**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 systemConsistent 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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