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| **VTPBiS Universal Implementation Action Plan (based on the Tiered Fidelity Inventory (TFI\*)** | | | | |  |
| **Tier I – Universal** | | | | |  |
| **Subscale** | **Item/Features:** | **Action(s)** | **Person(s) Responsible** | **Timeline** | **Outcome** |
| **Teams** | 1.1 Team Composition | **Goal: Develop PBIS Team with roles**  Team members:  Primary: Jen McNeil, Encourager  Intermediate: Jen Chapdelaine  Middle school: Danielle Moffatt, Note-Taker  Specialists: Kim Alexander,Co-Coordinator/Facilitator  Lori Kramer, Norm/admiring the problem monitor  Guidance: Stephanie Kennedy, Chart recorder  Kim Ezzo, supporter  Support Services: Karen Jockell, Morale Booster  Wendy Parker, Reporter/Summarizer  Administration: Wayne Cooke, Timekeeper  Deb Smith, Co-Coordinator/ Facilitator | Team | 2017-2018 BEST Institute |  |
| 1.2 Team Operating Procedures | **Goal: Develop a schedule of monthly meetings:**   |  | | --- | | **Meeting Date at 3:15-4:15 p.m.**  September 6 PBiS  September 13 Leadership  September 20 PBiS  September 27 Leadership  1st and 3rd Wednesdays PBiS  2nd and 4th Wednesdays Leadership  After October, PBiS will be 3rd Wed. each month | | Team | 2017-2018 BEST Institute |  |
| **Subscale** | **Item/Features:** | **Action(s)** | **Person(s) Responsible** | **Timeline** | **Outcome/**  **assessment** |
| Cont. Team | continued  1.2 Team Operating  Procedures | **Goal: Develop meeting structure for PBiS Team meetings that foster data-based decision making.**  [**https://vimeo.com/65736690**](https://vimeo.com/65736690)  [**http://www.uvm.edu/cdci/best/pbswebsite/Presentations/TIPS/TIPSMeetingMinuteForm.doc**](http://www.uvm.edu/cdci/best/pbswebsite/Presentations/TIPS/TIPSMeetingMinuteForm.doc)  [**http://www.uvm.edu/cdci/best/pbswebsite/Presentations/TIPS/TIPSMeetingFoundationsChecklist.doc**](http://www.uvm.edu/cdci/best/pbswebsite/Presentations/TIPS/TIPSMeetingFoundationsChecklist.doc)  [**http://www.uvm.edu/cdci/best/pbswebsite/Presentations/TIPS/TIPSPBISTeamMembers.doc**](http://www.uvm.edu/cdci/best/pbswebsite/Presentations/TIPS/TIPSPBISTeamMembers.doc) | **Team** | **Develop at 2017 BEST Institute**  **-implement throughout the school year consistently** | **Team Implementation Checklist (TIC)**  **Complete quarterly**  **Benchmarks of Quality (BoQ)**  **Complete annually in the Winter (January-March).**  **Tiered Fidelity Inventory (TFI)**  **Complete annually in the Winter (January-March)** |
| **Implementation**  **Continued**  **Implementation** | 1.3 Behavioral Expectations | **Goal: Review and agree on behavioral expectations and complete the matrix of behavioral expectations across school environments**.  We have Falcon PRIDE in being:  respectful, responsible and safe. | Team | 2017 BEST Institute |  |
|  | **Goal: Get posters made defining the expectations in all environments identified in the matrix** |  | By August 30, 2017 |  |
| 1.4 Teaching Expectations | **Goal: Develop lesson plans for classroom teachers to use for teaching expectations across environments** |  | By August 30, 2017 |  |
| **Item/Features** | **Action(s)** | **Person Responsible** | **Timeline** | **Outcome/**  **assessment** |
| 1.4 Teaching Expectations continued.. | **Goal: Develop lesson plans/ scripts for breakfast and lunch duty personnel to use to support the learning of expectations in the cafeteria.** |  |  |  |
|  | **Goal: Develop lesson/plans/scripts for bus driver, cafeteria workers, crossing guards and substitutes** |  |  |  |
| 1.5 Problem Behavior Definitions | **Goal: Faculty PLC to explicitly define problematic behavior based upon SWIS data (currently defiant and disruptive) based upon developmental levels (primary, intermediate, and middle school aged students).**  **Faculty will also define solution Actions (e.g., Prevent, Teach, Prompt, Reward, Corrective consequence)** |  | By September 2017, then on-going as data requires | **Self-Assessment Survey (SAS)** |
| 1.6 Discipline Policies |  |  |  |  |
