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| --- | --- | --- | --- | --- | --- |
| Tasks To Be Completed PBIS Tier I Action Plan Days 1-4 School: Date: C:\Users\ddsteven\Desktop\PBIS_new_logo.png | Completed? | Who is  Responsible? | When  will it be started? | When will it be completed? | When will we evaluate it? |
| Day 1 | | | | | |
| * Team solidified & meetings scheduled |  |  |  |  |  |
| * Staff presentation on PBIS |  |  |  |  |  |
| * PBIS on every staff meeting agenda |  |  |  |  |  |
| * Staff feedback system formalized |  |  |  |  |  |
| * School-wide rules determined |  |  |  |  |  |
| * Behavioral matrix completed |  |  |  |  |  |
| * Lesson plans developed |  |  |  |  |  |
| * Behavior teaching scheduled for implementation |  |  |  |  |  |
| * Posters for common areas |  |  |  |  |  |
| Day 2 | | | | | |
| * Family Involvement Checklist completed |  |  |  |  |  |
| * Plan developed for increasing family involvement |  |  |  |  |  |
| * Student acknowledgement system developed & implemented |  |  |  |  |  |
| * Acknowledgement coupon developed |  |  |  |  |  |
| * Staff acknowledgment system developed & implemented |  |  |  |  |  |
| * Funding for Acknowledgement System Secured |  |  |  |  |  |
| Day 3 | | | | | |
| * Review your school's discipline procedures |  |  |  |  |  |
| * Begin discussion as a team on classroom vs. office managed behavior |  |  |  |  |  |
| * Get staff feedback on classroom vs. office managed behavior |  |  |  |  |  |
| * Inventory current consequences used for classroom behavior |  |  |  |  |  |
| * Inventory current consequences used for office managed behavior |  |  |  |  |  |
| * Inventory successful strategies currently used for consequences |  |  |  |  |  |
| Day 4 | | | | | |
| * Finalize Expectations & Teaching Schedule |  |  |  |  |  |
| * Lesson Plans * Assembly/Teaching Schedule |  |  |  |  |  |
| * Ensure Critical Elements for Family Engagement are met |  |  |  |  |  |
| * Develop or refine your Acknowledgment System |  |  |  |  |  |
| * Include new documentation in PBIS Handbook |  |  |  |  |  |
| * Clarify Staff Managed v. Office Managed Behavior |  |  |  |  |  |
| * Complete Behavior Management Flowchart |  |  |  |  |  |
| * Create Office Discipline Referral Form |  |  |  |  |  |
| * Complete SISWEB Readiness Checklist |  |  |  |  |  |
| * Inform staff of Day 4 PBIS information and provide opportunity for staff feedback |  |  |  |  |  |
| * Plan for PBIS Kick-Off |  |  |  |  |  |