



## School-wide PBIS Tier 1 Checklist: First 30 Days

Tier 1 Tasks to accomplish:

- Establish a PBIS Tier 1/Universal Team and Team Coordinator: Principal / Assistant Principal; Regular and Special Education from across grade/ subject bands, Specialists, Support Staff (i.e. Counselor, etc.), Safety, VFZ, City Year, and parent(s).
- Optional: Establish sub-committees as needed (Teaching, Acknowledgement, Data, etc)
- Establish a monthly PBIS School-wide Team meeting schedule for the year.
- Hold at least one team meeting within the first 30 days. Take minutes at meeting. Upload to tracker.
- Establish a schedule and method for communicating, reporting, and problem-solving with the school staff for the year.
- Establish a schedule of celebrations, acknowledgements, and reinforcement activities (Acknowledgment Committee).
- Establish a behavior lesson teaching schedule (Teaching Committee).
- Embed Attendance within your Tier 1 Framework and ensure all staff members are reaching out to all parents with a positive introductory phone call.
- Create behavior lessons/ topics for first month of school.
- Develop Classroom Matrix (Classroom teachers).
- Plan and conduct staff kick-off and new teacher training on PBIS.
- Plan and conduct student kick-off / grade level assemblies on school expectations.
- Create substitute teacher packet with information on PBIS systems and expectations.
- Update / review the school's T-chart with input from all staff members.
- Plan a parent/family PBIS kick-off to communicate PBIS systems and expectations.
- Ensure there are consistent school-wide behavior expectation posters displayed throughout the building.
- Analyze previous year's Benchmarks of Quality (BoQ) results from last school year and your school's Action Plan begin implementing Action Plan items.

## School-wide BIT Checklist: First 30 Days

Tier 2 and Tier 3 Tasks to accomplish (Academics and Behavior):

- Establish a Building Intervention Team (BIT) and Team Coordinator: Administrator, Regular and Special Education Teachers, and Support Staff
- Establish roles such as team coordinator, minutes facilitator, data facilitator, etc.
- Establish a meeting schedule for the year.
- Analyze previous year systems to determine areas that need strengthening
- Hold two BIT meetings monthly: one focused on academics and one focused on behavior.
- Establish a schedule and method for communicating, with the school staff for the year.
- Create and distribute a teacher opening day folder/ handout that includes information about the RtI/PBIS framework and academic and behavioral interventions.
- Kick-off and review/ introduce the RtI/PBIS Framework to staff (all Six Phases).
- Send district RtI Framework letter home with opening day materials.
- Establish a school-wide Master Schedule with “intervention time” during which all students receive the support they need (could be intervention, enrichment, or challenges).
- Ensure all students are screened and diagnosed during screening window.
- Determine professional development needs of staff members (Star 360, etc)
- Ensure all staff are aware of how to access interventions on MConnect page.
- Create copies of Daily Progress Report (DPR).
- Recruit and train Greeters for Check-In/ Check-Out (CICO).
- Screen students for behavior based Office Discipline Referral data, Suspension, teacher recommendations, Student Risk Screening, etc
- Ensure all staff understand MPS Attendance Protocol