TFI Action Planning Form - Tier I - 2024-2025

School:__Elk Grove High School Date Completed: February / March 2025

Instructions: As a team, review your score for each element and establish an Action Plan.

Item #	Description	Score	What work needs to be completed?	Who will help complete the work?	When will work be completed by?
1.1	Team Composition • Includes an administrator, systems coordinator, family member, and student representation (for secondary) • Includes individuals with applied behavioral expertise, coaching expertise, knowledge of student academic and behavior patterns, and knowledge about the operations of the school		● Our goal this year is to collaborate with all staff members and stakeholders to support PBIS campus-wide. ● Our team core meets monthly, consisting of students, teachers, staff, and administration. ● In the future, we need more student reps from different clubs and departments on campus and staff. The PBIS coordinator has met and collaborated with our PTSO to collaborate on some PBIS events on our campus.	ASB Class Council Staff Admin PBIS Student Ambassador	24-25 school year
1.2	Team Operating Procedures • Meets at least monthly • Has a regular meeting format/agenda, minutes, defined meeting roles, and current action plan		We meet monthly to support our action plans supporting 1.1. Roles: 1. Participate in our campus culture meetings 2. Help with Staff Brown Bag Lunches 3. Motivate staff to help with school lunch activities 4. Help with No Back Pack Days Planning 5. Help Promote PBIS campus-wide EGHS PBIS Weekly Newsletters included with the Principal Weekly Newsltetters	Campus Culture Committee EGHS Leadership	24-25 school year

1.3	Behavioral Expectations • 3-5 positively stated behavioral expectations • Expectations displayed in all settings (e.g., hallways, bathrooms, cafeteria, etc.) • Examples by setting/location for student and staff behaviors defined and in place (behavioral expectations matrix)		HERD Pillar school-wide expectations (honor, effort, respect, determination) posters posted in every classroom; enforced in Advisory lessons, assemblies, and daily HERD reward systems schoolwide **Policies and Procedures** • Herd Time Policies and Procedures • Fire and Lockdown Protocols • Discipline Flowchart (Minor vs Major Behaviors) • EGUSD Discipline Guide • 504 Site Expectations • IEP Site Expectations • Attendance Tips	EGHS Staff	24-25 school year
1.4	Teaching Expectations • Academic and social behaviors taught directly to all students in classrooms and across other settings • A plan for when to teach and re-teach the expectations throughout the year (e.g., dates on professional development calendar) • Lesson plans are created for every setting in school and include: examples and non-examples, variety		Teaching expectations covered school-wide EGHS Glossary - Links **Elk Grove High School - EGHS Student/Parent Handbook** Mission Statement **Elk Grove High School - School History & Mission** School Vision	EGHS Staff	24-25 school year

	of teaching strategies, and ways to acknowledge appropriate behavior		**Instructional and Evaluation Resources** • Certificated Evaluation Packet • Framework for High-Quality Instruction (FHQI) • California Standards for the Teaching Profession • EGHS Focus CSTPs **5-Star Students Information** • QR Code Passes - Master List • 5 Star How To Guide • FAQ/Troubleshooting Guide • How to create a club in 5-Star • Using 5-Star to track target Points and no activities list • How to access voting in 5-Star for sta		
1.5	Problem Behavior Definitions • Clear definitions for behaviors that interfere with academic and social success • Clear policy/procedure for addressing office-managed versus staff- managed problems (e.g., flowchart)		**Communication Tools** • TalkingPoints 101 • School-wide Communication Plan • Mandated Reporter Information • How to Enter a Major Referral • How to Enter a Minor Referral • School Letterhead • EGHS Email Signature Instructions • Family Communication Scripts • SCHOOL WIDE DATA - TARDY & VAPING • EGHS Glossary - Links	EGHS Staff & Leadership	24-25 school year

1.6	Discipline Policies • Emphasize proactive, instructive, and/or restorative approaches to student behavior (documentation) • Policies and procedures are implemented consistently		**Policies and Procedures** • Herd Time Policies and Procedures • Fire and Lockdown Protocols • Discipline Flowchart (Minor vs Major Behaviors) • EGUSD Discipline Guide • 504 Site Expectations • IEP Site Expectations • Attendance Tips • Mandated Reporter Information • How to Enter a Major Referral • How to Enter a Minor Referral	EGHS Staff	24-25 school year
1.7	Professional Development • Written process is used for orienting all faculty/staff on 4 core Tier I practices: teaching expectations, acknowledging appropriate behavior, correcting errors, requesting assistance • Plan in place for refresher training, new staff, and substitutes.		**Forms and Requests** • Field Trip Process • Facility Use Form -School Day Activity • Facility Use Form - Outside group use • 2024-25 EGHS Staff Emergency Contact Information Form • MTSS Requests • Certificated Personal Necessity Form • Jury Duty Postponement (EGEA and PSWA) • 504 Referral Form	EGHS Staff	24-25 school year

