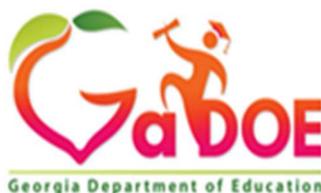




**Georgia's Positive Behavioral  
Interventions and Supports**

# **PBIS School Climate Specialists**

**FY21 Annual Planning Guide**



## **PBIS School Climate Specialist Calendar of Events**

The purpose of this document is to provide guidance to the RESA School Climate Specialists in supporting the implementation of Positive Behavioral Interventions and Supports (PBIS) in the school districts. In addition, it provides a framework for our RESA Directors in allocating resources to support the work of the School Climate Specialists.

Additional fiscal resources provided through our Georgia State Legislature have enabled us to expand the work of PBIS to include classroom and as well as advanced tier supports. As PBIS continues to evolve across our state, the responsibilities of the School Climate Specialists and the GaDOE PBIS team will change and expand.

This document will serve as a guideline for the work of School Climate Specialists as they approach new responsibilities in supporting PBIS implementation.

## August 2020

<b>Evaluation/Planning</b>	<ul style="list-style-type: none"> <li>❑ Confirm DCs the use of SWIS or other discipline data system</li> <li>❑ Analyze Tiered Fidelity Inventory (TFI) data to determine PL needs for the following year</li> <li>❑ Contact DCs to remind them to provide access to <u>PBIS Assessments</u> for you and any new school coaches</li> <li>❑ Contact DCs to confirm dates for school walkthroughs, classroom walkthroughs, coaches' meetings, team meetings, and DLT meetings</li> <li>❑ Assist DCs with scheduling Self-Assessment Surveys (SAS) for September</li> </ul>
<b>Professional Development/ Resources</b>	<ul style="list-style-type: none"> <li>❑ Review the <u>Ga APBS</u> website for updates and resources.</li> </ul>
<b>Coaching &amp; Technical Assistance</b>	<ul style="list-style-type: none"> <li>❑ Remind DCs to have schools' input SWIS school data (enrollment, number of days per month, etc.)</li> <li>❑ If starting a <b>new cohort or school</b> consult with DOE TA to determine next steps</li> <li>❑ Communicate with DOE TA and DCs concerning any requested professional learning for FY21</li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>❑ Collaborate with TA's and DC's when preparing and conducting regular and routine District Leadership Team (DLT) meetings</li> <li>❑ Plan FY 21 PBIS calendar but be flexible - include dates for coaches' meetings, walkthroughs using in-district staff, SWIS trainings, boosters, conferences, state PD meetings, etc. as applicable</li> <li>❑ Support DCs in developing parent/community virtual forums to address equity issues, building virtual newsletter or social media platform to create awareness about instructional resources available</li> <li>❑ Request funding to attend the <u>Virtual PBIS Leadership Forum</u> on October 21-23, 2020; Virtual Ga APBS Meeting in Dec.</li> <li>❑ Stay connected with the <u>GaPBIS twitter</u> account</li> <li>❑ Remind NEW DCs to plan to participate in GaDOE webinars</li> <li>❑ Coordinate with DCs to determine feasibility of PBIS Kick-offs/Back to School Celebrations</li> </ul>

## September 2020

Suicide Prevention Awareness Month

<b>Evaluation/ Planning</b>	<ul style="list-style-type: none"> <li>❑ Provide profession learning on SAS administration to DC's who in turn should prepare staff for upcoming SAS Remind DCs to open Self-Assessment Survey (SAS) window for staff</li> <li>❑ Schedule TFI Walkthroughs with DCs, as applicable</li> <li>❑ Review school SWIS or other data reports</li> <li>❑ Remind DCs to open fall TFI window (Oct or Nov)</li> </ul>
<b>Coaching &amp; Technical Assistance</b>	<ul style="list-style-type: none"> <li>❑ Provide booster trainings for SWIS or trainings for new SWIS users (<i>virtual options available soon</i>)</li> <li>❑ Support DCs with planning coaches' meetings for the fall             <ul style="list-style-type: none"> <li>○ Taking and interpreting the Tiered Fidelity Inventory (TFI)</li> <li>○ Taking and interpreting the Self-Assessment Survey (SAS)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>❑ Coaching schools on Building Relationships in Virtual Environment</li> <li>❑ Coaching on teacher self-care</li> <li>❑ Attend school-wide, non-classroom walkthroughs to provide targeted feedback and support to DCs and school coaches (<i>as appropriate</i>)</li> <li>❑ Attend coaches' meetings to provide targeted feedback and support (<i>as appropriate; possibly virtual</i>)</li> <li>❑ Attend team meetings to provide targeted feedback and support (<i>as appropriate; possibly virtual</i>)</li> <li>❑ Review school's action plans for needed support and coaching</li> <li>❑ <u>PBIS Assessment Videos</u>: <ul style="list-style-type: none"> <li>○ Taking and interpreting the Tiered Fidelity Inventory (TFI)</li> <li>○ Taking and interpreting the Self-Assessment Survey (SAS)</li> </ul> </li> <li>❑ Assist with data entry, drill down, and problem solving in <u>SWIS Drill Down</u></li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>❑ Assist DCs with preparing an agenda &amp; materials for District Leadership Team (DLT) meeting</li> <li>❑ Contact DCs to assist with walkthroughs, coaches' meetings, etc.</li> <li>❑ Develop a Parent/Community Newsletter or social media platform to create awareness about and success of PBIS</li> <li>❑ Stay connected with the <u>GaPBIS twitter</u> account</li> <li>❑ Review the <u>GaPBIS</u> website for updates and resources</li> </ul>

