

The PBIS Resource Center at Arkansas State University

Positive Behavioral Interventions & Supports

Facilitator's Guide to PBIS Training

Module 16: *Kicking Off PBIS*



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PBIS Resource Center

Arkansas State Personnel Development Grant

Focus Area: PBIS Kick-offs

Title of Training:

Module 16: Kicking Off PBIS

Suggested Training Time: 1-2 Hours

About this guide:

This guide and others in the series were developed to assist facilitators when presenting PBIS training modules to administrators, schools, districts, teams, and others interested in implementing PBIS.

What is included?

- The first part of this guide (pgs. 1 - 4) includes information to help facilitators prepare to present the training module.
- The main part of this guide includes a picture of each slide from the accompanying PowerPoint, with notes for presenting each slide.
- Throughout the guide are activities and examples that are not included in the accompanying PowerPoint presentation.
 - The activities will appear in a green text box with a **green star**. 
 - Examples will appear in a **blue text box** with a smiley face. 
- At the end of this guide are “homework assignments” (preparing for next steps), discussion questions, and resources for attendees.

Suggested pre-requisites to this training:

Module 1 (Philosophy and Overview of PBIS) will give more background about PBIS and help schools prepare for all future trainings.

Module 3 (Creating a PBIS School Leadership Team) will help schools select appropriate team members.

Module 4 (An Introduction to PBIS) will give a brief overview of the systems and practices that comprise the PBIS framework.

Module 5, 6, and 7 (Developing PBIS Behavioral Expectations, Teaching Behavioral Expectations, and Acknowledging Expected Behavior) will give more background about how to develop behavioral expectations for the classroom, teach the behavioral expectations in the classroom, and acknowledge when students use appropriate behavior in the classroom.

Module 8 (Responding to Inappropriate Behavior) will give more background on responding to inappropriate behavior in the classroom.

Module 9 (Collecting and Using Data for PBIS Tier I Decision Making) will introduce the data-based decision making that is central to the PBIS team meeting.

Module 10, 11, 12, and 13 (The PBIS Team Meeting, Coaching in PBIS, Staff Ownership, and PBIS in the Classroom) will give more background on conducting team meetings, the importance of coaching, the importance of staff buy-in, and implementing Tier I into the classroom.

Training Description:

This training module has been developed to show trainees what goes into planning for PBIS kick-offs. Trainees will receive guidance and examples for creating action plans before they begin their own kick-offs.

Training Sections:

Section 1 – Purpose of Kick-off (Slides 5 - 10) pgs. 5 – 20

Section 2 – Kick-off Planning (Slides 11 - 27) pgs. 21 – 42

Section 3 – School Examples (Slides 28 - 32) pgs. 43 – 50

Training Materials/Equipment Needed:

PowerPoint for Module 16: Kicking Off PBIS

- Equipment to project the PowerPoint
 - Laptop computer

- Multiple ways to access PowerPoint (downloaded on computer, flash drive, etc.)
- Projector
- Speakers, if needed
- Microphone(s), if needed
- Required connecting cables, extension cords, etc.
- “Clicker” to advance slides
- Note on showing videos embedded in the PowerPoint presentation:
 - Before beginning your training session, put the PowerPoint in presenter mode and advance to the slides with embedded videos.
 - It may take a minute for video to load. Be patient.
 - Once video is loaded, a still shot with arrow to start the video will appear on the slide.
 - Click on arrow to check that the video works with your Wi-Fi.
- Provide links for participants to download the PowerPoint
- Only if necessary, provide a hard copy of the PowerPoint

Suggested Materials:

- Notepads
- Pens or pencils
- Easel and flip chart
- Markers
- Sticky notes

Handouts:

Physical and/or electronic copies of

- Staff kick-off plan example (pgs. 15 – 16)
- Student kick-off plan example (pgs. 17 – 18)
- Parent kick-off plan example (pg. 19)
- Readiness checklist (pg. 34)
- Countdown to Kick-off Action Planning (pgs. 39 – 40)
- Action Plan Template (pg. 42)



Activities in this Training:

- Action Planning Around the Countdown to Kick-off (pg. 41)
 - Distribute Countdown to Kick-off Action Planning sheets (pgs. 39 – 40) and Action Plan Template (pg. 42) *or* the Master Action Plan (found at <https://pbis.astate.edu/resources/tier-i-resources/pbis-leadership-teams/> under Yearly Planning Tools).

Essential Questions:

These essential questions will be addressed in this training module:

- What is the purpose of a kick-off?
- What are the steps in planning for a kick-off?

