|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tasks To Be Completed PBIS Tier I Action Plan Days 1-4School: Date:C:\Users\ddsteven\Desktop\PBIS_new_logo.png | Completed? | Who isResponsible? | Whenwill 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
 |  |  |  |  |  |