

# School Focus Calendar of Student Academic & Behavioral Support Services

## August

### Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
Before Students	<ul style="list-style-type: none"> <li>School TST review student data &amp; make Tier II/Tier III decisions based on screening data (Spring 2018) &amp; other student progress data including 2018 Retention List.</li> <li>Update <u>cumulative records and SAM data</u> to reflect the current status of students that passed to the next grade due to passing the MKAS2 Third Grade Summative Retest this summer.</li> </ul>		
Before Students	<ul style="list-style-type: none"> <li>All classrooms teachers should have <b>Classroom Behavior Plan</b> and appropriate signage for reference and review with students.</li> <li>Develop interventions for yellow zone / conduct FACT &amp; develop Behavior Intervention Support Plan for students in <b>red zone</b>.</li> <li>Develop PD for instructional staff.</li> <li>Develop schedule for staff orientation, PBIS Kickoff, and for teaching PBIS expectations.</li> <li>Establish monthly PBIS Team Mtg. Schedule.</li> <li>Establish schedule of celebrations for incentive program for students and staff.</li> <li>Every school should have a well-developed <b>School PBIS Plan</b> using the data from the MTSIC scores and school discipline data.</li> <li>Fill vacancies on PBIS Team.</li> <li>Identify returning <b>yellow zone</b> students (&gt;5 ODR and/or 5 or more OSS) and <b>red zone</b> (&gt;10 ODR and/or 10 or more OSS).</li> <li>Meet with PBIS Team to review 2017-2018 discipline data. Revise the School PBIS MTSIC &amp; Action Plan. Submit to RTI/PBIS Office by <u>September 28<sup>th</sup></u>.</li> <li>Review &amp; update PBIS information for school staff handbook.</li> <li>Review active supervision plan for halls and common areas.</li> <li>Update school signage to reflect PBIS best practices and school PBIS expectations.</li> </ul>		
Before Students Arrive Tools For Life	<ul style="list-style-type: none"> <li>Tools for Life® signage is visible throughout the building and in each classroom.</li> <li>Issue Tools for Life® kits.</li> <li>Create/Update Calm Down Centers.</li> <li>Teachers should devise and post Procedures/Routines for Calm Down Centers.</li> <li>Annual Orientation on Tools for Life® strategies and implementation for staff. (agenda, sign-in sheets)</li> <li>Create Tools for Life® Team for the building.</li> <li>Administrator appoints TFL Focus teacher(s).</li> <li>PBIS and/or Tools for Life Team develops a yearly schedule for meetings.</li> <li>Every school should have an updated Scope and Sequence of Tools for Life® lessons to be taught.</li> <li>Review Growth Tracker in faculty meeting.</li> <li>PBIS/TFL team conducts walkthrough ensuring that each teacher has a TFL kit, posters are displayed, calm down areas are established, and lanyards are being worn.</li> </ul>		

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After Students Arrive MTSS	<ul style="list-style-type: none"> <li>• <b>High-quality MS College &amp; Career Ready Standards instruction begins on Day 1 and continues through Day 180.</b></li> <li>• Administer universal screening (STAR Early Literacy, K – MDE Portal), STAR Reading (1-10), STAR Math (1-10) <b>August 13-September 7, 2018.</b></li> <li>• Attend District monthly technical support meeting – share information with principal (TBA).</li> <li>• School TST reviews student data to make Tier II/Tier III decisions &amp; design individual interventions based on screening data (Spring 2018/Fall 2018) &amp; other student progress data including 2017-2018 Retention List (adjust decisions if Fall Screening data indicates a more appropriate decision). Include and inform parents of the support provided to students and provide copies of Tier plans.</li> <li>• Update <i>MSIS Intervention Screen</i> – deadline <b>Sept. 4<sup>th</sup></b></li> <li>• Update <i>School At-Risk List Report</i> (Tier II &amp; III), submit to the MTSS Office by <u>September 28<sup>th</sup></u>.</li> </ul>		
After Students Arrive PBIS	<ul style="list-style-type: none"> <li>• Teach school-wide and classroom rules and procedures during the first two weeks of school.</li> <li>• After first two weeks, review expectations 2 or 3 times per week.</li> <li>• Attend District monthly technical support meeting – share information with principal (TBA).</li> <li>• Provide frequent reinforcement/acknowledgement.</li> <li>• Provide opportunities for review, <u>modeling</u>, and practice. Adults should model desired behavior.</li> </ul>		
After Students Arrive Tools For Life	<ul style="list-style-type: none"> <li>• Teach Tools for Life® Calm Down Center procedures the first two weeks of school.</li> <li>• PBIS/TFL team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>• Conduct monthly PBIS/TFL team meeting.</li> <li>• Teach “Lesson 1” from the Tools for Life® manual.</li> <li>• Create a Tools for Life® Binder. (Include tabs for announcements, artifacts, copies of lesson plans, meeting agendas, programs, etc.)</li> </ul>		