Trainer Tips:

- This module is designed for participants who have developed the essential components of their PBIS framework (e.g., behavioral expectations, behavior matrix, and an acknowledgement system) and who are ready to begin implementing PBIS.

Training Section One

Purpose of Kick-off

Slides 5 - 10

Goals

Participants will understand

- The purpose of a kick-off
- The key features of a kick-off

Kicking Off PBIS

Module 16



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Slide #1

[Kicking Off PBIS]

Trainer Notes:

- Images in this module were obtained at [google.com/images](https://www.google.com/images) unless otherwise specified.

Context

- Purpose & critical features of kick-off
- Kick-off planning
- School examples

Slide #2
[Context]



Purpose Of This Training

- Show what goes into planning for kicking off PBIS.
- Give trainees guidance and examples for creating action plans for their kick-offs.

Slide #3

[Purpose Of This Training]



Materials

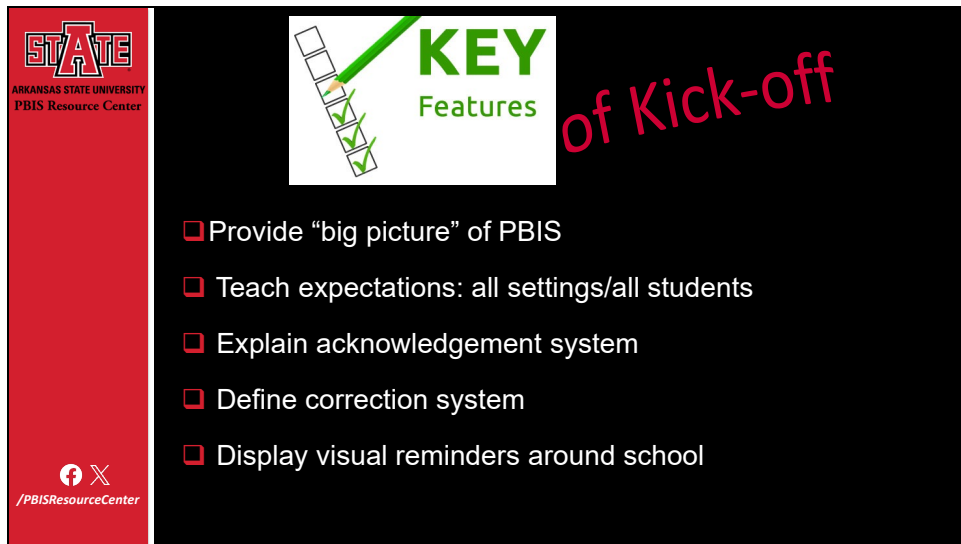
- Readiness checklists
- Staff kick-off plan example
- Parent kick-off example
- Student kick-off examples
- Countdown to kick-off action planning
- Links to resources

Slide #4
[Materials]

Purpose of Kick-off



Slide #5
[Purpose of Kick-off]



KEY
Features

of Kick-off

- ❑ Provide “big picture” of PBIS
- ❑ Teach expectations: all settings/all students
- ❑ Explain acknowledgement system
- ❑ Define correction system
- ❑ Display visual reminders around school

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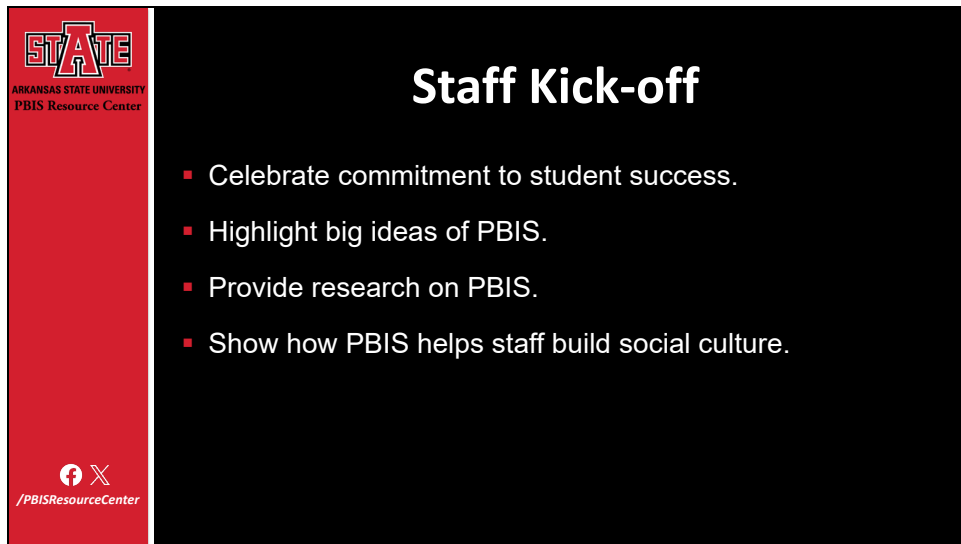
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Slide #6

