2016-2017 School-Wide Task Force Team - Action Plan

School Name:

Date Began:

_____

_____

School Administrator: _____

School Address: _____

School Phone Number: _____

PBIS District Coach: _____

School Email Contact: _____

Name	Team Member Role	Email	Phone Number
	Team Leader/Chairperson		
	Secretary/Recorder		
	Behavior Specialist		
	Communication Coordinator		
	Celebration Coordinator/Cheerleader		
	Time Keeper		
	Data Specialist		
	District Coach		

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I - In Progress
N- Not yet Started

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9	Matrix drafted and edited – shared with team for final approval	9/16/16	9/22/16	PBIS Coach and Team leader	Affirmative response from team	A
9	Vote on Matrix – matrix presented to teachers and vote taken	9/22/16	September 2016	PBIS Coach	Voting Card	A
1	Re-establish task force team and roles – flyers presented to team leader to use in school to help recruit TFT members	9/16/16	September 2016	School/Administrator TFT and Coach	Want at least 4 members on TFT	A
2	Create ODR form with all necessary data elements	2015	September 2016	TFT	Use ODR form in school through 1st quarter and re-evaluate success of form.	A
3	Roll out ODR form to staff - Ensure consistent use of form by all teachers	September 16, 2016	October 2016	Tamatha Peck, Coach, Mrs. Saks ODRs Flowcharts Matrices	Door door checks	A
3	Create/Develop school-wide reward system	October 2016	November 21, 2016	TFT Coach School See below	Teacher tracking forms, school store tracking forms	A

Elements to Consider

1. PBS Task Force Team established/roles
2. Discipline data system
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7. Consequence Program
8. Mascot and expectations/branding
9. Matrix
10. Lesson plans for teaching PBIS/Instructional Tools
11. Reward/recognition program
12. Trainings for staff & students
13. Implementation – soft and hard roll outs
14. Reward ceremonies staff & students
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13	All staff PBIS training to prepare for roll out. Plan and implement	October 20, 2016	November 17, 2016	TFT and PBIS Coach	Sign in sheet, door to door checks/classroom observations	A
13	Roll out to whole staff	October 25, 2016	November 17, 2016	TFT, PBIS Coach and School	PowerPoint, reward packets for each staff member, sticker cards	A
13	Roll out to students	November 17,2016	2/6/17	TFT, Coach, teachers/administrator Store, stickers, desk cards, PowerPoint	Classroom observations, school store logs	A
11	Finalize school store (table, cloth, reward menu posters, reward passes, tangible rewards)	November 2016	2/6/17	Sibilly – buying stickers and school store toys/items	Reward system write up, school store form, teacher tracking form	A
11	Purchase stickers for reward program	December 2016	2/6/17	Sibilly/Saks and Bedminster– buying stickers	Reward system write up, school store form, teacher tracking form	A
11	Create, Print and Cut Sticker Reward Cards for Each Desk	November 2016	November 21, 2016	Gabrielle – make and print Coach – bring card stock and cut cards	Reward system write up, school store form, teacher tracking form	A

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10	Lesson Plans for teachers to teach matrix to students	December 2016	December, 22, 2016	Monday 1/16/16– Roll out Lesson Plans Taught: 1/17– Classroom, 1/18 – Walkways, 1/18 – Lunch/PE/Recess, 1/19-Cafeteria 1/19 – bathrooms & arrival/dismissal, 1/20 – Field Trips and Assembly	TFI	A
12	Re-fresher PBIS training – school wide (to check in) **share TFI data	January 2017	January 18, 2016	TFT, Coach, PowerPoint Graph data	Sign in sheet	A
12	Trauma and Bereavement Training	November 16, 201	November 18, 2016	PBIS District team Attendees include admins, counselors, nurses	Sign in sheet, feedback	A
7	Behavior definitions	November 2016	December 2016	TFT – Saks and Sibilly Using district definitions	TFT approval, district approval	A
15	Annual EBS Survey	January 2017	1/16/17	Coach and school	Survey	A

