

To do List:

- Behavioral Expectations
 - Posters
 - Who will design them
 - Who will print them
 - Where will you place them in the school
 - Will you have copies in the classrooms
 - Matrix
 - Post in teacher's lounge for input
 - Print copies
 - Give copies to all staff
 - Will you make bulletin boards
 - Will you put sections of it in non-classroom locations?
 - Will the early childhood classes have pictures instead of words
- Gotchas
 - What will they look like
 - Will you print in triplicate
 - How will they turn them in
 - Will they be worth points, drawings or both
 - Develop a menu of reward choices
 - Will adults get gotchas
 - Or just get rewards for writing gotchas
 - What rewards will you give adults
 - Drawings
 - Points
- Teaching expectations
 - What will your kick-off look like
 - How will you teach those behaviors
 - Stations
 - Assemblies
 - Videos
 - Grade level trainings
 - Etc.
 - Lesson Plans
 - You will need to write lesson plans for each of the expectations and be sure to include all the non-classroom areas
 - Who will be responsible for teaching

- Will you do:
 - Tuesday tune-ups
 - Monthly reviews
 - October, December, January, March, May
- Will you have a school:
 - Movie
 - Song
 - Motto
 - Etc.
- How will you go back and involve the staff in what you've decided for your school
 - Skits- Presentation etc.
 - Secure 80% or better buy-in on what you've decided for
 - Expectations
 - Matrix
 - Gotchas
 - Menu of pay-off
 - Teacher pay-offs
 - Don't forget support staff, specialists, special teachers, paraprofessionals, bus drivers etc.
- How will you work with parents so they understand and support PBIS
 - Parent trainings
 - Monthly newsletters
 - Website
 - Invitations to come up and pass out gotchas
- How will you get the community involved
 - Jiffy-lube, Pizza Hut, Chik-fil-a, grocery stores, book stores, etc.
- Data
 - Does your ODR look like it will work with SWIS- what do you need to change?
 - Have you determined what is taken care of in the classroom and what is taken care of with an Office Discipline Referral
 - How often will you share the big 5 with your whole staff
 - Who will be your three staff who are trained in SWIS
 - The training will be in the fall
 - Administrator, person who enters data, and one of the internal coaches
- Internal Coaches
 - Each month the internal coaches from the school will meet with Laura and Melinda at a central location. It will be a one half day training and will focus on information

they need to take back to the PBIS leadership team and then share with the entire staff.

- The internal coaches will be responsible for bringing current data to each monthly meeting
- Internal coaches should include one administrator and at least one other from the leadership team- two are permissible but three is better
- Meetings
 - Will you meet over the summer- before school is out- when school starts
 - You need to be ready to start this when the students come back in the fall- don't let them get into any bad habits by starting it later
 - Your leadership team needs to stay the same all year long- no changes once you set it. You may want to add another person-but don't rotate people in and out. The people who attended this training are the ones who have the background to keep this going
- Sub-folders
 - Have special gotchas for the sub that are worth an instant trip to the office- (gives them power)
 - Explain PBIS in folder quickly to subs
- Budget
 - How will you spend your money