



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

PBIS District Coordinators

FY22 Annual Planning Guide

PBIS District Coordinators Calendar of Events

The purpose of this document is to provide guidance to PBIS District Coordinators in supporting the implementation of Positive Behavioral Interventions and Supports (PBIS) in their school districts. In addition, it provides a framework for District Leaders to allocate resources to support and sustain PBIS implementation in their districts.

This document will serve as a guideline for the work of District Coordinators as they approach their responsibilities in supporting PBIS implementation.

August 2021

Evaluation	<ul style="list-style-type: none"> ❑ Update PBIS Assessments accounts with new coaches and schools and provide technical assistance as needed for new coaches ❑ Schedule and continue SAS, TFI as able to support continuous improvement ❑ Schedule coaches' meetings, evaluation dates (SAS and TFI), walkthrough and training schedules ❑ Consider developing an abbreviated PBIS School/District Summary Report to share with District Leaders, School Board Members, families, and community (i.e., printable PBIS data report available in SLDS) ❑ Analyze TFI, SAS, walkthrough and/or GSHS data to determine PL/coaching needs for FY22 ❑ Revise SWIS accounts (i.e., Data integrity reports, SAMI accounts, add "Distance Learning" location to ODR forms, etc.)
Professional Development/ Resources	<ul style="list-style-type: none"> ❑ Refer to the <u>District Coordinator's Clipboard</u> ❑ Review the Professional Learning Topics Calendar for the year and mark them on your calendar ❑ Plan monthly coaches' meetings for the fall ❑ Schedule booster and SWIS trainings for new team members, school coaches, and principals ❑ Request funding to attend the <u>Virtual PBIS Leadership Forum</u> in October ❑ Request funding to attend the Virtual Ga APBS Meeting in December ❑ Review the <u>GaPBIS</u> website for updates and resources.
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Coordinate with PBIS school coaches to determine feasibility of PBIS Kick-offs/Back to School Celebrations ❑ Develop a PBIS calendar for the FY22 school year that includes dates for coaches' meetings, walkthroughs, Tier I, Tier II, classroom, evaluation deadlines, SWIS trainings, boosters, etc. ❑ Schedule annual DLT meetings, prepare agenda & materials ❑ Remind schools to input SWIS school data (enrollment, number of days per month, etc.) ❑ Encourage PBIS School Teams to revise Behavior Matrix to include COVID-19 safety, coping skills, social skills, as appropriate. ❑ Develop lesson plans and ensure they support any revisions to Behavior Matrix and that schools have a schedule for teaching/reteaching ❑ Consult with principals to discuss PBIS implementation and needed support and training for the upcoming school year based on their TFI ❑ If starting a new cohort, meet with principals to finalize readiness requirements, training locations, dates, times, and questions ❑ Schedule 2-3 technical assistance meetings with your SCS for FY22 ❑ Remind school coaches to review materials on GaDOE <u>Coaches' Clipboard</u>
Misc.	<ul style="list-style-type: none"> ❑ Update District PBIS Website, develop a Parent/Community Newsletter or social media platform to create awareness about PBIS-how PBIS supports students during COVID-19

	<ul style="list-style-type: none"> ❑ Stay connected with the GaPBIS twitter account ❑ Review the GaPBIS website for updates and resources
--	---

<h2 style="margin: 0;">September 2021</h2> <p style="margin: 0;">Suicide Prevention Awareness Month</p>	
Evaluation/ Planning	<ul style="list-style-type: none"> ❑ Open SAS window and remind School Coaches to schedule time with their school faculty/staff to participate ❑ Review school SWIS or other data reports ❑ Review SWIS accounts for data integrity errors
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Conduct monthly coaches meeting. Possible topics: <ul style="list-style-type: none"> • Revising Your School Matrix around Covid-19 • MTSS During the Pandemic: Adapting Systems of Behavior Support (video) • Teaching Students Adaptive Skills for Remote Learning ❑ 4-Step Plan for Handling Behavior Remotely ❑ Begin walkthroughs (<i>as appropriate</i>) ❑ Attend team meetings (<i>as appropriate, possibly virtual</i>) ❑ Review schools' action plans for needed support and coaching
Misc.	<ul style="list-style-type: none"> ❑ Contact School Climate Specialist for assistance with walkthroughs, meetings, etc. (<i>as appropriate</i>) ❑ Develop a Parent/Community Newsletter or social media platform to create awareness about and success of PBIS and Covid-19 adaptations ❑ Encourage coaches and principals to participate in the Virtual Ga APBS Conference (<i>registration information coming soon</i>) ❑ Stay connected with the GaPBIS twitter account ❑ Review the GaPBIS website for updates and resources

