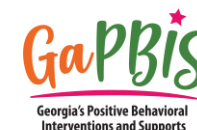
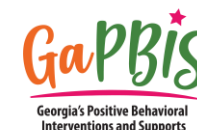


Tips for the First Quarter of School



Steps	Deliverables/Resources	Involved Parties
PBIS Leadership Team meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Establish and clarify team roles and responsibilities <input type="checkbox"/> Establish team norms (3-5) <input type="checkbox"/> Establish/Update action plan template for the new year 	PBIS Team and Administration
PBIS Team needs to schedule events on the school master calendar	<ul style="list-style-type: none"> <input type="checkbox"/> Establish/finalize PBIS meeting schedule for the year <input type="checkbox"/> Establish a schedule for sharing data and announcements with staff (recommend monthly) <input type="checkbox"/> Establish behavior lesson teaching schedule (teach expectations/rules) <input type="checkbox"/> Set schedule for celebrations and/or acknowledgement activities <ul style="list-style-type: none"> <input type="checkbox"/> Plan for conference attendance (GAPBS Conference, National Leadership Forum, International APBS Conference, etc.) 	PBIS Team and Administration
Review data to update action plan	<ul style="list-style-type: none"> <input type="checkbox"/> End of year data report (i.e., SWIS) <input type="checkbox"/> End of year report to the state <input type="checkbox"/> Georgia Student Health Survey 2.0 <input type="checkbox"/> Complete and review Tiered Fidelity Inventory (TFI) results <input type="checkbox"/> Complete and Self-Assessment Survey (SAS) results <input type="checkbox"/> Any other relevant data (including academic) 	PBIS Team and Administration
Environmental Scan	<ul style="list-style-type: none"> <input type="checkbox"/> School-wide behavior matrices are displayed through the building <input type="checkbox"/> Specific behavior matrix with rules specific only to these locations are displayed in target locations such as: <ul style="list-style-type: none"> <input type="checkbox"/> Bathrooms, Cafeteria, Gym, Hallways, Office, Media, Staff Lounge 	PBIS Team and Administration
Plan and conduct awareness activities (1+ years of implementation)	<ul style="list-style-type: none"> <input type="checkbox"/> Kick-off for all stakeholders (staff, students, parents, bus drivers, etc.) on rationale, data, plan for the year, expectations/rules, acknowledgement system, etc. 	PBIS Team and Administration

Tips for the First Quarter of School



New Staff and Student Roll-Out	<ul style="list-style-type: none"> <input type="checkbox"/> Rationale <input type="checkbox"/> Introduce PBIS Team <input type="checkbox"/> Expectations and Rules <ul style="list-style-type: none"> <input type="checkbox"/> Provide staff with matrix <input type="checkbox"/> Discuss classroom expectations and rules <input type="checkbox"/> Teaching Behavior Expectations and Rules <ul style="list-style-type: none"> <input type="checkbox"/> Provide teaching schedule, lesson plans, resources <input type="checkbox"/> Acknowledgement System <ul style="list-style-type: none"> <input type="checkbox"/> Discuss student and staff acknowledgement system <input type="checkbox"/> Provide staff with tickets, tokens, etc. <input type="checkbox"/> Discuss integration into existing classroom systems <input type="checkbox"/> Discipline Procedures and Processes (discipline flow chart) <ul style="list-style-type: none"> <input type="checkbox"/> Provide classroom vs. office managed behaviors 	PBIS Team and Administration
Professional Development	<ul style="list-style-type: none"> <input type="checkbox"/> Staff training needs (i.e., Functions of Behavior, ABC's of behavior, preventive strategies, consequences, etc.) <input type="checkbox"/> Ga DOE PBIS/School Climate Specialist <ul style="list-style-type: none"> <input type="checkbox"/> Tier I Booster <input type="checkbox"/> Classroom Management <input type="checkbox"/> Tier II <input type="checkbox"/> Trauma Informed Schools <input type="checkbox"/> SWIS/CICO/ISWIS 	PBIS Team, Administration, District Coordinator
Contact District Coordinator (DC)	<ul style="list-style-type: none"> <input type="checkbox"/> Change in PBIS coach <input type="checkbox"/> Change in team membership (turn in new FY team roster) <input type="checkbox"/> Professional development needs <input type="checkbox"/> Misplaced username and password for SWIS and/or PBIS assessment <input type="checkbox"/> Schedule fall walk-through <input type="checkbox"/> Submit new Principal's Agreement/Commitment 	PBIS Team, Administration, District Coordinator