**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 NOYES 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 NOYES NOYES NOYES 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 NOYES NOYES NOYES NO |
| 3. Function Matching | 1. System for collecting student information/data
2. System to identify function
3. System to match intervention with function
 | YES NOYES NOYES 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 NOYES NO |