**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 |
| 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 |
| 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](mailto:tennesseebsp@vanderbilt.edu) * Train all staff on the Tier I plan * Begin Tier I Implementation * For high schools, provide additional support to Freshmen |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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](mailto:tennesseebsp@vanderbilt.edu) |