[Key Features Of Kick-off]

Trainer Notes:

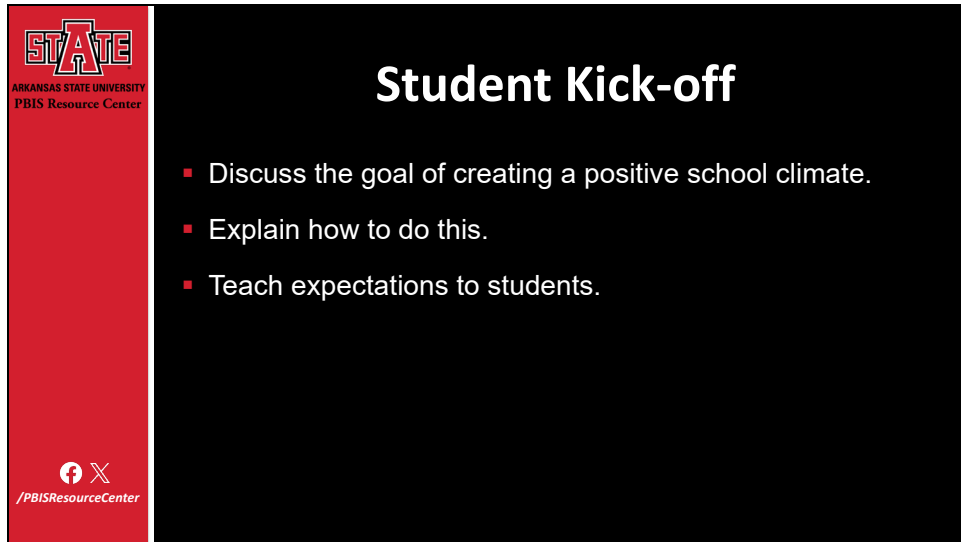
- A kick-off is an assembly or event providing students with the “big picture” of PBIS. Key features of the kick-off are: (1) behavior expectation lessons taught in the location to all students, (2) an overview of the acknowledgement system, (3) defining the correction system so that consequences are predictable, and (4) visuals posted around school to reinforce what has been taught.



Slide #7
[Staff Kick-off]

Trainer Notes:

- The purpose of kicking off PBIS to staff is not just to give staff information on how they will carry out their part of it, but to reaffirm the school community's commitment to this change in philosophy. Celebrate your commitment to student success in academics, behavior, social skills, etc. Reinforce the big ideas and research behind PBIS. Then, show how staff will carry out this new commitment through: (1) teaching expectations, (2) reinforcing appropriate behavior and responding consistently to inappropriate behavior, (3) using data to make decisions, and (4) having additional support for students who need it.



Student Kick-off

- Discuss the goal of creating a positive school climate.
- Explain how to do this.
- Teach expectations to students.

Slide #8
[Student Kick-off]

Trainer Notes:

- For the student kick-off, the focus is on creating a more positive community. Convey your commitment to improving by encouraging more positive interactions between students and between staff and students. Explain how this will start with clarifying what is expected, what adults will do, how they will teach behavior, and how you will celebrate or acknowledge successes and be more consistent in responding to problem behavior (which will include re-teaching).



Parent Kick-off

- Discuss your goals for positive school climate.
- Explain how PBIS helps achieve these goals.
- Provide opportunities for involvement.

Slide #9

[Parent Kick-off]

Trainer Notes:

- For parents, it's important to convey the goals behind implementing PBIS. Let parents know that you will be working towards these goals by: teaching expectations, modeling, reinforcing, responding consistently to problem behaviors, etc. This is also a great time to encourage parents to become involved in PBIS. Give them an opportunity to volunteer.



EXAMPLE

These three examples will show plans for staff, student, and parent kick-offs. Staff and student examples include a survey that can be given out. The examples are provided on the next three pages (pgs. 15 – 19) or you can download them at:

<https://pbis.astate.edu/kicking-off-pbis/>.