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## September Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
MTSS	<ul style="list-style-type: none"> <li>Appropriately place students in intervention support programs and/or follow intervention plans as designed (<u>September 12<sup>th</sup></u>). Ensure that all teachers who work with students are aware of student interventions (academic and behavioral) and provide appropriate support.</li> <li>Attend District monthly technical support meeting – share information with principal (<b>September 21, 2018</b>).</li> <li>Conduct PD for staff – review expectations of services for students and appropriate documentation of support (See MTSS documents packet or web site( <a href="http://www.jackson.k12.ms.us/Domain/963">http://www.jackson.k12.ms.us/Domain/963</a>)).</li> <li>Conduct TST meetings – Always include and inform parents of these meetings.</li> <li>Create/maintain individual intervention student MTSS Portfolios for all students in Tier II and Tier III (grades Pre-K through 12).</li> <li>Print school level/classroom level STAR Universal Screening Reports to conduct Focused Instructional Team Meetings (F.I.T.s).</li> <li>Print student reports to share with parents on or before <b>PTC Day 2018 October 22<sup>nd</sup></b> along with plans for supporting students.</li> <li>Print student reports and share with students to set goals.</li> <li>Progress monitor students /print progress monitoring reports for review and student MTSS Portfolios.</li> <li>Update <i>MSIS Intervention Screen</i> – deadline <b>Sept. 4<sup>th</sup></b></li> <li>Submit <i>Instructional Interventionist Objectives Accountability Report</i> to MTSS office by <u>September 28<sup>th</sup></u>.</li> <li>Conduct 504 Review/Revision meetings for students with EEOPs</li> <li>Submit 504 roster for any new eligibility cases.</li> <li>Submit MET Verification for any student cases taken to MET</li> <li>Update <i>MSIS Intervention Screen</i>.</li> <li><b>Classworks Training (September 4<sup>th</sup> &amp; 6<sup>th</sup> –schedule will be sent)</b></li> <li><b>Classworks Principal PD – (TBD)</b></li> </ul>		
PBIS	<ul style="list-style-type: none"> <li>Attend District Monthly Technical Support Meeting – share information with principal (<u>September 17<sup>th</sup></u>).</li> <li>Complete school discipline data analysis and share with staff to celebrate and problem solve.</li> <li>Conduct PBIS team meeting using TIPS format.</li> <li>Develop individual <i>Behavior Intervention Support Plans</i> (BISP) as discipline data indicates. Include students and parents in this process.</li> <li>Meet with PBIS Team to review 2017-2018 discipline data, Revise the School <i>PBIS MTSIC &amp; Action Plan</i>. Submit to appropriate Asst. Superintendent &amp; the MTSS office by <u>September 28<sup>th</sup></u></li> <li>Monitor behavior progress.</li> <li>Recognize students and staff for positive behavior (Should be school-wide and classroom and or grade-level).</li> </ul>		

