**Master Action Plan for PBIS: Countdown to Kick-off!!**

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ /\_\_\_\_ / \_\_\_\_

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| **10: Structures in Place** | | | | |
|  | **Who will do it?** | **By When?** | **What needs to be shared with**  **District Leadership Team, staff, parents, and other stakeholders?** | **Status?**  **(Achieved, In Progress)** |
| PBIS Team is established and has regular meetings scheduled |  |  |  |  |
| Communication plan and feedback loops are developed between PBIS Team and staff  Notes: |  |  |  |  |
| Notes: |  |  |  |  |
| **9: Introduction to PBIS** | | | | |
| **What needs to be done?** | **Who will do it?** | **By When?** | **What needs to be shared with**  **District Leadership Team, staff, parents, and other stakeholders?** | **Status?**  **(Achieved, In Progress)** |
| PBIS Team creates plan to present Introduction to PBIS to staff |  |  |  |  |
| Introduction to PBIS is presented to staff |  |  |  |  |
| Notes: |  |  |  |  |
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| **8: Staff Buy-In & Current Resources** | | | | |
| **What needs to be done?** | **Who will do it?** | **By When?** | **What needs to be shared with**  **District Leadership Team, staff, parents, and other stakeholders?** | **Status?**  **(Achieved, In Progress)** |
| Compelling “why” is developed |  |  |  |  |
| Staff commitment to PBIS is established (at least 80% of staff agree to work) |  |  |  |  |
| Self-Assessment survey is complete |  |  |  |  |
| A *school Climate Survey* is conducted annually.  Notes: |  |  |  |  |
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| **7: Identify & Define School-wide Behavioral Expectations** | | | | |
| **What needs to be done?** |  |  |  |  |
| PBIS Team and staff create 3-5 school-wide behavioral expectations |  |  |  |  |
| PBIS Team creates plan to deepen staff learning around defining school-wide expectations in all settings |  |  |  |  |
| PBIS Team develops behavior matrix/takes back to staff to approve |  |  |  |  |
| Notes: |  |  |  |  |
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| **6: Behavior Matrix and Prepare to Teach & Monitor Behavioral Expectations** | | | | |
| **What needs to be done?** | **Who will do it?** | **By When?** | **What needs to be shared with**  **District Leadership Team, staff, parents, and other stakeholders?** | **Status?**  **(Achieved, In Progress)** |
| PBIS Team creates plan to deepen staff learning around teaching expectations |  |  |  |  |
| PBIS Team and staff create lesson plans for teaching expectations in each setting |  |  |  |  |
| PBIS Team and staff create a plan for teaching the lessons  When?  Where?  Who? |  |  |  |  |
| Notes: |  |  |  |  |
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| **5: Positive & Corrective Feedback** | | | | |
| **What needs to be done?** | **Who will do it?** | **By When?** | **What needs to be shared with**  **District Leadership Team, staff, parents, and other stakeholders?** | **Status?**  **(Achieved, In Progress)** |
| PBIS Team creates plan to deepen staff learning around acknowledgements |  |  |  |  |
| PBIS Team and staff develop a school-wide acknowledgement system |  |  |  |  |
| PBIS Team creates plan to deepen staff learning around correcting behavior |  |  |  |  |
| PBIS Team and staff develop a consistent response system for behavioral correction |  |  |  |  |
| Notes: |  |  |  |  |
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| **4: Data Systems** | | | | |
| **What needs to be done?** | **Who will do it?** | **By When?** | **What needs to be shared with**  **District Leadership Team, staff, parents, and other stakeholders?** | **Status?**  **(Achieved, In Progress)** |
| PBIS Team will complete the Tiered Fidelity Inventory (TFI) assessment |  |  |  |  |
| PBIS Team and staff develop Office Discipline Referral Form (ODR) |  |  |  |  |
| PBIS Team will utilize a discipline system that allows data collection for instantaneous access to graphs of frequency of problem behavior, location, time of day, and student |  |  |  |  |
| Notes: |  |  |  |  |
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| **3: Finalize Development of All Components** | | | | |
| **What needs to be done?** | **Who will do it?** | **By When?** | **What needs to be shared with**  **District Leadership Team, staff, parents, and other stakeholders?** | **Status?**  **(Achieved, In Progress)** |
| 3-5 Behavioral Expectations |  |  |  |  |
| Behavior matrix |  |  |  |  |
| Lesson plans for all settings |  |  |  |  |
| Plan for teaching the lessons |  |  |  |  |
| Plan for monitoring behavior |  |  |  |  |
| Acknowledgment system  Consistent behavioral response |  |  |  |  |
| **2: Plan PBIS Kick-Off Assembly** | | | | |
| **What needs to be done?** | **Who will do it?** | **By When?** | **What needs to be shared with**  **District Leadership Team, staff, parents, and other stakeholders?** | **Status?**  **(Achieved, In Progress)** |
| Date Chosen |  |  |  |  |
| Who will do what |  |  |  |  |
| Notes: |  |  |  |  |
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| **1: Order, Create, Gather all PBIS Materials** | | | | |
| **What needs to be done?** | **Who will do it?** | **By When?** | **What needs to be shared with**  **District Leadership Team, staff, parents, and other stakeholders?** | **Status?**  **(Achieved, In Progress)** |
| Create posters, visual displays, etc. |  |  |  |  |
| Acknowledgement systems items |  |  |  |  |
| Include PBIS information in staff and student handbooks, parent newsletters |  |  |  |  |
| Notes: |  |  |  |  |
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