PBIS Staff Kick-off

(Courtesy of Illinois PBS Project)

OBJECTIVES

- Celebrate commitment to student success- academic, social-emotional, & behavioral
- Highlight the research and “biggest idea” of PBIS
 - “Research is demonstrating that schools make greater academic gains when they simultaneously build a school-wide positive social culture.”
 - “PBIS organizes adults and students to create a social culture in schools that will encourage positive behavior and interactions, while discouraging problem behaviors. This social culture will lead to a safer environment where students achieve academically and build positive relationships with each other and with adults.”
- Explain how PBIS helps staff to build a school-wide social culture
 - Use of Effective Practices
 - 5 components:
 1. DEFINE- clear and concise definition of behavior expectations
 2. TEACH- direct teaching of behavior expectations
 3. REMIND- daily reminders & supervision- “the positive nag”
 4. CELEBRATE- consistent acknowledgement of the expected behaviors
 5. CORRECT- consistent correction of the problem behaviors
 - Use of Data
 1. Continuous review of information/data- ODRs, attendance, etc.
 2. Asking specific questions of the data- what, where, when, who, why, how often- to help guide school-wide intervention
 - Use of Systems of Support
 1. Some students will require more support/intervention to be successful in our social culture
 2. This additional support will be organized through three tiers of support- School-wide, Targeted, and Intensive (PBIS Triangle)

ACTION PLANNING

- Provide packet of materials for staff- Expectations, Teaching Matrix, Cool Tools, Acknowledgments, Major/Minor Office Discipline Referral Form & definitions of problems behaviors (if applicable- Dismissal procedure, PBIS brochure/flyer)

Fall Training- Staff Evaluation Form

(Courtesy of Illinois PBS Project)

Please respond to each statement. Place survey in PBIS Box. Thank you!

SCALE: 4 = Strongly Agree
 3 = Somewhat Agree
 2 = Somewhat Disagree
 1 = Strongly Disagree

1. Fall training was well organized.

1 2 3 4

2. Fall training used effective examples to teach expected behavior.

1 2 3 4

3. I was clear on what was expected of me during fall training.

1 2 3 4

4. Fall training had a positive effect on student behavior.

1 2 3 4

5. We should plan on a fall training next year.

1 2 3 4

Student Kick-off

(Courtesy of Illinois PBS Project)

OBJECTIVES

- Discuss with students the goal of creating a positive school culture

(Example)

“This year, we are going to work together to really build a positive culture here in our school. We want to make sure that students interact with each other with respect, and that adults interact with students with respect. So, we are going to teach you what is expected of you here at school AND we are going to tell you what you can expect from us. For instance, we are going to celebrate much more regularly when students meet our school-wide expectations and we are going to point out when they are not meeting our expectations and we will reteach them to you.”

- Explain how we will build our positive school culture
 - 3-5 school-wide expectations/rules
 - ALL adults and ALL students will be expecting to see behavior and interactions that meet these expectations in ALL settings
 - Specific behaviors & skills will be taught so that students will know how to meet these expectations wherever they go in the building
 - We'll start with teaching the Cool Tools/Procedures for non-classroom settings
 - Next, we'll teach how the school-wide expectations look in each classroom
- Explain how we will acknowledge their expected behavior & celebrate the culture we are building together
 - Acknowledgments to “let students know when they are doing well”
 - Redemption procedures to “keep their excitement”
 - Unexpected/intermittent rewards to “emphasize a behavior we need to work on in our culture”
 - Celebrations across the school year to “celebrate the positive culture they are a part of building in our school”
- Explain how problem behavior will be corrected
 - Classroom managed problem behaviors & teacher procedures for responding
 - Major/Office managed problem behaviors & categories of office-based responses/consequences
 - Illegal behaviors & possible responses/consequences

ACTION PLANNING

- Create posters for the building & the classrooms
- Produce & distribute acknowledgments
- Make rotation schedule for teaching Cool Tools/procedures in non-classroom settings
- Schedule time to teach classroom aligned expectations/rules
- Plan for kick-off celebration or whole school kick-off assembly

Fall Training – Student Evaluation Form

(Courtesy of Illinois PBS Project)

Please respond to each statement. Do not write your name on this form. Turn in your answers to your homeroom teacher today. Thank you!

1. Please list the PBIS expectations:

_____	_____
_____	_____

2. How well do you understand what is expected of students at _____ School?

Not Clear

Very Clear

1

2

3

4

3. How important is it to teach the PBIS expectations?

Not Important

Very Important

1

2

3

4

4. List two things you liked about today:

5. List two things you did not like at all:

Parent Kick-off

(Courtesy of Illinois PBS Project)

OBJECTIVES

- Communicate about the goals of PBIS (example)

