

**TFI Item**  
**Tier I**

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**1.1 Team Composition**

- List of team members
  - Building roles of team members
  - Team member roles (one member could have multiple roles)
    - Coordinator/Facilitator
    - Behavioral expertise
    - Administrative authority
    - Coaching experience
    - Knowledge about academic/behavioral outcomes
    - Knowledge of school operations
    - Family/student perspective
- 

**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- List of team members and role**
- School organizational chart
- Tier I team meeting minutes**
- Other:

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**1.2 Team Operating Procedures**

- Team meets monthly
- Sign in sheets
- Meetings are set for the school year
- Regular meeting format/agenda
- Minutes taken during and disseminated after each meeting
- Defined meeting roles to include
  - Facilitator/Leader
  - Recorder
  - Time keeper

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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- Tier I meeting agendas and minutes
- Tier I meeting roles descriptions
- Tier I action plan
- Other:

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**1.3 Behavioral Expectations**

- 3-5 Behavioral Expectations
- Matrix
- Poster examples by setting/location

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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- TFI Walkthrough Tool**
- Staff Handbook**
- Student or Family Handbook**
- Settings Expectations Matrix**
- Settings Expectations Poster(s)**
- Other:

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**1.4 Teaching Expectations**

- Written lessons plans
  - Documented schedule for teaching
  - Formally taught at least once per year
  - Formally taught to all students across all settings
  - (should be taught/reviewed when necessary)
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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- TFI Walkthrough Tool**
- Professional Development Calendar
- Lesson Plans**
- Logistics/Teaching schedule**
- Informal walkthroughs**
- Other:

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**1.5 Problem Behavior Definitions**

- Clear, written definitions of problem behaviors
  - Behaviors are clearly differentiated as either minor (staff managed) or major (office managed)
  - Procedure for addressing minor and major behavior (flowchart)
  - Training for staff on differentiation (major vs minor)
  - Definitions are shared with families
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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- Staff handbook**
- Student or Family Handbook**
- School Policy**
- Office vs. Staff-Managed Discipline Flowchart**
- Other:

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**1.6 Discipline Policy**

- Discipline policy (proactive, instructive, restorative)
- Policy aims to keep students in classroom and school
- Consistent use as reported by administrator

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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- Discipline policy**
- Student or Family Handbook**
- Code of Conduct**
- Informal administrator interview
- Other:

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**1.7 Professional Development**

- Scheduled trainings for core Tier I practices
    - Teaching school-wide expectations
    - Acknowledging appropriate behavior
    - Correcting errors
    - Requesting assistance
  - Staff are provided training on flowchart, ODR process, discipline policy, acknowledgement system etc.
  - PD calendar
  - PD agendas
  - PD minutes
- 

**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- Professional Development calendar**
- Staff handbook**
- Other:

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**1.8 Classroom Procedures**

- Tier I features are implemented in classrooms
  - Positively stated expectations
  - Acknowledgement system
  - System for responding to inappropriate behavior
  - Routines and procedures
- Individual classroom data
- Walkthroughs (administrator)

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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- Staff Handbook
- Informal walkthroughs**
- Progress monitoring
- Individual classroom data
- Other:

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**1.9 Feedback and Acknowledgement**

- Written set of procedures for school wide acknowledgement system
  - Annually, students/staff are interviewed to see if they are receiving acknowledgments
  - Acknowledgements are linked to school wide expectations
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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- TFI Walkthrough Tool**
- Staff Handbook**
- Student or Family Handbook
- School Newsletters, website, etc.**
- Other:

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**1.10 Faculty Involvement**

- Regularly sees data (monthly, minimal 4 times per year)
  - Input of PBIS plan is given annually
  - Documentation of a process for receiving feedback on Tier I supports
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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- PBIS Self-Assessment
- Informal surveys**
- Staff meeting minutes**
- Team meeting minutes
- Other:

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**1.11 Student/Family/Community Involvement**

- Documentation of a process for receiving feedback on Tier I supports from all stakeholders (students, families, community)
  - Within 12 months (at least annually)
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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- Surveys**
- Voting results from parent/family meeting
- Team meeting minutes
- Other:

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**1.12 Discipline Data**

- Instant access from a central location
- Graphed, not just tables
- Big Five (student, location, time, incident, month)

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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- School policy
- Team meeting minutes
- Students outcome data graphs**
- OH Big 5 Data Graph Generator
- Other:

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**1.13 Data Based Decision Making**

- Team has access to behavior and academic data for entire student body
  - Behavior/Academic data is used for decision making monthly
  - If necessary, a plan is developed for interventions
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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- Data decision rules
- Staff professional development calendar
- Staff handbook
- Team meeting minutes**
- Other:

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**1.14 Fidelity Data**

- TFI, SAS, etc. (pbisapps.org)
- Fidelity data collected and used for decision making at least annually

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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- School policy
- Staff Handbook
- School newsletters
- School website
- Other: (Tier I fidelity Data)**

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**1.15 Annual Evaluation**

- TFI conducted annually (external facilitator recommended)
  - Outcomes/reports are shared with stakeholders at least annually (staff, families, community, district, board) in a usable format
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**Possible Supporting Evidence**

**BOLD ITEMS ARE HIGHLY RECOMMENDED (please check)**

- Staff, student and family surveys
- Tier I handbook
- Fidelity tools**
- School policy
- Student outcomes**
- OH PBIS School Profile Data Sheet
- OH Big 5 Data Graph Generator
- District reports
- School newsletters
- Other: