

Date: March 2023

Re: Benchmark of Implementation – Action Planning Protocol

Materials and Preparations

- ☐ Receive data report from facilitator (week of March 20-24)
- ☐ Determine whether facilitator will assist with Debrief and Action Planning
 - If yes, invite facilitator to meeting
- ☐ Have partner documents ready
 - Scoring Guide
 - RUBRIC – Print for staff or use [PPT](#) to display for staff to review

Agenda: Action Planning Protocol

<u>Time</u>		<u>Task</u>
<u>Step 1</u>	15 min	Explore Data - Notice and Wonderings ☐ Share Scoring Results and Implementation Notes from Facilitator (per email)
<u>Step 2</u>	10 min	Decision Making for Action Planning ☐ Use the TABLE in Section 2 to guide your teams discussion of Key Elements prior to developing your action plan
<u>Step 3</u>	30 min	Complete Action Plan ☐ A: Identify 3-5 Key Elements, from Section 2, to guide you Action Planning ☐ B: Complete Action Plan (includes structure to support SIP planning for fall) ○ There should be Action Steps for this Spring ○ There should be Drafted Actions Steps for Next Year

Step 1: Identifying Phases of Implementation for PBIS Routines and Systems

☐ Explore Data - Notice and Wonderings

☐ Share Scoring Results and Implementation Notes from Facilitator (email)

Notes:

Step 2: Decision Making for Action Planning

For the Key Elements below, please indicate whether they are at Evidence of Implementation Level (75-100%). As these are features of PBIS that establish the foundation for the other elements, there should be evidence of active implementation before choosing other areas for your next steps.

Key Element	Evidence of Implementation (75 – 100%)
1: PBIS/Tier 1 Team Composition	☐ Yes, we have a Team – Move on ☐ No, we don't have an established team = Add to Action Step
3: Effective Procedures for Responding to Challenging Behaviors	☐ Yes, we have a differentiated discipline process that includes annual staff training, and we have a process for teachers/staff to request assistance for problem behavior – Move On ☐ No, we don't have a differentiated discipline process inclusive of all components = Required Action Step
4: Data Entry & Analysis Plan Established	☐ Yes, we are using behavior data and it is analyzed and shared with staff = Move On ☐ No, we are not consistently using behavior data within our team or with staff = Required Action Step
5: School-Wide Expectations and Rules	☐ Yes, we have a Behavior Matrix for all areas of the school – Move on ☐ No, we don't have an established Behavior Matrix or all/new staff are not familiar with it = Required Action Step
6: Acknowledgement/Recognition Program Established	☐ Yes, we have an acknowledgement system with more than 1 way to acknowledge students – Move on ☐ No, we don't have an acknowledgement system with more than 1 way to acknowledge students = Required Action Step
7: Lesson Plans for Teaching Expectations and Social & Emotional Competencies	☐ Yes, we have a structure for developing lesson plans to teach behavior expectations – Move on ☐ No, we don't have a structure for developing lesson plans to teach behavior expectations = Required Action Step
<u>Remaining Elements:</u> 2: Faculty Commitment 8: Implementation Plan: Calendar and Actions 9: Classroom Instruction, Systems and Routines 10: Evaluation	<u>If the above Elements are all addressed and have Evidence of Implementation (75-100%),</u> then your school site may choose actions from the remaining elements for your action plan. It is recommended to take action on elements which are in Installation or Initial Implementation (50-75%), so that your team can finalize/revisit previous work and increase opportunities for measurable success for the team and your school site.

Step 3: Action Plan

- ☐ A: Identify 3-5 Key Elements, from Section 2, to guide you Action Planning

<i>Key Elements from Section 2: Part A</i>
1) 2) 3) 4) (optional) 5) (optional)

- ☐ B: Complete Action Plan (includes structure to support SIP planning for fall)
- There should be Action Steps for this Spring
 - There should be Drafted Actions Steps for Next Year

Element	What is the problem or issue to address?	Why is it occurring?	What are we going to do about it? (Big Picture)	School Improvement Plan Relevant Area			
				<u>Action Items</u> (Actions that improve performance towards outcomes) What are you going to do?			<u>Key Performance Indicators (KPIs)</u> (Formative measures of actions) What measure will you use to determine the success of your action items?
				To-Do List (Specific Steps)	Person(s) Responsible	Resources needed?	
1.							
2.							
3.							
4.							
5.							