“The goal is to create a social culture in our school building that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.”
- Explain how we will use PBIS to create our social culture
 - 3-5 school-wide expectations for all students, staff, and settings
 - Direct instruction of the expected behaviors
 - Organizing routines & transitions for students & staff (arrival, dismissal, hallway, cafeteria)
 - Regularly acknowledging expected behaviors
 - Responding to problem behavior with consistent & mild consequences that are focused on reteaching the expectations and identifying something the student can do instead to meet their needs
 - Some students will require more support to be successful in our social culture- they will need something more and sometimes something different from our staff (Targeted Intervention & Intensive Interventions)
- Enlist parents to be partners
 - Ask them to partner in the following specific and meaningful ways:
 - Creating a poster with their child(ren) to post in a visible spot in the home
 - Asking/reminding their child(ren) every day before they leave for school what the expectations are
 - Asking their child(ren) each day after school to give an example of how they followed the expectations and if they received a “gotcha” that day

ACTION PLANNING

- Consider multiple ways of communicating PBIS information to families:
 - Letter and packet about the school-wide approach
 - General presentation to all parents at back-to-school event
 - Classroom teachers review how their classroom rules are aligned with school-wide expectations
 - Tri-fold brochure
 - Information on the website
 - PTA/PTO/PSO type presentation
 - Monthly newsletter/Home-School Cool Tools

Homework assignment for students to teach parents the school-wide expectations (make a poster of expectations to be kept at home, write home expectations that align with the school-wide, etc.)



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Other Considerations

- New students
- Substitute teachers and new staff



Slide #10
[Other Considerations]

Trainer Notes:

- Determine a method for explaining PBIS to new students as they register throughout the year. Also, consider substitutes and any new teachers that may start throughout the year. Have a packet that will make it easy for them to learn about PBIS and be able to teach expectations and give acknowledgements.

Training Section Two

Kick-off Planning

Slides 11 - 27

Goals

Participants will understand

- The type of information that needs to be conveyed to staff, students, and parents
- What preparations need to be made to get ready for kick-off
- How to follow-up with staff, students, and parents after the kick-off for each group

Kick-off Planning



Slide #11
[Kick-off Planning]



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Kick-off Planning

- What info do you want to convey? To whom?
 - Staff
 - Students
 - Parents
 - Bus drivers
 - Who else?



1

Slide #12
[Kick-off Planning]

Trainer Notes:

- The first consideration when planning a kick-off is WHO you want to address. What message do you want to convey to different groups within the school community?

Kick-off Planning

What needs to be done before the kick-off?

- Materials
- Scheduling
- Assigning staff
- Plan for follow up
- How will you advertise PBIS?

Slide #13

[Kick-off Planning]

Trainer Notes:

- Next, gather materials that you will need: packets for staff, visuals for hanging around the school, newsletters, etc. Set a schedule for each of the events and determine which staff will do what, and always plan to follow up (e.g., do a survey, ask for feedback, etc.).



Example: Objectives For Staff Kick-off

For a staff kick-off, you might want to convey:

- Background on PBIS
- Info on school climate research
- Share survey data
- How you will implement PBIS in the school
- How data are used



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Slide #14

[Example: Objectives For Staff Kick-off]

Trainer Notes:

- As we talked about earlier, staff kick-offs need to focus on why you are implementing PBIS and how you will do it. Give some background on PBIS and climate research and then follow up with any surveys you may have conducted with staff to understand their concerns about your school's climate and how they want to address behavior. Don't forget to show the importance of using data to make decisions about PBIS and how you will share data with them regularly.



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Example: Planning Staff Kick-off

- Analyze & summarize climate survey data
- Create packets and include:
 - Expectations
 - Lesson plans
 - Acknowledgements
 - Procedures for responding to behavior
- Schedule time
- Develop system for communication



Slide #15

[Example: Planning Staff Kick-off]

Trainer Notes:

- Create packets for staff that include expectations, lesson plans for teaching expectations, acknowledgements, procedures for responding to problem behaviors, etc. Schedule time for a meeting with staff. Develop a system for communication to get regular input and feedback from staff.

Example: Staff Survey

Sample questions:

- Do you believe that behavior issues interfere with learning at our school?
- Do you believe our school needs to be more consistent in dealing with behavior?
- How important is it to have schoolwide expectations?
- What are two things you liked about today?
- What did you not like about today?

Slide #16

[Example: Staff Survey]

Trainer Notes:

- Here are some sample questions that can be given to staff to determine their takeaway from the kick-off. Do they understand what you wanted to convey? What do you need to do to follow up? What barriers do you foresee?