<h2 style="margin: 0;">October 2021</h2> <p style="margin: 0;">Bullying Prevention Month</p>	
Evaluation/ Planning	<ul style="list-style-type: none"> ❑ Open TFI window and schedule to attend Team TFI meetings. ❑ Review SAS Reports and assist schools with using the SAS to action plan ❑ Review school SWIS or other data reports ❑ October 26: Early Learning Webinar – “School Readiness and Family Resources” (10:00 – 11:00 a.m.) ❑ October 26-28: Virtual PBIS Leadership Forum
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Assist school teams in using SAS results for action planning ❑ Assist schools in SWIS Data Analysis: Support coaches on analyzing SWIS Ethnicity report to determine Risk Ratios and identify students with 2 or more office referrals (October Catch). ❑ Start walkthroughs (<i>if appropriate</i>) ❑ Attend team meetings (<i>if appropriate/possibly virtual</i>)

Misc.	<ul style="list-style-type: none"> ❑ Contact School Climate Specialist for assistance with walkthroughs, meetings, etc. <i>(as appropriate)</i> ❑ Encourage coaches and principals to attend the Ga APBS conference Dec. ❑ Stay connected with the GaPBIS twitter account ❑ Review the GaPBIS website for updates and resources ❑ Register for the Virtual Ga APBS conference December 2021 <i>(registration coming soon)</i>
--------------	--

November 2021

Evaluation/ Planning	<ul style="list-style-type: none"> ❑ Complete 1st Semester walkthroughs <i>(as appropriate)</i> ❑ Analyze TFI results and update Action Plan ❑ Review school SWIS or other data reports
Professional Development/ Resources	<ul style="list-style-type: none"> ❑ Register for the Virtual Ga APBS conference December 2021 ❑ November 10: Coffee and Conversation (10:00 a.m. – 12:00 p.m.) ❑ November 17: Early Learning Webinar – “Understanding Developmentally Appropriate Learning and Behavior Expectations for PreK/Kindergarten Students” (10:00 – 11:00 a.m.)
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Conduct walkthroughs <i>(as appropriate)</i> ❑ Attend team meetings <i>(as appropriate/possibly virtual)</i> ❑ Assist school teams and coaches on interpreting TFI results and action planning
Misc.	<ul style="list-style-type: none"> ❑ Prepare agenda & materials for District Leadership Team meeting, if scheduled. ❑ Stay connected with the GaPBIS twitter account. ❑ Review the GaPBIS website for updates and resources.

December 2021

Evaluation/ Planning	<ul style="list-style-type: none"> ❑ Analyze TFI results and update Action Plan ❑ Analyze updated SWIS data on issues identified in “October Catch”
Professional Development/ Resources	<ul style="list-style-type: none"> ❑ Participate in the Virtual Ga APBS conference with school coaches December 2021 <i>(registration coming soon)</i> ❑ December 1: Coffee and Conversation (10:00 a.m. – 12:00 p.m.) ❑ December 8-9: GAPBS Virtual Conference ❑ December 15: Early Learning Webinar – “Replacing Suspension and Expulsion with Classroom Climate Support Practices” (10:00 – 11:00 a.m.)
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Attend team meetings to assist with action planning <i>(as appropriate/possibly virtual)</i> ❑ Remind coaches about need for January school staff and student booster to re-teach expectations and rules
Misc.	<ul style="list-style-type: none"> ❑ Prepare agenda & materials for District Leadership Team meeting, if scheduled ❑ Stay connected with the GaPBIS twitter account ❑ Review the GaPBIS website for updates and resources

January 2022

Evaluation	<ul style="list-style-type: none"> ❑ Review school SWIS data, as a mid-year assessment ❑ Review SWIS accounts for data integrity errors ❑ Contact SCS to schedule/conduct 2nd Semester school walk-throughs (<i>as appropriate</i>)
Professional Development/Resources	<ul style="list-style-type: none"> ❑ January 12: Coffee and Conversation (10:00 a.m. – 12:00 p.m.) ❑ January 26: Early Learning Webinar – “Communication Strategies to Address Parents’ School Readiness Concerns” (10:00 – 11:00 a.m.)
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Review Readiness Requirements for Tier I and Tier II to begin assisting schools. ❑ Provide TA to School Teams: <ul style="list-style-type: none"> ○ SWIS Data Analysis and problem solving ○ Schedule reteaching Matrix and behavior expectations ○ Teaching practices, celebrations, staff data update ○ Facilitating Team Meetings