## October 2020

Bullying Prevention Month

<b>Evaluation/ Planning</b>	<ul style="list-style-type: none"> <li>❑ Remind DCs to open fall TFI window (Oct or Nov).</li> <li>❑ Check with DCs to ensure that schools are taking TFI</li> <li>❑ Assist DCs with attending school meetings on TFI (<i>as appropriate</i>)</li> <li>❑ Review school SWIS or other data reports</li> </ul>
<b>Coaching &amp; Technical Assistance</b>	<ul style="list-style-type: none"> <li>❑ Attend school-wide, non-classroom walkthroughs to provide targeted feedback and support to DCs and school coaches (<i>as appropriate</i>)</li> <li>❑ Attend classroom walkthroughs to provide targeted feedback and support to DCs and school coaches (<i>if trained in classroom &amp; as appropriate</i>)</li> <li>❑ Attend PBIS team meetings/coaches' meetings to provide coaching and support in completing the TFI (<i>as appropriate/possibly virtual</i>)</li> <li>❑ Attend PBIS team meetings/coaches' meetings to provide targeted feedback and support in analyzing data to identify students with 2 or more referrals (<i>as appropriate/possibly virtual</i>)</li> <li>❑ Review school's action plans for needed support and coaching in utilizing SAS and TFI reports to update activities/action steps</li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>❑ Support DCs with preparing for DLT meeting</li> <li>❑ Contact DCs to assist with walkthroughs, meetings, etc. (<i>as appropriate</i>)</li> <li>❑ Encourage DCs to register for Virtual Ga APBS conference - Dec. 2 &amp; 3, 2020</li> <li>❑ Stay connected with the <u>GaPBIS twitter</u> account</li> <li>❑ Review the <u>GaPBIS</u> website for updates and resources</li> </ul>

## November 2020

<b>Evaluation/ Planning</b>	<ul style="list-style-type: none"> <li>❑ Review school SWIS or other data discipline data reports</li> <li>❑ Remind DCs to open fall TFI window (Oct or Nov)</li> <li>❑ Review completed TFI results</li> </ul>
<b>Professional Development/ Resources</b>	<ul style="list-style-type: none"> <li>❑ Register for Virtual Ga APBS conference - Dec. 2 &amp; 3, 2020</li> </ul>
<b>Coaching &amp; Technical Assistance</b>	<ul style="list-style-type: none"> <li>❑ Attend school-wide, non-classroom walkthroughs to provide targeted feedback and support to DCs and school coaches (<i>as appropriate</i>)</li> <li>❑ Attend classroom walkthroughs to provide targeted feedback and support to DCs and school coaches (<i>as appropriate</i>)</li> <li>❑ Attend DC and coaches' meetings to provide targeted feedback and support (<i>as appropriate/possibly virtual</i>)</li> <li>❑ Attend team meetings to provide targeted feedback and support (<i>as appropriate/possibly virtual</i>)</li> <li>❑ Review school's action plans for needed support and coaching</li> <li>❑ Assist DCs on the interpretation of TFI results and action planning</li> <li>❑ Remind DCs to review SWIS Ethnicity Reports using Drill Down Tool</li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>❑ Support DCs with preparing for DLT meeting</li> <li>❑ Contact DCs to assist with walkthroughs, meetings, etc. (<i>as appropriate/possibly virtual</i>)</li> <li>❑ Stay connected with the <a href="#">GaPBIS twitter</a> account</li> <li>❑ Review the <a href="#">GaPBIS</a> website for updates and resources</li> </ul>

