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| **Day 1** |
| **Tasks To Be Completed** | **Completed?** | **Who is Responsible?** | **When will it be started?** | **When will it be completed?** | **When will we evaluate it?** |
| * Team solidified & meetings scheduled
 |  |  |  |  |  |
| * Staff presentation on PBIS
 |  |  |  |  |  |
| * PBIS on every staff meeting agenda; behavior data shared with all staff at least 4x per year
 |  |  |  |  |  |
| * Staff feedback system formalized
 |  |  |  |  |  |
| * School-wide rules determined
 |  |  |  |  |  |
| * Behavioral matrix completed
 |  |  |  |  |  |
| * Behavior teaching scheduled for implementation
 |  |  |  |  |  |
| * Posters for common areas
 |  |  |  |  |  |
| **Day 2** |
| * Lesson plans & teaching schedule developed
 |  |  |  |  |  |
| * Student acknowledgement system developed & implemented
 |  |  |  |  |  |
| * Acknowledgement coupon developed
 |  |  |  |  |  |
| * Staff acknowledgment system developed & implemented
 |  |  |  |  |  |
| * Funding for Acknowledgement System Secured
 |  |  |  |  |  |

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| **Day 3** |
| **Tasks To Be Completed** | **Completed?** | **Who is Responsible?** | **When will it be started?** | **When will it be completed?** | **When will we evaluate it?** |
| * Office Discipline Referral completed
 |  |  |  |  |  |
| * Behavior definitions completed
 |  |  |  |  |  |
| * Office managed/staff managed flowchart/or list completed
 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Day 4** |
|  |  |  |  |  |  |
| * Enter ODR’s into SISWEB at least weekly and review data
 |  |  |  |  |  |
| * Use TIPS for team meetings & decision making
 |  |  |  |  |  |
| * Monthly meetings scheduled for next year
 |  |  |  |  |  |
| * PBIS Handbook completed
 |  |  |  |  |  |
| * Beginning of year All Staff Meeting scheduled
 |  |  |  |  |  |
| * PBIS Kick-Off Planned
 |  |  |  |  |  |