

Boi – Year 1 Action Planning Protocol - DRAFT

2022-2023

Pre-Planning:

- ☐ Receive Results from Facilitator
 - Scoring Guide & Scoring Charts
- ☐ Determine if Facilitator will assist with Debrief and Action Planning or not
 - If yes, Invite Facilitator to meeting time
- ☐ Have Partner Documents Ready
 - Scoring Guide
 - RUBRIC – PPT for Staff to review

Action Planning Protocol:

- ☐ Notice and Wondering on Data (15 Min)
- ☐ Identify Key Elements and Progression of Implementation
 - complete Section 1
- ☐ Confirm as a Team which KEY ELEMENTS of Implementation need action steps
 - Complete Section 2: PART A
- ☐ Choose 3-5 Actions for your ACTION PLAN
 - Complete Section 2: PART B
- ☐ Identify specific steps necessary to achieve the desired outcome (Section 3)
 - There should be Action Steps for this Spring
 - There should be Drafted Actions Steps for Next Year – See SIP Crosswalk notations to help prepared action steps which will align with SIP (2023-2024)

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

Elements for Section 1 Cut / Paste	Still Exploring 0-50%	Installation or Initial Implementation 50-75%	Evidence of Implementation 75-100%
1: PBIS/Tier 1 Team Composition 2: Faculty Commitment 3: Effective Procedures for Responding to Challenging Behaviors 6: Acknowledgement/Recognition Program Established 7: Lesson Plans for Teaching Expectations and Social & Emotional Competencies 8: Implementation Plan: Calendar and Actions 9: Classroom Instruction, Systems and Routines 10: Evaluation	1: PBIS/Tier 1 Team Composition	4: Data Entry & Analysis Plan Established	5: School-Wide Expectations and Rules

Section 2: Decision Making for Action Planning

Part A: For the Key Elements below, please indicate if they are at Evidence of Implementation Level or Not. These features of PBIS establish the foundation for the other elements, therefore, there should be evidence of active implementation before choosing other areas for your next steps.

Yes	No	Key Element	If / Then
		1: PBIS/Tier 1 Team Composition	<input type="checkbox"/> If you have a Team – Move on <input type="checkbox"/> If you don't have an established team to monitor this work, then = Required Action Step
		3: Effective Procedures for Responding to Challenging Behaviors	<input type="checkbox"/> If you have a Team – Move on <input type="checkbox"/> If you don't have an established team to monitor this work, Then = Required Action Step
		5: School-Wide Expectations and Rules	<input type="checkbox"/> If you have Behavior Matrix – Move on <input type="checkbox"/> If you don't have an established Behavior Matrix or all/new staff are not familiar with it, then = Required Action Step
		6: Acknowledgement/Recognition Program Established	<input type="checkbox"/> If you have an acknowledgement system with more than 1 way to acknowledge students – Move on <input type="checkbox"/> If you don't have an acknowledgement system with more than 1 way to acknowledge students, then = Required Action Step
		7: Lesson Plans for Teaching Expectations and Social & Emotional Competencies	<input type="checkbox"/> If you have a structure for developing Lesson Plans to Teach Behavior Expectations – Move on <input type="checkbox"/> If you don't have a structure for developing Lesson Plans to Teach Behavior Expectations, then = Required Action Step
<i>If the above Elements are all addressed and have Evidence of Implementation (75-100%), 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.</i>			

PART B: Based on Section 1 and Section 2: Part A, which Critical Elements will your school site focus on this spring and into next year.

- ☐ Pick 3-5 Key Elements - you will flesh out actual manageable number of actions in the final step, this section will help to focus your action planning process.

Key Elements from Section 2: Part A	Key Elements from remaining sections

Section 3: Action Plan (Spring) and (SIP Draft for fall)

<u>Element</u>	<u>Step 1:</u> What is the problem or issue to address?	<u>Step 2:</u> Why is it occurring?	<u>Step 3:</u> What are we going to do about it?	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	Person(s) Responsible	Resources needed?	
1.							
2.							
3.							
4.							
5.							

