**Tier 1 Positive Behavior Support Staff Handbook Organizer**

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| **Feature** | **Suggested Materials** | **Documented in Handbook?** |
| Guides | 1) Schoolwide Behavior Matrix | YES NO |
| 2) Tier 1 Action Plan | YES NO |
| 1. Common Philosophy and Purpose | 1) Description/Overview of Tier 1 Positive Behavior Support | YES NO |
| 2) School Philosophy, Beliefs, Mission & Vision, Goals | YES NO |
| 2. Leadership | 1) Tier 1 team list with roles identified | YES NO |
| 2) Schedule of meeting dates | YES NO |
| 3) Standard Agenda Format | YES NO |
| 4) Copy of Meeting Minutes |  |
| 3. Clarifying Expected Behavior | 1) Matrix | YES NO |
| 2) Non-Classroom Procedures | YES NO |
| 4. Teaching Expected Behavior | 1) Lessons for behaviors on matrix | YES NO |
| 2) Teaching Schedule | YES NO |
| 3) New student induction process description | YES NO |
| 5. Encourage Expected Behavior | 1) Schoolwide system to encourage expected behavior description | YES NO |
| 6. Discourage Inappropriate Behavior | 1) List of staff managed and office managed behaviors | YES NO |
| 2) Schoolwide system to discourage inappropriate behavior/flow chart | YES NO |
| 3) Procedures for documenting behavioral incidents:  • Office discipline referral form  • Minor behavior form  • Procedures to submit behavioral incidents | YES NO |
| 7. Ongoing Monitoring | 1) Sample Big 5 ODR Report | YES NO |
| 2) Sample Solution Plan | YES NO |
| 8. Effective Classroom Practices | 1) Classroom observation protocol | YES NO |
| 2) Classroom matrix example | YES NO |
| 3) List of classroom procedures | YES NO |
| 4) Classroom system to encourage expected behavior example | YES NO |
| 5) Classroom system to discourage inappropriate behavior | YES NO |