TFI Tier 1 Systems Checklist

TFI Indicator	Tasks	Person Responsible	Timeline
TFI 1.1 Team Composition • Develop <u>representative</u> Tier 1 Team that meets minimum requirements o Plan to include parents and students on the team			
TFI 1.2 Team Operating Procedures • Create team purpose and norms • Use a regular meeting agenda (TIPS) • Calendar monthly meeting dates, minimally • Determine roles & responsibilities o Coordinator, Facilitators, Minute Taker, Data Analyst, Time Keeper • Develop annual action plan- establish basic timeline			
TFI 1.3 Behavior Expectations • Plan for staff/ student input in establishing the umbrella expectations • Finalize 3-5 School-wide expectations • Create Behavior Matrix • Post Expectations in specific settings (i.e., cafeteria expectations in cafeteria, etc.)			
TFI 1.4 Teach Expectations • Develop lesson plans/ teaching tools for all areas with staff & student input • Create plan to kick-off school-wide lessons in August (e.g., rotation station) • Calendar the kick-off and, minimally, monthly booster lessons for the year • Encourage/ demonstrate how to embed lessons into curriculum • Develop systematic supervision plan for common areas			
TFI 1.5 Problem Behavior Definitions • Involve staff in the delineation of staff-managed vs office-managed behavior • Develop definitions for problem behaviors • Create office referral process/ flowchart • Train staff members how to complete the office discipline referral form • Train staff members on the discipline referral process			
TFI 1.6 Discipline Policies • Develop a continuum of instructional, restorative approaches for staff-managed and office-managed behaviors			
TFI 1.7 Professional Development • Create <u>written</u> professional development process/ activities for PBIS philosophy, expectations & teaching system, acknowledgement system, response system, and problem-solving process, minimally • Develop a professional development calendar for the year • Involve all team members in providing professional development • Create resources (google drive) for all Tier 1 practices for staff members			

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TFI 1.8 Classroom Procedures: ● Provide classrooms with blank posters that include the school-wide expectations, create sample demonstration poster ● Encourage staff members to develop their own individual, group, and class-wide reinforcements systems (discourage response cost systems) ● Ask staff members to develop basic classroom routines and procedures ● Provide staff members with a continuum of instructional and restorative responses to use in the classrooms ● Establish a peer mentoring/ coaching plan, especially for new teachers			
TFI 1.9 Feedback and Acknowledgement: ● Develop a school-wide acknowledgement system with staff and student input ● Train ALL staff members to use the school-wide acknowledgement system, ensure link to the school-wide expectations ● Inform parents about the school-wide acknowledgement system ● Determine how to collect data on the school-wide acknowledgement system ● Select an array of acknowledgement options with student input, focus on social versus tangible reinforcement ● Encourage a ratio of 4:1 positive to corrective ● Develop a plan to acknowledge staff members ● Develop a plan to acknowledge reinforce parents			

TFI 1.10 Faculty Involvement
● Introduce staff members to the data collection system (SWIS, Aeries, etc.)
● Calendar at least 4 dates during the year where data will be shared with staff members
● Develop a plan to gain staff member input (survey, etc.) regarding the:
   o Expectations
   o Teaching system
   o Acknowledgement system
   o Response system			

TFI 1.11 Student/ Family/ Community Involvement
● Create plan to market Tier 1 PBIS plan
● Develop a plan to gain student/ family/ community member input (survey, focus groups, etc.) regarding the:
   o Expectations
   o Teaching system
   o Acknowledgement system
   o Response system			

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TFI 1.12 Discipline Data ● Develop plan to input data daily, minimally weekly ● Ensure access to graphed reports via data system ● Develop a plan to post data monthly ● Determine what other data team may need and develop plan to access data ● Develop plan to post/ share data with staff & parents minimally monthly			
TFI 1.13 Data-Based Decision-Making ● Establish procedure to ensure data is reviewed during Tier I meetings (TIPS or home-grown agenda that incudes space for data review and action plan based on the data) ● Practice the problem-solving process ● Develop a plan to share precision problem statement and solution plan with staff members monthly ● Calendar bi-annual fidelity check to ensure team is using data			
TFI 1.14 Fidelity Data ● Schedule the TFI Walkthrough at least once annually ● Calendar the date to Complete TFI at least once annually ● Schedule a timeframe to administer the Self-Assessment Survey (SAS) at least once annually			
TFI 1.15 Annual Evaluation ● Determine how/ when to publicize multiple sources of data regarding PBIS Tier 1 practices (e.g., discipline data, survey data, focus group information, TFI data, SAS data, etc.) ● Develop plan to create annual action steps based on multiple data sources ● Determine how to make annual evaluation and action plan transparent			

*developed by Heather Robbins