Example: Objectives For Student Kick-off

For a student kick-off, you might want to convey:

- Your “vision” of positive school climate
- The schoolwide expectations
- How expectations will be taught
- Acknowledgements process; celebrations
- How staff will respond to misbehavior

Slide #17

[Example: Objectives For Student Kick-off]

Trainer Notes:

- You may want to convey to students your “vision” of positive school climate that you want to create, info about the school-wide expectations (how they will be defined throughout the school, as well as in classrooms), how expectations will be taught, the acknowledgements process, celebrations, and how staff will respond to/correct problem behaviors.

Example: Planning Student Kick-off

- Create & display posters
- Produce acknowledgements
- Schedule for teaching expectations
- Plan to teach classroom expectations
- Plan for kick-off event
- Short survey for feedback



Slide #18

[Example: Planning Student Kick-off]

Trainer Notes:

- These are examples of things that need to be planned before student kick-off.



Example: Student Survey

Sample questions:

- What are the three school-wide PBIS expectations?
- How well do you understand what is expected of students?
- How important is it to have school-wide expectations?
- What are two things you liked about today?
- What did you not like about today?

Slide #19

[Example: Student Survey]

Trainer Notes:

- Here are some sample questions that can be given to students to determine their takeaway from the kick-off. Do they understand what you wanted to convey? What do you need to do to follow up? What barriers do you foresee?



Example: Objectives For Parent Kick-off

For a parent kick-off, you might want to convey:

- Goal(s) for implementing PBIS
- The expectations & how they will be taught
- The acknowledgment process/system
- Information on how staff will respond to problem behaviors
- Ideas on how parents can use PBIS at home
- Information on ways parents can volunteer for PBIS activities



Slide #20

[Example: Objectives For Parent Kick-off]

Trainer Notes:

- For parents, you might want to convey your goals in implementing PBIS and how you will implement it. You want parents to understand what students are experiencing so that parents can reinforce and encourage students, too. It's also important that parents know the process when students don't follow the expectations. Let them know that you are committed to using a proactive, preventive process with the goal of correcting student behavior and keeping it from escalating. You might want to give parents ideas for using similar practices in their home and how they can participate in PBIS at the school.



Example: Planning Parent Kick-off

- Prepare materials to advertise PBIS.
- Plan kick-off event/presentation.
- Share info about PBIS on website.
- Develop a presentation for PTA meeting.
- Develop a monthly flyer for updates.
- Create a sign-up sheet for volunteer opportunities.

Slide #21

[Example: Planning Parent Kick-off]

Trainer Notes:

- Here are some items that you should consider having ready before the parent kick-off. Consider several different avenues for disseminating information to parents. Also consider the families' cultural and language differences. Kick-off is a good opportunity to introduce PBIS and give parents opportunities to participate.



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Kick-off Readiness Checklist

Behavioral Expectations	
• 3-5 overarching school-wide behavioral expectations	
• Matrix with expectations defined for school areas (School-wide Matrix)	
• Each expectation defined for each non-classroom area/setting of school	
Teaching Behavior	
• Sample lesson plans to show staff	
• Plan for how to teach behavior	
• Plans for who will teach behavior	
• Plan for when, where, etc. behavior will be taught	
Acknowledging Expected Behavior	
• Tangible acknowledgement	
• Plan for giving acknowledgements	
• Plan for celebrations	
Responding to Problem Behavior	
• Problem behaviors defined (SWIS definitions can be used)	
• T-Chart	
• Flowchart for responding to problem behavior	
Assessments	
• Give staff 'heads up' that assessments will be happening	

Slide #22
[Kick-off Readiness Checklist]

Trainer Notes:

- Here is a checklist to help schools prepare for kicking off PBIS to the school.



EXAMPLE

The Kick-off Readiness Checklist can be found on the following page (page 34) to hand out to participants you can download it at: <https://pbis.astate.edu/kicking-off-pbis/>.

Kick-off Readiness Checklist

Behavioral Expectations		
• 3-5 overarching school-wide behavioral expectations		
• Matrix with expectations defined for school areas (School-wide Matrix)		
• Each expectation defined for each non-classroom area/setting of school		
Teaching Behavior		
• Sample lesson plans to show staff		
• Plan for how to teach behavior		
• Plans for who will teach behavior		
• Plan for when, where, etc. behavior will be taught		
Acknowledging Expected Behavior		
• Tangible acknowledgement		
• Plan for giving acknowledgements		
• Plan for celebrations		
Responding to Problem Behavior		
• Problem behaviors defined (SWIS definitions can be used)		
• T-Chart		
• Flowchart for responding to problem behavior		
Assessments		
• Give staff 'heads up' that assessments will be happening		



Slide #23

[Countdown To Kick-off Action Planner]

Trainer Notes:

- The countdown to kick-off planner on the next three slides helps teams prepare for kicking off PBIS by categorizing the critical elements that need to be in place beforehand. The next few slides will provide a template for developing action plans and a closer look at each category.

10	Structures in Place	☐ PBIS Team is established & has regular meetings scheduled ☐ Communication plan and feedback loops are developed between PBIS Team & staff
9	Introduction to PBIS	☐ PBIS Team creates plan to present Introduction to PBIS to staff ☐ Introduction to PBIS is presented to staff
8	Staff Buy-In & Current Resources	☐ Compelling 'why' is developed ☐ Staff commitment to PBIS is established (at least 80% of staff agree to this work) ☐ School Climate Survey is completed ☐ Resource mapping is completed

Slide #24

[First Big Steps]

Trainer Notes:

- These three areas are the first big steps in committing to implementing PBIS. Before full implementation can begin, schools need to have wide agreement that this is something they want to commit to.

7	Identify & Define School-wide Behavioral Expectations	☐ PBIS Team creates plan to deepen staff learning around having 3-5 school-wide behavioral expectations ☐ PBIS Team & staff create 3-5 school-wide behavioral expectations ☐ PBIS Team creates plan to deepen staff learning around defining school-wide expectations in all settings ☐ PBIS Team develops behavior matrix/takes back to staff to approve
6	Prepare to Teach & Monitor Behavioral Expectations	☐ PBIS Team creates plan to deepen staff learning around teaching expectations ☐ PBIS Team & staff create lesson plans for teaching expectations in each setting ☐ PBIS Team & staff create a plan for teaching the lessons
5	Positive & Corrective Feedback	☐ PBIS Team creates plan to deepen staff learning around acknowledgements ☐ PBIS Team & staff develop a school-wide acknowledgement system ☐ PBIS Team creates plan to deepen staff learning around correcting behavior ☐ PBIS Team & staff develop a consistent response system for behavioral correction

Slide #25

[Critical Components]

Trainer Notes:

- These three areas are the critical components of PBIS. These will be the systems and practices that occur regularly to create a more consistent, positive climate. These need to be planned for and ready to roll out when you kick off PBIS.

4	Data Systems	☐ PBIS Team will complete the Tiered Fidelity Inventory (TFI) ☐ PBIS Team & staff develop Office Discipline Referral form (ODR) ☐ PBIS Team train staff on using Student GPS for behavior collection	
3	Finalize Development of All Components	☐ 3-5 Behavioral Expectations ☐ Behavior matrix ☐ Lesson plans for all settings ☐ Plan for teaching the lessons	☐ Plan for monitoring behavior ☐ Acknowledgement system ☐ Consistent behavioral response plan
2	Plan PBIS Kick-Off Assembly	☐ Date chosen ☐ Who will do what	
1	Order, create, gather all PBIS materials	☐ Create posters, visual displays, etc. ☐ Acknowledgement system items ☐ Include PBIS information in staff & student handbooks, parent newsletters	

Slide #26

[Final Stretch Before Kick-off]

Trainer Notes:

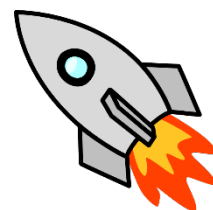
- Data is another area that needs to be ready to roll before kick-off. Teams should have a way to collect and analyze data. It's also important to look at historical discipline data and get a baseline for the TFI. This final stretch before kick-off is a time to finalize all your components and start planning your kick-offs. Also, make sure all materials are ready to go and visuals are displayed around the school, in handbooks, on the website, etc.



EXAMPLE

The Countdown to Kick-off can be found on the following pages (pgs. 39 – 40) to hand out to participants or you can download it at: <https://pbis.astate.edu/resources/tier-i-resources/pbis-leadership-teams/> under Yearly Planning Tools.

PBIS Countdown to Kick-off!



10	Structures in Place	❑ PBIS Team is established & has regular meetings scheduled ❑ Communication plan and feedback loops are developed between PBIS Team & staff
9	Introduction to PBIS	❑ PBIS Team creates plan to present Introduction to PBIS to staff ❑ Introduction to PBIS is presented to staff
8	Staff Buy-In & Current Resources	❑ Compelling 'why' is developed ❑ Staff commitment to PBIS is established (at least 80% of staff agree to this work) ❑ Self-Assessment Survey is complete ❑ A school Climate Survey is conducted annually.
7	Identify & Define School-wide Behavioral Expectations	❑ PBIS Team & staff create 3-5 school-wide behavioral expectations ❑ PBIS Team creates plan to deepen staff learning around defining school-wide expectations in all settings ❑ PBIS Team develops behavior matrix/takes back to staff to approve
6	Behavior Matrix and Prepare to Teach & Monitor Behavioral Expectations	❑ PBIS Team creates plan to deepen staff learning around teaching expectations ❑ PBIS Team & staff create lesson plans for teaching expectations in each setting ❑ PBIS Team & staff create a plan for teaching the lessons

