**Initial Implementation Checklist**

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|  | **Action Item** |
| 🞎 | Campus team developed with representation from all stakeholder groups. |
| 🞎 | Two team co-chairs identified. |
| 🞎 | Overview of Tier 1 system scheduled for all staff. |
| 🞎 | Connection activities developed to strengthen relationships between students, staff, and families. |
| 🞎 | School-wide core values defined and matrixed. |
| 🞎 | Visual cues created and distributed or posted in all common areas. |
| 🞎 | A teaching plan for core values is developed for beginning of the year and after school breaks. |
| 🞎 | Acknowledgment systems developed and documented. |
| 🞎 | Acknowledgment tools or items created and/or obtained. |
| 🞎 | Staff acknowledgment systems developed and prepped. |
| 🞎 | Non-disruptive, minor disruptive, escalated and crisis behaviors defined, and strategies for responding to each are documented for staff. |
| 🞎 | Request for behavioral intervention document and process created. |
| 🞎 | Office referral procedures connect with school-wide expectations and an instructional approach. |
| 🞎 | Tools for collecting referral and acknowledgment data are in place. |
| 🞎 | Team meetings are scheduled, and locations reserved. |
| 🞎 | Updates and data debrief for staff are scheduled to occur throughout the year. |
| 🞎 | Beginning of the Year Universal Behavior Screening scheduled. |
| 🞎 | Campus plan for Tier 1 systems is complete and accessible to all staff. |

**Annual Maintenance Checklist**

*Utilize this checklist each spring to determine preparedness for the upcoming year and plan for continued growth of Tier 1 behavior system implementation.*

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|  | **Action Item** |
| 🞎 | Implement and review any stakeholder feedback surveys. |
| 🞎 | Confirm returning team members and select new members. |
| 🞎 | Analyze end-of-year behavioral data (office discipline referrals, acknowledgments, etc.). |
| 🞎 | Review and adjust school-wide core values matrix. |
| 🞎 | Update visual cues/posters as necessary. |
| 🞎 | Review and update acknowledgment tools and process. |
| 🞎 | Review and update corrective actions and strategies. |
| 🞎 | Update documented campus plan for Tier 1 behavior systems. |
| 🞎 | Plan training for new-to-campus staff. |
| 🞎 | Plan refresher training for returning staff. |
| 🞎 | Prepare acknowledgment tool materials (i.e., tickets, pies, trees). |
| 🞎 | Schedule Ground Work team meetings for the upcoming year. |
| 🞎 | Schedule staff updates for the upcoming year. |