**Tier I School Team Monthly Checklist**

This checklist is designed to help teams who attended Tier I Training in the fall plan for implementation either

in the spring or the following school year.

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| **Implementation Begins in Spring** |
| During Tier I Training |
| * Refer to your baseline TFI data and identify areas to strengthen
* Set dates to meet monthly as a team to finalize materials before staff and student roll-out
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| January |
| * Complete activities in Implementation Manual
* Use example resources when building components
* Create subcommittees (e.g., student involvement, teaching expectations, data, acknowledgement, discipline)
* Gather input from students on the core features (e.g., focus groups, surveys, homeroom discussions)
* Gather Staff Input on all components of the plan (behavioral expectations, teaching expectations, acknowledging students, discipline process) by asking department chairs or reviewing during meetings
* Refer to your baseline TFI data and identify areas to strengthen
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| February |
| * Finalize lesson plans for teaching expected behavior, process for teaching students, changes to discipline process, and acknowledgement system
* Meet as a leadership team and individual subcommittees
* Finalize Materials to Share with Students, Staff, and Family/Community
* Behavioral expectations posters for all classrooms and all settings
* Tickets or other acknowledgements
* Ticket tip sheet (if using tickets)
* Reinforcer ideas list
* Staff presentation and roll-out plan (including Food Service, Custodial Staff, Transportation, etc.)
* Implementation manual for all staff members
* Student kick off assembly and roll-out plan
* System to teach students the behavioral expectations lesson plans in all settings
* Presentation for families
* Letter to families
* Send all finalized materials and implementation manual to your county’s TBSP Consultant or tennesseebsp@vanderbilt.edu
* Train all staff on the Tier I plan
* Begin Tier I Implementation
* For high schools, provide additional support to Freshmen
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| March |
| * Meet as a leadership team and individual subcommittees
* Review Tier I data (e.g., attendance, behavior, course performance)
* Reteach expectations after spring break
* Continue acknowledgement system for students and staff
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| April |
| * Meet as a leadership team and individual subcommittees
* Review Tier I data (e.g., attendance, behavior, course performance)
* Continue acknowledgement system for students and staff
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| May |
| * Meet as a leadership team and individual subcommittees
* Review Tier I data (e.g., attendance, behavior, course performance)
* Continue acknowledgement system for students and staff
* Use student and staff input to plan changes for next year
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| **Implementation Begins in Fall of the Following School Year** |
| During Tier I Training |
| * Complete activities in Implementation Manual
* Refer to your baseline TFI data and identify areas to strengthen
* Set dates to meet monthly as a team to finalize materials before staff and student roll-out in August
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| January |
| * Complete Behavioral Expectation Matrix
* Complete Lesson Plans
* Use example resources on Tier I Login Page of the website when building components
* Refer to Tier I Resource Binder PDF
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| February |
| * Complete Calendar for Implementation
* Complete Teaching the Plan to Students, Staff, and Family/Community
* Use example resources on Tier I Login Page of the website when building components
* Refer to Tier I Resource Binder PDF
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| March |
| * Complete Planning for Stakeholder Input
* Review staff input gathered during training
* Complete School-wide Acknowledgement System Matrix for Students and Staff
* Use example resources on Tier I Login Page of the website when building components
* Refer to Tier I Resource Binder PDF
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| April |
| * Complete Problem Behavior Definitions
* Complete Discipline Process Flowchart
* Use example resources on Tier I Login Page of the website when building components
* Refer to Tier I Resource Binder PDF
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| May |
| * Complete Procedures for Office Discipline Referrals
* Complete Data Collection Plan
* Finalize Implementation Manual
* Gather Staff Input on all components of the plan (e.g., behavioral expectations, teaching expectations to students, acknowledging students, discipline process)
* Use example resources on Tier I Login Page of the website when building components
* Refer to Tier I Resource Binder PDF
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| June |
| * Finalize Materials to Share with Students, Staff, and Family/Community
* Behavioral expectations posters for all classrooms and all settings
* Tickets or other acknowledgements
* Ticket tip sheet (if using tickets)
* Reinforcer ideas list
* Staff presentation and roll-out plan (including Food Service, Custodial Staff, Transportation, and others as applicable)
* Implementation manual for all staff members
* Student kick off assembly and roll-out plan
* System to teach students the behavioral expectations lesson plans in all settings
* Presentation for families
* Letter to families
* Send all finalized implementation manual to your county’s TBSP Consultant or tennesseebsp@vanderbilt.edu
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