**BEFORE SCHOOL BEGINS**

TASKS TO ACCOMPLISH:

* Establish monthly PBIS School-Wide Team meeting schedule for the year
* Establish schedule for communicating/ reporting/ problem-solving with staff for the year
* Establish schedule of celebrations/ reinforcement activities
* Plan for Staff Kick-Off
* Plan for Student Kick-Off/ Fall Training
* Plan for Parent Kick-Off
* Plan for Bus Driver Kick-Off
* Plan for how School-Wide Team will provide data to the staff/ team managing Targeted & Intensive interventions

ACTIVITIES TO CONDUCT:

* Conduct all Kick-Offs
* Conduct Kick-Off/ Fall Training Celebration
* Administer staff & student Fall training/ kick-off evaluation

**SEPTEMBER**

TASKS TO ACCOMPLISH:

* Review school-wide data- ODR graphs, attendance, and academic data
* Develop any needed Cool Tool lesson(s) & schedule time for staff to teach it
* Administer Self-Assessment Survey to staff
* Score Self-Assessment Survey

ACTIVITIES TO CONDUCT:

* Teach Cool Tool Lesson(s)
* Conduct grade level celebrations/ reinforcement activities
* Present results of Self-Assessment Survey to Staff
* Present school-wide data update to staff AND decide which behaviors/ procedures need to be taught/ retaught/ acknowledged at a higher rate