1.8	Classroom Procedures • Expectations, routines, acknowledgements, and in-class continuum of consequences are consistent with school-wide systems and implemented within classrooms		Classroom Procedures are taught in the classroom and school wide. **Policies and Procedures** ● Herd Time Policies and Procedures ● Fire and Lockdown Protocols ● Discipline Flowchart (Minor vs Major Behaviors) ● EGUSD Discipline Guide ● 504 Site Expectations ● IEP Site Expectations ● Attendance Tips **Communication Tools** ● TalkingPoints 101 ● School-wide Communication Plan ● Mandated Reporter Information ● How to Enter a Major Referral ● How to Enter a Minor Referral ● School Letterhead ● EGHS Email Signature Instructions ● Family Communication Scripts **5-Star Students Information** ● QR Code Passes - Master List ● 5 Star How To Guide ● FAQ/Troubleshooting Guide ● How to create a club in 5-Star ● Using 5-Star to track target Points and no activities list ● How to access voting in 5-Star for staff **Schedules and Calendars** ● 2024-25 Bell Schedule ● 2024-25 EGHS Meeting Schedule ● 2024-25 EGHS Events Calendar	EGHS Staff	24-25 school year

			Instructional and Evaluation Resources • Certificated Evaluation Packet • Framework for High-Quality Instruction (FHQI) • California Standards for the Teaching Profession • EGHS Focus CSTPs		
1.9	Feedback and Acknowledgement • Written system for specific behavior feedback is in place • System is linked to expectations and used across all settings and within classrooms • At least 90% of a sample of staff uses the formal system of acknowledging positive behaviors • At least 50% of a sample of students have received an acknowledgement of positive behavior • System includes incentives for staff and families		TFI INFO on the Website PBIS Schoolwide Updates PBIS Weekly Newsletters	EGHS Staff	24-25 school year
1.10	Faculty Involvement • Faculty are shown school-wide data regularly			EGHS Staff	24-25 school year

	• Faculty provide input on expectations, acknowledgements, definitions, and consequences at least once a year • Faculty feedback is obtained yearly		• Faculty are shown school-wide data regularly in staff meetings with DISCIPLINE DATA 24-25 a survey was provided for faculty input in December. • Faculty feedback is obtained yearly through google forms, leadership meetings, or in staff meetings. • EGHS Leadership Meeting Agendas and Minutes • EGHS Staff Meeting Agendas and Minutes		
1.11	Student/Family/Community Involvement • Students, families, and community members provide input on expectations, acknowledgements, definitions, and consequences at least once a year		• LINK CREW • CLUBS • Back to School Night • Bring Your Parent to Lunch Day Fall • 8th Grade orientation • Arts in Action -Elementaty students visit our school to vew the ARTS. • Bring Your Parent to Lunch Day Spring • STUDENT & FAMILIES COMMUNITY		
1.12	Discipline Data • Team has instantaneous access to graphed reports summarizing discipline data • Discipline data organized by the frequency of problem behavior		• Faculty are shown school-wide data regularly in staff meetings with • Discipline Data • Faculty feedback is obtained yearly through Google forms, leadership meetings, or in staff meetings.	EGHS Staff	24-25 school year

	events by behavior, location, time of day, and individual student				
1.13	Data-based Decision Making • Team reviews and uses discipline data and academic outcome data (e.g., curriculum-based measures) at least monthly for decision-making • Data shared with faculty monthly		• Faculty are shown school-wide data regularly in staff meetings with • Discipline Data • PBIS WEBSITE	EGHS Leadership Meetings	24-25 school year
1.14	Fidelity Data • Team reviews and uses fidelity assessment data (e.g., BoQ, SAS, TFI) at least once a year		Campus Culture, Leadership, and/or ADMIN with PBIS Coordinator reviews the Fidelity Data	EGHS Campus Culture	24-25 school year
1.15	Annual Evaluation • Team documents fidelity and effectiveness (including academic outcomes) of Tier I practices at least once a year • Outcomes (behavior problems, attendance, morale) are documented and used to evaluate plan • Results of yearly evaluations are shared with stakeholders (staff, families, community, district)		Annual evaluations are discussed in staff meetings and in leadership: **Forms and Requests** • Field Trip Process • Facility Use Form -School Day Activity • Facility Use Form - Outside group use • 2024-25 EGHS Staff Emergency Contact Information Form • MTSS Requests • Certificated Personal Necessity Form • Jury Duty Postponement (EGEA and PSWA) • 504 Referral Form	EGHS Campus Culture and/or Leadership Team	24-25 school year
	Other Tasks				