**Tier 2 Staff Handbook Organizer**

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| Feature | Materials | Documented in Notebook? |
| Guides | 1. Schoolwide Behavior Matrix 2. Tier 2 Action Plan | YES NO  YES NO |
| 1. Team | 1. Tier 2 Team list with roles identified 2. Schedule of meeting dates 3. Standard Agenda Format 4. Copy of Meeting Minutes | YES NO  YES NO  YES NO  YES NO |
| 2. Identification | 1. Data Decision Rules 2. Teacher Nomination Form and Procedure 3. Standardized Social/Behavioral Screening Instrument 4. System for ensuring students identified for Tier 2 support have received full access to Tier 1 (i.e., Classroom Walk Through/ Brief Observation form; Teacher Self- Assessment of the Effective Classroom Practices form) | YES NO  YES NO  YES NO  YES NO |
| 3. Function Matching | 1. System for collecting student information/data 2. System to identify function 3. System to match intervention with function | YES NO  YES NO  YES NO |
| 4. Intervention Descriptions | 1) Intervention Essential Features (provides description of each intervention available in your setting). | YES NO |
| 5. Monitor Progress | 1. Copy of Sample Progress Monitoring Tools    * Check-In, Check-Out = Daily Progress Report and Example Student Graph    * Social Skills Instructional Group = Daily or Weekly Report and Example Student Graph    * Check & Connect = Monitoring Form and Completed Example | YES NO |
| 6. Communication Plan | 1. Documented system for communicating and receiving feedback from staff 2. Documented Professional Learning plan with schedule, topics and coaching procedures outlined | YES NO  YES NO |