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15	TIPS Fidelity Checklist #1	March 2017	2/10/2017	Coach and TFT	Survey (80%)	A
6	Crisis Plan – finalize, post in rooms and around campus	March 2017	February 2017	School Admin., TFT and Coach	Final product	A
15	TFI #1	March 2017	March 2017	Coach, District team members	TFI Scores	A
5	PBIS School Handbook	March 2017	February 2017	School Admin., TFT and Coach	Final product	A
11	Restock school store – develop schedule for restocking – add additional rewards to earn	June 2017	September 2017	Bedminster, Arambala	List of rewards to earn with dates, calendar dates for reorders	I
2	Data (ODR) entry system Get wade on powerschools Fridays at 10 – enter odrs Develop system for assessing data as team	May 2017	June 2017	Wade, Bedminster Help from Smith in office	PowerSchool reports	I

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11	TFI #2	June 2017	June 2017	Coach and Saks	TFI Score (80)	I
15	TIPS Fidelity Checklist #2	May 2017	May 2017	Coach and TFT	Survey (80%)	I
11	Assess and monitor reward program, ODR use and Flowchart use	October 2017	On-going – Formal discussion October 2017	Saks, Coach, Bedminister	Observation, teacher interview, reward tracking forms	I
13	Bully Prevention Planning and Implementation (schoolwide BP training, team of students)	January 2017	Team by June 2017 Train TFT Sept.2017 Train School Staff by Oct. 2017 Train student team by Nov. 2017 Teach school lesson plans by beginning in Nov. 2017	Mrs. Minter, Mrs. Wade, Coach	Programs and interventions in place, Bully Prevention Survey (in manual)	I
15	School Safety Survey/School Climate Survey	May 2017	June 2017	Coach and Team Leader Need schools/time	Survey	N

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8	Finalize School Mascot	September 2016	September 2017	Peck, Coach, Bedminster	Completed mascot	I
15	Classroom Observations	May 2017	One room by June 2017	Coach, Team Leader, School Teacher	Observation form	N
14	School wide rewards for teachers and staff	September 2017 Planning	June 2018	School Admin., TFT, Celebration Coordinator	Teacher report, surveys	N
15	TFT add Tier II team member	May 2017	October 2017	Bedminster, Coach, Saks	Sign in sheets/roles and responsibilities sheet	N
15	School staff develop Tier II criteria	September 2017	November 2017	Tier II team member, Saks, Screening tools, behavior logs	Missouri	N
15	School staff identify TIER II Students	November 2017	NA	Tier II team member, Saks, Screening tools, behavior logs	Use data from ODRs, and teacher nominations	N
15	School staff develop/put in place Tier II strategies	May 2017	November 2017	Tier II member Screening tools, behavior logs	Use data from ODRs, and teacher nominations	N

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15	End of the Year Report	June 2017	June 2017	Coach	Report	N
12	Attend PBIS Summer Training Plan PBIS for the year and develop Tier II basics	September 2017	September 2017	Whole team	Sign in sheet	N
13	Back to School Roll Out - Staff 3 b's, rewards, flowchart, praise, classroom set up, routines, strategies, matrix	September 2017	September 2017	Whole team	Sign in sheet	N
13	Back to School Roll Out – Students 3 b's, rewards, flowchart, matrix	September 2017	September 2017	Whole team	Photos	N

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1. PBS Task Force Team established (membership, meeting times, roles, mission/vision, ODR viewed)
2. Discipline data system is meaningful, update ODR form, entered data consistently and establish analysis plan
3. Discipline referral form rolled out to all staff
4. Behaviors defined & organized (minor/major), discipline referral process established and flow chart developed
5. Being developing PBIS Handbook for all staff
6. Develop a Crisis Plan, posted appropriate in school
7. Consequences hierarchy developed, combined with flow chart
8. Mascot finalized, expectations developed (3-5 positively stated) – memorable
9. Rules developed for specific settings – Matrix completed and voted upon
10. Lesson plans developed for teaching expectations/rules/strategies, with instructional tools – order instructional tools
11. Reward/recognition program established for staff and students
12. Plan trainings for staff and students (involving families and community) to implement PBIS – hold trainings
13. Implementation plan established – soft and hard roll outs (what's going to happen, when, how)
14. Reward ceremonies
15. Evaluation of PBS activities – Data collection and review – Revisit problem areas (How are we doing? What needs to be modified, maintained or terminated?)

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