## December 2020

<b>Evaluation/ Planning</b>	<ul style="list-style-type: none"> <li>❑ Update Action Plan with TFI/Walkthrough activities.</li> <li>❑ Follow-up with students identified in October Catch</li> <li>❑ Meet with DCs to review fidelity and discipline data to begin planning for mid-year DLT meeting</li> </ul>
<b>Professional Development/ Resources</b>	<ul style="list-style-type: none"> <li>❑ Participate in the Virtual Ga APBS conference with school coaches Dec. 2-3, 2020 (<i>registration coming soon</i>)</li> </ul>
<b>Coaching &amp; Technical Assistance</b>	<ul style="list-style-type: none"> <li>❑ Attend school-wide, non-classroom walkthroughs to provide targeted feedback and support to DCs and school coaches (<i>as appropriate</i>)</li> <li>❑ Attend classroom walkthroughs to provide targeted feedback and support to DCs and school coaches (<i>as appropriate</i>)</li> <li>❑ Attend DC and coaches' meetings to provide targeted feedback and support (<i>as appropriate/possibly virtual</i>)</li> <li>❑ Attend team meetings to provide targeted feedback and support (<i>as appropriate/possibly virtual</i>)</li> <li>❑ Review school's action plans for needed support and coaching</li> <li>❑ Remind DCs about need for January school staff and student booster to re-teach expectations and rules</li> </ul>

Misc.	<ul style="list-style-type: none"> <li>❑ Support DCs in preparing agenda &amp; materials for District Leadership Team meeting, if scheduled</li> <li>❑ Stay connected with the <a href="#">GaPBIS twitter</a> account</li> <li>❑ Review the <a href="#">GaPBIS</a> website for updates and resources</li> </ul>
-------	---

## January 2021

Evaluation	<ul style="list-style-type: none"> <li>❑ Review school SWIS data, as a mid-year assessment</li> <li>❑ Assist DCs in reviewing DIPs to determine progress</li> <li>❑ Work with DCs to ensure alignment of action plan to goal attainment</li> <li>❑ Attend school walkthroughs <i>(if appropriate)</i></li> <li>❑ Review submissions on <a href="#">PBIS Assessments</a> to ensure all schools are up-to-date on completing SAS and TFI to guide action planning and goal setting</li> </ul>
Coaching & Technical Assistance	<ul style="list-style-type: none"> <li>❑ Attend school-wide, non-classroom walkthroughs to provide targeted feedback and support to DCs and school coaches <i>(as appropriate)</i></li> <li>❑ Attend DC and coaches' meetings to provide targeted feedback and support <i>(as appropriate/possibly virtual)</i></li> <li>❑ Attend team meetings to provide targeted feedback and support <i>(as appropriate/possibly virtual)</i></li> <li>❑ Provide TA to School Teams: <ul style="list-style-type: none"> <li>○ SWIS Data Analysis</li> <li>○ Teaching practices, celebrations, staff data update</li> <li>○ Facilitating Team Meetings</li> <li>○ Problem Solving</li> </ul> </li> <li>❑ Determine if your districts will have a FY22 Training Cohort: <ul style="list-style-type: none"> <li>○ Identify schools/districts</li> <li>○ Schedule meeting with DCs to determine commitment and begin readiness activities</li> <li>○ Review Readiness Requirements for Tier I and Tier II to begin assisting schools</li> </ul> </li> </ul>
Misc.	<ul style="list-style-type: none"> <li>❑ Send an email to DCs welcoming them back with reminders of upcoming state webinars, conferences, and resources</li> <li>❑ Contact DCs to assist with walkthroughs, coaches' meetings, etc. <i>(as appropriate)</i></li> <li>❑ Review the <a href="#">GaPBIS</a> website for updates and resources</li> <li>❑ Stay connected with the <a href="#">GaPBIS twitter</a> account</li> </ul>

## February 2021

Evaluation	<ul style="list-style-type: none"> <li>❑ Remind DCs to open Tiered Fidelity Inventory (TFI) window to complete in Feb or early March</li> <li>❑ Attend school walkthroughs <i>(as appropriate)</i></li> </ul>
Coaching & Technical Assistance	<ul style="list-style-type: none"> <li>❑ Support DC/Coaches on analyzing SWIS Ethnicity report to determine Risk Ratios</li> <li>❑ Consult with system Special Education Director to determine if system is disproportionate for disciplinary removals of students with disabilities</li> </ul>