February 2022

Evaluation	<ul style="list-style-type: none"> ❑ Open Tiered Fidelity Inventory (TFI) window: due for schools by end of February (<i>this date can be adjusted</i>) ❑ Contact SCS to schedule/conduct school walk-throughs (<i>as appropriate/possibly virtually</i>)
Professional Development/Resources	<ul style="list-style-type: none"> ❑ February 9: Coffee and Conversation (10:00 a.m. – 12:00 p.m.) ❑ February 16: Early Learning Webinar – “How to Forge Community Partnerships to Improve Georgia Pre-K and Kindergarten School Enrollment” (10:00 – 11:00 a.m.)
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Consult with system Special Education Director to determine if system is disproportionate for disciplinary removals of students with disabilities ❑ Provide TA to School Teams: <ul style="list-style-type: none"> ○ SWIS Data Analysis: Support coaches on analyzing SWIS Ethnicity report to determine Risk Ratios ○ Teaching practices, celebrations, staff data update ○ Problem Solving
Misc.	<ul style="list-style-type: none"> ❑ Schedule coaches’ meetings ❑ Remind coaches about completing, submitting, and interpreting the TFI ❑ Attend TFI meetings at schools to provide coaching and support ❑ Contact School Climate Specialist for assistance with walkthroughs, coaches’ meetings, etc. (<i>as appropriate</i>) ❑ Stay connected with the GaPBIS twitter account ❑ Review the GaPBIS website for updates and resources

March 2022

Evaluation	<ul style="list-style-type: none"> ❑ Review school SWIS and TFI data for trends ❑ Review SWIS accounts for data integrity errors
Professional Development/Resources	<ul style="list-style-type: none"> ❑ March 9: Coffee and Conversation (10:00 a.m. – 12:00 p.m.) ❑ March 23: Early Learning Webinar – “Making School Readiness/Enrollment a Priority in Your District and Elementary Schools” (10:00 – 11:00 a.m.)
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Provide technical assistance to school teams: <ul style="list-style-type: none"> ○ Teaching practices, celebrations, staff data updates ○ Revising action plans based on discipline, TFI, and walkthrough data ○ Problem Solving ○ Visibility Activities ❑ Support schools in identifying booster activities for teachers and students based on data
Misc.	<p>Highly Recommended:</p> <ul style="list-style-type: none"> ❑ Use outcome and fidelity data to celebrate accomplishments and address challenges. ❑ 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. ❑ Complete school walkthroughs (<i>as appropriate</i>) ❑ Stay connected with the GaPBIS twitter account ❑ Review the GaPBIS website for updates and resources

April 2022

Evaluation	<ul style="list-style-type: none"> ❑ Review data on PBIS assessments to determine schools who have completed the 2nd Semester TFI ❑ Schedule/conduct school walk-throughs (<i>as appropriate</i>)
Professional Development/Resources	<ul style="list-style-type: none"> ❑ April 13 – 16: International Conference on Positive Behavior Supports ❑ April 13: Coffee and Conversation (10:00 a.m. – 12:00 p.m.)
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Provide technical assistance to school teams: <ul style="list-style-type: none"> ○ Plan for team membership or coaches’ changes ○ Start planning for end of year wrap-up (i.e., celebrations for staff and students, etc.)
Misc.	<ul style="list-style-type: none"> ❑ Prepare agenda & materials for District Leadership Team meeting ❑ Determine if your district will have a FY22 Training Cohort: <ul style="list-style-type: none"> ○ Identify schools ○ Schedule meeting with Principals to determine commitment and start readiness with school staff and team ❑ Stay connected with the GaPBIS twitter account ❑ Review the GaPBIS website for updates and resources

May 2022

Mental Health Awareness Month

Evaluation	<ul style="list-style-type: none"> ❑ Check SWIS accounts for data integrity errors. ❑ <i>Optional Evaluations:</i> <ul style="list-style-type: none"> ○ Survey school coaches to determine professional development needs for upcoming school year ○ Survey Principals about DC support and needs of school
Professional Development/Resources	<ul style="list-style-type: none"> ❑ May 11: Coffee and Conversation (10:00 a.m. – 12:00 p.m.)
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Provide TA on: <ul style="list-style-type: none"> ○ School-wide data ○ Celebrations ○ Staff data update ○ Action planning using summative data ❑ Assess training needs of coaches for next school year & share with SCS/GaDOE TA
Misc.	<ul style="list-style-type: none"> ❑ Have school coaches submit school PBIS action plan for the FY23 school year to assist you in preparing to support them more efficiently. ❑ Prepare agenda & materials for District Leadership Team meeting ❑ If your district is going to have a <i>FY23 Training Cohort</i>: <ul style="list-style-type: none"> ○ Schedule training dates, locations, and time with your district and PBIS Program Specialist ❑ Stay connected with the GaPBIS twitter account. ❑ Review the GaPBIS website for updates and resources.

June/July 2022

Evaluation	<ul style="list-style-type: none"> ❑ Create 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
Professional Development/Resources	<ul style="list-style-type: none"> ❑ 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
Coaching & Technical Assistance	<ul style="list-style-type: none"> ❑ Keep a running list of ideas or reminders that you need to address with school coaches/teams when you return to work
Misc.	<ul style="list-style-type: none"> ❑ Take some time for self-care and celebration! You have done an awesome job this year!

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 combing 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