5	Positive & Corrective Feedback	☐ PBIS Team creates plan to deepen staff learning around acknowledgements ☐ PBIS Team & staff develop a school-wide acknowledgement system ☐ PBIS Team creates plan to deepen staff learning around correcting behavior ☐ PBIS Team & staff develop a consistent response system for behavioral correction
4	Data Systems	☐ PBIS Team will complete the Tiered Fidelity Inventory (TFI) ☐ PBIS Team & staff develop Office Discipline Referral form (ODR) ☐ PBIS Team will utilize a discipline system that allows data collection for instantaneous access to graphs of frequency of problem behavior, location, time of day, and student
3	Finalize Development of All Components	☐ 3-5 Behavioral Expectations ☐ Behavior matrix ☐ Lesson plans for all settings ☐ Plan for teaching the lessons ☐ Plan for monitoring behavior ☐ Acknowledgement system ☐ Consistent behavioral response plan
2	Plan PBIS Kick-Off Assembly	☐ Date chosen ☐ Who will do what
1	Order, create, gather all PBIS materials	☐ Create posters, visual displays, etc. ☐ Acknowledgement system items ☐ Include PBIS information in staff & student handbooks, parent newsletters



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What needs to be done?	Who will do it?	By When?	What needs to be shared with District Leadership Team, staff, parents, and other stakeholders?	Status? (Achieved, In Progress)
↑	↑	↑	↑	↑

Slide #27

[Action Plan Template]

Trainer Notes:

- For each of the 10 categories in the countdown, use the above template to action plan.



ACTIVITY

Action Planning Around the Countdown to Kick-off

Ask participants to talk through the items on the Countdown to Kick-off checklist (pgs. 39 – 40) to see what has already been completed and what still needs to be done to prepare for kick-off. Have them use the Action Plan Template (pg. 42) or the Master Action Plan (available at <https://pbis.astate.edu/resources/tier-i-resources/pbis-leadership-teams/> under Yearly Planning Tools) to plan what needs to be done, persons responsible, deadlines, etc.

Action Plan Template

What needs to be done?	Who will do it?	By when?	What needs to be shared with District Leadership Team, staff, parents, and other stakeholders?	Status? (Achieved, In Progress)

Training Section Three

School Examples

Slides 28 - 32

Goals

Participants will understand

- Various ways schools kick off PBIS

School Examples



Slide #28
[School Examples]



Video Examples

- Most of the videos on the following slides were used in rolling out PBIS to staff and students.
- The schools that created these videos were in various stages of implementation (not all were kicking off for the very first time).

Slide #29

[Video Examples]

Trainer Notes:

- The following videos show just one piece of the overall kick-off process, with in-person training and discussion accompanying the videos. Some videos will show actual kick-off events to give you some ideas!



Kick-off Example



Slide #30

[Kick-off – Glendale Elementary]

Trainer Notes:

- Link to video: <https://www.youtube.com/watch?v=3sc1JNF8X0s>



Staff Intro



Slide #31

[Staff Intro – Oshkosh North High School]

Trainer Notes:

- Link to video: <https://www.youtube.com/watch?v=nCXKvt04ii8>

Student Rollout



Slide #32

[Student Rollout – McGuffey Elementary]

Trainer Notes:

- Link to video: https://www.youtube.com/watch?v=xiYE1RvQ_3g



Summary

- Determine the groups you want to include in PBIS kick-off(s).
- Determine what you want to convey to each group.
- Develop and gather materials needed for kick-off.
- Plan the event – time, place, schedule, and staff needed.
- Follow up with each group.

Slide #34
[Summary]

Resources

<https://pbis.astate.edu/kicking-off-pbis/>

- Readiness checklist
- Kick-off examples
- Kick-off videos

Slide #35
[Resources]

Discussion Questions:

1. What do staff, students, and parents need to know about PBIS?
2. How will you present this information to them?
3. What else do you need to complete before you kick off PBIS?

Resources:

- <https://pbis.astate.edu/kicking-off-pbis/>
- <https://pbis.astate.edu/resources/tier-i-resources/pbis-leadership-teams/>

Videos:

- <https://www.youtube.com/watch?v=qf1Yw-R1VWE>
- <https://www.youtube.com/watch?v=0vPpo9Zg2BA&t=31s>