	<ul style="list-style-type: none"> <li>❑ Attend school-wide non-classroom walkthroughs to provide targeted feedback and support to DCs and school coaches <i>(as appropriate)</i></li> <li>❑ Attend classroom walkthroughs to provide targeted feedback and support to DCs and school coaches <i>(as appropriate)</i></li> <li>❑ Attend DC and coaches' meetings to provide targeted feedback and support on analyzing walkthrough and TFI data to update school action plans <i>(as appropriate)</i></li> <li>❑ Attend team meetings to provide targeted feedback and support <i>(as appropriate)</i></li> <li>❑ Review school's action plans for needed support and coaching</li> <li>❑ Provide TA to School Teams: <ul style="list-style-type: none"> <li>○ SWIS Data Analysis (including ethnicity reports)</li> <li>○ Teaching practices, celebrations, staff data update</li> <li>○ Problem Solving</li> </ul> </li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>❑ Contact DCs to assist with walkthroughs, coaches' meetings, etc. <i>(as appropriate)</i></li> <li>❑ Stay connected with the <a href="#">GaPBIS twitter</a> account</li> <li>❑ Review the <a href="#">GaPBIS</a> website for updates and resources</li> </ul>

## March 2021

<b>Evaluation</b>	<ul style="list-style-type: none"> <li>❑ Assist DCs with reviewing school SWIS and TFI data to identify trends to address prior to the end of the school year.</li> <li>❑ Assist with planning booster and PD activities.</li> <li>❑ Remind DCs to open TFI window.</li> <li>❑ Review SWIS accounts for data errors.</li> <li>❑ Attend school walkthroughs <i>(as appropriate)</i></li> </ul>
<b>Coaching &amp; Technical Assistance</b>	<ul style="list-style-type: none"> <li>❑ Attend school-wide non-classroom walkthroughs to provide targeted feedback and support to DCs and school coaches <i>(as appropriate)</i></li> <li>❑ Attend classroom walkthroughs to provide targeted feedback and support to DCs and school coaches <i>(as appropriate)</i></li> <li>❑ Attend DC and coaches' meetings to provide targeted feedback and support <i>(as appropriate)</i></li> <li>❑ Attend team meetings to provide targeted feedback and support <i>(as appropriate)</i></li> <li>❑ Review school's action plans for needed support and coaching</li> <li>❑ Provide TA for School Systems: <ul style="list-style-type: none"> <li>○ School-wide data</li> <li>○ Teaching practices, celebrations, staff data update</li> <li>○ Review/revise action plan</li> <li>○ Problem Solving</li> <li>○ Visibility Activities</li> </ul> </li> <li>❑ Determine if your districts will have a FY22 Training Cohort <ul style="list-style-type: none"> <li>○ Identify schools</li> <li>○ Schedule meeting with DCs to determine commitment and start readiness with school staff and team</li> </ul> </li> </ul>

<b>Misc.</b>	<p><b>Remind DCs and provide support to:</b></p> <ul style="list-style-type: none"> <li>❑ Schedule a March Coaches meeting to review how to score, submit the scores into PBIS Assessments, and analyze the Tiered Fidelity Inventory (TFI) for action planning</li> <li>❑ Use outcome and fidelity data to celebrate accomplishments and address challenges</li> <li>❑ Schedule end of year District Leadership Team meeting to review data and determine next steps and invite the state PBIS Program Specialist that supports your district</li> <li>❑ Complete walkthroughs, attend coaches' meetings, etc. <i>(as appropriate)</i></li> <li>❑ Stay connected with the <a href="#">GaPBIS twitter</a> account.</li> <li>❑ Review the <a href="#">GaPBIS</a> website for updates and resources</li> </ul>
--------------	--

<b>April 2021</b>	
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>❑ Consult with DCs to ensure all schools have completed the TFI on PBIS assessments</li> <li>❑ Consult with DCs to ensure all school walk-throughs have been completed <i>(as appropriate)</i></li> </ul>
<b>Coaching &amp; Technical Assistance</b>	<ul style="list-style-type: none"> <li>❑ Assist DCs in using the District Drill Down Worksheet to prepare for EOY DLT meeting.</li> <li>❑ Attend DC and coaches' meetings to provide targeted feedback and support <i>(as appropriate)</i></li> <li>❑ Attend team meetings to provide targeted feedback and support <i>(as appropriate)</i></li> <li>❑ Review schools' action plans for needed support and coaching</li> <li>❑ Provide TA for School Systems: <ul style="list-style-type: none"> <li>○ Plan with DCs for team membership or coaches' changes</li> <li>○ Plan to attend end of year DC meetings/school celebrations <i>(as appropriate)</i></li> </ul> </li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>❑ Support DCs with preparing for DLT meeting.</li> <li>❑ Continue supporting districts in completing readiness activities for Fall 2021 training.</li> <li>❑ Contact DCs to assist with walkthroughs, coaches' meetings, etc. <i>(as appropriate)</i></li> <li>❑ Review the <a href="#">GaPBIS</a> website for updates and resources</li> <li>❑ Stay connected with the <a href="#">GaPBIS twitter</a> account</li> </ul>

