Schools are encouraged to create an opening day folder for staff members on PBIS/ RtI. This folder would contain needed information and resources around your school’s RtI/ PBIS implementation. The following is an example of documents you could include. You could do this in one folder where the left pocket is PBIS Tier 1 and the right pocket is BIT (Academic and Behavior Tier 2), or it could be in two separate folders.

**Suggested Documents for First Day Teacher Folder:**

<table>
<thead>
<tr>
<th>PBIS Tier 1</th>
<th>BIT (Academic and Behavior Tier 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Wide Matrix</td>
<td>DPR example and instructions</td>
</tr>
<tr>
<td>Steps to creating a classroom matrix/ blank matrix</td>
<td>Things to say to a student on CICO</td>
</tr>
<tr>
<td>Behavior Lesson (Cool Tool) Schedule</td>
<td>Explanation of all behavior interventions</td>
</tr>
<tr>
<td>First Month Behavior Lessons</td>
<td>Explanation of all academic interventions</td>
</tr>
<tr>
<td>Acknowledgement System Explanation/ Example</td>
<td>Tier 2/3 District Flow Chart</td>
</tr>
<tr>
<td>T-Chart</td>
<td>Dibels/ EasyCBM cheat sheet</td>
</tr>
<tr>
<td>Student Kick Off information and poster</td>
<td>Exceed Instructions</td>
</tr>
<tr>
<td>List of classroom interventions for classroom</td>
<td>Screening students cheat sheet</td>
</tr>
<tr>
<td>managed behaviors</td>
<td></td>
</tr>
<tr>
<td>Relationship building/ team building activities</td>
<td>Parent Notification/ Letter</td>
</tr>
<tr>
<td>Sub documents for sub folder</td>
<td>Survey Level Assessment</td>
</tr>
<tr>
<td>School specific document (love and logic, etc)</td>
<td>Goal Setting Sheet</td>
</tr>
<tr>
<td>Parent Notification/ Letter</td>
<td></td>
</tr>
<tr>
<td>ODR form/ Minor Form</td>
<td></td>
</tr>
</tbody>
</table>

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