pick up their reward, etc.
* Staff Acknowledgement/Reward System should also be in place and staff presentation given on how they can be individually recognized and acknowledged, and how they can recognize each other.
* Funding is partially provided by the District, but there should be an additional source at the sites. (i.e. PTO, ASB funds, fundraisers, community donations, etc.)

**Tier 2 Phase 3**

* Behavior definitions are set in SISWEB, but they are not specific. There should be a presentation/activity done to establish clarity and calibration regarding minor and major behaviors.
* The office discipline referral (ODR) form can be paper or electronic. It should include all the data points in SISWEB, i.e. minor/major, location, time of day, others involved, possible motivation, etc.
* Staff managed/Office managed flowchart includes possible problem behaviors and how they will be handled at your site. A basic example flowchart was given at Tier 1 training. It should be completed with specifics for your site.
* The creation of the flowchart should include staff feedback through your formalized system… i.e. email, staff meeting presentation with time for feedback, surveys, etc.
* SISWEB readiness includes a certificated staff training on how to input data into SISWEB.
* SISWEB data entry could be done by: teachers, admin, attendance clerk, discipline clerk, etc.