<b>May 2021</b>	
<i>Mental Health Awareness Month</i>	
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>❑ Check SWIS accounts for data reporting errors</li> </ul>
<b>Coaching &amp; Technical Assistance</b>	<p><b>Provide TA on:</b></p> <ul style="list-style-type: none"> <li>❑ School-wide data</li> <li>❑ Celebrations, staff data update</li> <li>❑ PBIS Summary Report</li> </ul>

	<ul style="list-style-type: none"> <li>❑ Action planning with teams using fidelity and outcome data from EOY reports</li> <li>❑ Assess training needs of DCs for Fall 2021</li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>❑ Assist DCs with preparing an agenda &amp; materials for DLT meeting/System Strategic Planning meeting</li> <li>❑ If your districts are going to have a FY22 Training Cohort <ul style="list-style-type: none"> <li>❑ Schedule training dates, locations, and time with your DOE TA and DCs</li> </ul> </li> <li>❑ Stay connected with the <a href="#">GaPBIS twitter</a> account.</li> <li>❑ Review the <a href="#">GaPBIS</a> website for updates and resources</li> </ul>

<b>June/July 2021</b>	
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>❑ Support DCs in creating a PBIS District Summary Report to share with District Leadership Teams, School Board Members, families, and communities by utilizing data from School Wide Information System</li> </ul>
<b>Professional Development/ Resources</b>	<ul style="list-style-type: none"> <li>❑ Consider areas or topics of learning that you would like to focus on in the upcoming year and write them down so that you can utilize them to prioritize and plan for your own professional development</li> </ul>
<b>Coaching &amp; Technical Assistance</b>	<ul style="list-style-type: none"> <li>❑ Keep a running list of ideas or reminders that you need to address when you return to work.</li> </ul>
<b>Misc.</b>	<ul style="list-style-type: none"> <li>❑ Take some time for self-care and celebration! You've done an awesome job this year!</li> </ul>

## Glossary of Terms

**College and Career Ready Performance Index (CCRPI):** A comprehensive school improvement, accountability, and community platform for all educational stakeholders that will promote college and career readiness for all Georgia public school students.

**In-school suspension (ISS):** A form of punishment for students who have violated school rules; students assigned ISS report to school as usual but sit in a special room for one day or multiple days with a certified teacher and access to instructional materials.

**Integrated Systems Framework:** The Interconnected Systems Framework (ISF) represents an interconnection of Positive Behavioral Interventions and Supports (PBIS) and School Mental Health (SMH) systems to improve educational outcomes for all children and youth, especially those with or at risk of developing mental health challenges.

**Office Discipline Referral (ODR):** A teacher referral of a student to the office due to behavior that requires administrative intervention.

**Out-of-school suspension (OSS):** Mandatory leave assigned to a student as a form of punishment that can extend from one day to several weeks, during which time the student is not allowed to attend regular lessons on school grounds.

**PBIS Assessment:** Web-based application designed to assist in high fidelity, sustained implementation of schoolwide positive behavioral interventions and supports.

**PBIS Evaluation:** Web-based application combining data from SWIS and PBIS Assessments across all schools within a state, region, or district.

**Positive Behavioral Interventions and Supports (PBIS):** A framework designed to enhance academic and social-behavior outcomes by implementing a continuum of evidence-based interventions.

**Self-Assessment Survey (SAS):** An annual assessment used by schools to understand the staff perception of the implementation status and improvement priority of school wide, classroom, non-classroom, and individual student systems. Results of the SAS are effective for identifying staff priorities for action planning.

**School Climate Rating:** Diagnostic tool within the College and Career Ready Performance Index (CCRPI) to determine whether a school is on the right path to school improvement.

**School Wide Information System (SWIS):** Web-based software used for gathering, entering, summarizing, reporting, and using office discipline referral information.

**Tiered Fidelity Inventory (TFI):** An instrument completed yearly by PBIS Teams to identify areas of success and areas of improvement along the continuum of tiered supports.

**Youth Mental Health First Aid (YMHFA):** Youth Mental Health First Aid is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis