## Tips for the First Quarter of School

<table>
<thead>
<tr>
<th>Steps</th>
<th>Deliverables/Resources</th>
<th>Involved Parties</th>
</tr>
</thead>
</table>
| **PBIS Leadership Team meeting**           | □ Establish and clarify team roles and responsibilities  
 □ Establish team norms (3-5)  
 □ Establish/Update action plan template for the new year | PBIS Team and Administration      |
| **PBIS Team needs to schedule events on the school master calendar** | □ Establish/finalize PBIS meeting schedule for the year  
 □ Establish a schedule for sharing data and announcements with staff (recommend monthly)  
 □ Establish behavior lesson teaching schedule (teach expectations/rules)  
 □ Set schedule for celebrations and/or acknowledgement activities  
 □ Plan for conference attendance (GAPBS Conference, National Leadership Forum, International APBS Conference, etc.) | PBIS Team and Administration      |
| **Review data to update action plan**      | □ End of year data report (i.e., SWIS)  
 □ End of year report to the state  
 □ Georgia Student Health Survey 2.0  
 □ Complete and review Tiered Fidelity Inventory (TFI) results  
 □ Complete and Self-Assessment Survey (SAS) results  
 □ Any other relevant data (including academic) | PBIS Team and Administration      |
| **Environmental Scan**                     | □ School-wide behavior matrices are displayed through the building  
 □ Specific behavior matrix with rules specific only to these locations are displayed in target locations such as:  
 □ Bathrooms, Cafeteria, Gym, Hallways, Office, Media, Staff Lounge | PBIS Team and Administration      |
| **Plan and conduct awareness activities (1+ years of implementation)** | □ 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
- **Rationale**
- **Introduce PBIS Team**
- **Expectations and Rules**
  - Provide staff with matrix
  - Discuss classroom expectations and rules
- **Teaching Behavior Expectations and Rules**
  - Provide teaching schedule, lesson plans, resources
- **Acknowledgement System**
  - Discuss student and staff acknowledgement system
  - Provide staff with tickets, tokens, etc.
  - Discuss integration into existing classroom systems
- **Discipline Procedures and Processes (discipline flow chart)**
  - Provide classroom vs. office managed behaviors

### Professional Development
- **Staff training needs** (i.e., Functions of Behavior, ABC’s of behavior, preventive strategies, consequences, etc.)
- **Ga DOE PBIS/School Climate Specialist**
  - Tier I Booster
  - Classroom Management
  - Tier II
  - Trauma Informed Schools
  - SWIS/CICO/ISWIS

### Contact District Coordinator (DC)
- **Change in PBIS coach**
- **Change is team membership** (turn in new FY team roster)
- **Professional development needs**
- **Misplaced username and password for SWIS and/or PBIS assessment**
- **Schedule fall walk-through**
- **Submit new Principal’s Agreement/Commitment**

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**Ga DOE PBIS Team August 2019**