

PBIS Implementation Checklist (Example)

Before School Year Begins

Administration

- Establish Universal Tier 1 PBIS Leadership Team with established roles and responsibilities for each member
- Attend Universal Tier 1 training

PBIS Team

- Establish team-wide commitment to PBIS implementation
- Complete TFI as baseline measure
- Assess school-wide implementation readiness with the SAS
- Provide PBIS training and updates to all staff
- Schedule PBIS activities for the year and develop action plan
- Examine past school-wide behavior data for strengths and challenges
- Ensure that a data collection system is in place and in use for gathering information about student behaviors

Teachers

- Participate in staff training
- Define classroom expectations by creating a classroom behavior management plan
- Plan to communicate behavioral expectations in classroom behavior management plan to students
- Implement lesson plans to communicate and reinforce PBIS and classroom behavioral expectations

Fall (Oct - Nov)

Administration

- Support delivery of Acknowledgement Plan and include PBIS in any staff meetings

PBIS Team

- Plan and schedule student assembly
- Review or revise Discipline Referral Form for office managed behavior
- Plan and deliver Family PBIS Kick Off

Winter (Dec – Feb)

PBIS Team

- Develop, schedule, and deliver booster sessions for staff, students, and families as needed (winter booster)

Spring (Mar - May)

PBIS Team

- Develop, schedule, and deliver booster sessions for staff, students, and families as needed (spring booster)
- Complete TFI for annual growth

June

Administration

- Present implementation data and referral/discipline data to staff

PBIS Team

- Revisit school-wide behavior data for trends, strengths, and challenges; reflect upon implementation and effectiveness of current PBIS expectations; refine PBIS components and action plan accordingly
- Communicate PBIS updates and accomplishments with community

Teacher Teams

- Reflect upon team-wide implementation and effectiveness of PBIS/classroom expectations; refine implementation

Teachers

- Continue to consistently teach, reflect upon, and refine implementation of classroom and PBIS expectations