| 1.7 Professional Development | **Goal: Complete PBIS Handbook and review at opening faculty/staff meeting** | Team | By August 30, 2017 |  |
|  | **Goal: Schedule training for bus drivers, duty personnel, cafeteria personnel, office personnel, custodial personnel in PBIS, school expectations and the prevention, teaching and rewarding procedures** | administration | Beginning of every school year and on-going when new personnel are hired |  |
|  | **Goal: Schedule training for substitutes, student teachers/early involvement students in PBIS, school expectations and the prevention, teaching and rewarding procedures.** | administration | Beginning of every school year and on-going when new personnel are hired |  |
| **Item/Features** | **Action(s)** | **Person Responsible** | **Timeline** | **Outcome/**  **assessment** |
| 1.7 Professional development continued | **Goal: Provide inservice to all faculty/staff on an overview of PCBS (Positive Classroom Behavior Support), given our school-wide data indicating majority of infractions are from the classroom, with specific explicit training in the foundations (setting, routine, expectations)** | **Wendy & Deb** | **September 2017** | self-  assessment |
|  | **Goal: Provide inservice to all faculty/staff on PCBS (Positive Classroom Behavior Support), with specific explicit training in prompting** | **Wendy & Deb** | **October 2017** |  |
|  | **Goal: Provide inservice to all faculty/staff on PCBS (Positive Classroom Behavior Support), with specific explicit training in positive specific praise** | **Wendy & Deb** | **November 2017** | self-assess with clicker data/  peer observation/  coach observation |
|  | **Goal: Provide inservice to all faculty/staff on PCBS (Positive Classroom Behavior Support), with specific explicit training in opportunities to respond.** | **Wendy & Deb** | **December 2017** | self-assess with clicker data/  peer observation/  coach observation |
|  | **Goal: Provide coaching support through emailing resources, observational feedback, consultation** | **Wendy & Deb** | **on-going** | self-  assessment again at the end of the year |
| **Item/Features** | **Action(s)** | **Person Responsible** | **Timeline** | **Outcome/**  **assessment** |
| 1.8 Classroom Procedures |  |  |  |  |
| 1.9 Feedback and Acknowledgment |  |  |  |  |
| 1.10 Faculty Involvement |  |  |  |  |
| 1.11 Student/Family/  Community Involvement | **Goal: Increase family engagement**  **-educate family/community on our school expectations by including on our letterhead, email signature, website, student created video to be played at open-house, presentation to PTO**  **-family barbeque/ meet and greet prior to the start of school**  **- celebrate an important person in your life**  **- family representative on the PBIS team**  **-include family engagement on the agenda**  **-PBIS newsletter2** |  |  |  |
| **Evaluation** | 1.12 Discipline Data | * PBiS Team needs to create summary of monthly data to share with Grade Team Clusters   + Provide the summary to leadership team to share it out * Give each teacher their own data weekly * Explain that referral form is a data collection form and how do we reteach and restore * Monthly faculty meeting- have component of looking at data and making sure to embed positive and negatives (i.e. last month we looked at the cafeteria and look how much better it is) |  |  |  |
| 1.13 Data-based Decision Making |  |  |  |  |
| 1.14 Fidelity Data |  |  |  |  |
| **Item/Features** | **Action(s)** | **Person Responsible** | **Timeline** | **Outcome/**  **assessment** |
| 1.15 Annual Evaluation | **Goal: Entire school will be asked to provide input into the PBIS assessments:** | All Staff | • Completed annually in the Winter (January-February) | **Self-Assessment Survey (SAS)** |

**Additional Action Items/Next Steps:**

* Clarification on role and responsibility of staff in the student support center
* Clarification on the chain of command for classroom-based incidents
* Which members of the guidance department deal with which issues