

Example PBIS TFI Action Plan Tier I:

Subscale and Tier 1 Features	Score from TFI: 0, 1, 2	Action Steps:	Who?	When?
TEAMS				
1.1 Team Composition		<p>1. Add a sixth-grade teacher with YMHFA training to the team for knowledge and representation</p> <p>2. Invite parent to serve on team once team becomes fluent in meeting operating procedures (likely one year out)</p> <p>3. Invite students to attend first five minutes of meetings to share what they like about our school, ideas for improvement, acknowledgement ideas, etc. (Invite diverse group)</p>	<p>Coach</p> <p>Principal</p> <p>Teacher suggestions</p>	<p>This month</p> <p>TBD</p> <p>Quarterly</p>
1.2 Team Operating Procedures		<p>1. Print norms and roles to be posted & referred to during meetings</p> <p>2. Use agenda each meeting that includes the problem-solving process (TIPS)</p>	<p>Team facilitator</p> <p>Team facilitator</p>	<p>Today</p> <p>Ongoing</p>
IMPLEMENTATION				
1.3 Behavioral Expectations		<p>1. Provide guidelines to stakeholders on development of behavioral expectations before receiving feedback:</p> <ul style="list-style-type: none"> • Specific • Measurable • Observable • Always applicable • Positively stated • Culturally relevant • Developmentally & age appropriate <p>2. Get feedback from all stakeholders (teachers, students, family, community) on draft matrix</p> <p>3. Finalize matrix & prepare to print/post strategically (school-wide matrix only in main area, classrooms, or handbooks & location specific matrices in different locations)</p>	<p>Coach</p> <p>Team</p> <p>Team</p>	<p>February PD</p> <p>March</p> <p>Summer</p>

1.4 Teaching Expectations		<p>1. Develop a lesson plan for each example (block) of the teaching matrix</p> <p>2. Develop teaching calendar (teach all at beginning of year & boosters as needed based on data)</p> <p>3. Check fidelity of teaching and ensure tell, show, do, practice teaching model is utilized and practiced in each setting (café, hallway, restroom, etc.)</p>	<p>Team</p> <p>Team</p> <p>Grade level leads</p>	<p>April meeting</p> <p>April meeting</p> <p>Ongoing</p>
1.5 Problem Behavior Definitions		<p>1. SAS SW Priority Item #6 Majors vs. Minors - Develop written definitions for all behaviors to include examples to help clarify major office-managed vs. minor teacher-managed behaviors (i.e., major defiance vs. minor defiance). Align with SWIS & GaDOE Student Records behavior definitions.</p> <p>2. Develop clear procedures for addressing office-managed vs. staff-managed problems (i.e., behavior flow chart)</p> <p>3. Get feedback from stakeholders (most importantly school staff) before finalizing definitions & flow chart.</p> <p>4. Train all staff/students and share with families.</p>	<p>Team</p> <p>Team</p> <p>Team</p> <p>Team</p>	<p>May meeting</p> <p>May meeting</p> <p>Post planning</p> <p>August</p>
1.6 Discipline Policies		<p>1. Final version of discipline flow chart posted in every classroom</p> <p>2. Final version of behavior definitions in teacher, parent, student handbook</p> <p>3. Ensure practices are preventative, instructional, and proactive</p>	<p>Teachers</p> <p>Admin</p> <p>Team</p>	<p>August</p> <p>May</p> <p>August</p>
1.7 Professional Development		<p>1. Overview of PBIS</p> <p>2. Basic Principles of Behavior</p> <p>3. Referral process, definitions of behavior, referral forms</p> <p>4. Expectations, rules, lesson plans</p> <p>5. Acknowledgement System</p> <p>6. Overview of Data-Based Decision Making</p> <p>7. New staff orientation</p> <p>8. Substitute teacher orientation</p> <p>9. Mid-year booster for entire staff</p>	<p>Team</p>	<p>TBD</p>
1.8 Classroom Procedures		<p>1. GaDOE Training</p>	<p>Tier 1 Team</p>	<p>Next year</p>

1.13 Data-based Decision Making		<p>1. Develop a data summary that includes a precision statement to bring to each PBIS team meeting</p> <p>2. Determine what data points will be analyzed each month that are linked to school improvement plan</p> <p>3. Ensure an administrator, PBIS coach and Data Analyst are all trained and proficient in using SWIS and data drill down feature</p>	Team	Ongoing
1.14 Fidelity Data		<p>1. Complete TFI each semester and SAS each fall</p> <p>2. Monitor completion of all action steps on this plan.</p>	Team	Ongoing
1.15 Annual Evaluation		<p>1. Develop a 1-page summary that is easy for all stakeholders to understand (including students) & includes all elements on TFI Item 1.15.</p> <p>2. Integrate PBIS data analysis (SAS, TFI, ODRs, School Climate, Walkthroughs, etc.) in the annual school improvement process.</p>	Team	Next May