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<b>Tools for Life</b>	<ul style="list-style-type: none"> <li>• Introduce Tools for Life® during PTA (agendas, sign-in sheets attached).</li> <li>• PBIS/TFL team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>• Conduct monthly PBIS/TFL Team meeting.</li> <li>• Attend training for new staff.</li> <li>• Teach “Lessons 2 &amp; 3” from the Tools for Life® manual.</li> <li>• Begin Monthly Growth Tracker Report.</li> <li>• Update Tools for Life® Binder.</li> </ul>		
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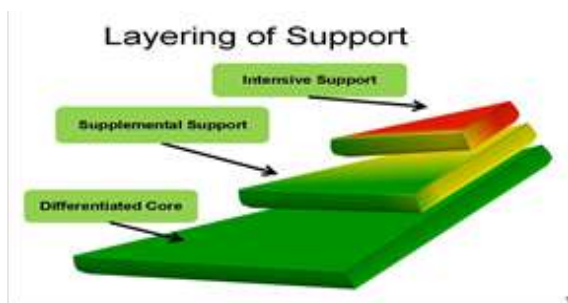
## October Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
MTSS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (October 5<sup>th</sup>).</li> <li>Complete fidelity checks for interventions (principals). Place in student MTSS Portfolios.</li> <li>Conduct internal audit of <i>MTSS Portfolios</i> for students in grades 3, 8, &amp; 12, and submit audit summary to the office of MTSS by <u>October 26<sup>th</sup></u>.</li> <li>Conduct PD for staff (small group/large group).</li> <li>Conduct TST meetings – parents should be included in these meetings.</li> <li>Create/maintain individual intervention student portfolios.</li> <li>Progress monitor students/print reports.</li> <li>Submit <i>Instructional Interventionist Objectives Accountability Report</i> to the MTSS office by <u>October 26<sup>th</sup></u>.</li> <li>Update <i>School At-Risk List Report</i> (Tier II &amp; III), submit to the MTSS office by <u>October 26<sup>th</sup></u>.</li> <li>Submit 504 roster for any new eligibility cases during October.</li> <li>Submit MET Verification for any student cases taken to MET during October.</li> <li>Update MSIS Intervention Screen.</li> <li><b>Classworks Training (October 2<sup>nd</sup> &amp; 3<sup>rd</sup>-schedule will be sent)</b></li> </ul>		
PBIS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (October 22<sup>nd</sup>).</li> <li>Collaboratively complete <i>PBIS MTSIC Checklist</i> with Principal and PBIS Committee – end of nine-week period and update school <i>PBIS Action Plan</i> (October 12<sup>th</sup>).</li> <li>Conduct PBIS team meeting using <i>TIPS</i> format.</li> <li>Develop individual <i>Behavior Interventions Support Plans</i> as needed.</li> <li>Monitor behavior progress.</li> <li>Share discipline data at staff meeting.</li> <li>Recognize students and staff for positive behavior (Should be school-wide and classroom and/or grade-level).</li> </ul>		
Tools For Life	<ul style="list-style-type: none"> <li>PBIS and Tools for Life® team completes Tools for Life Sustainability Rubric</li> <li>PBIS/ TFL Team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>Conduct monthly PBIS/TFL Team meeting.</li> <li>Teach “Lessons 4 &amp; 5” from the Tools for Life® manual.</li> <li>Complete Monthly Growth Tracker Report and Share Findings in PBIS/TFL meeting.</li> <li>Update Tools for Life® Binder.</li> <li>Scan/Deliver copies of teacher Monthly Growth Trackers to TFL coaches.</li> </ul>		

# School Focus Calendar of Student Academic & Behavioral Support Services

## November Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
MTSS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (November 2<sup>nd</sup>).</li> <li>Conduct PD for staff (small group/large group).</li> <li>Conduct TST meetings – parents should be included in these meetings.</li> <li>Create/maintain individual intervention student portfolios.</li> <li>Progress monitor students/print reports.</li> <li>Submit <i>Instructional Interventionist Objectives Accountability</i> Report to MTSS office by (November 30<sup>th</sup>).</li> <li>Submit 504 roster for any new eligibility cases during November.</li> <li>Submit MET Verification for any student cases taken to MET</li> <li>Update <i>MSIS Intervention Screen</i>.</li> <li><b>Classworks Training –(November 13<sup>th</sup> &amp; 14<sup>th</sup> –schedule will be sent)</b></li> </ul>		
PBIS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (November 12<sup>th</sup>).</li> <li>Conduct PBIS team meeting using TIPS format.</li> <li>Develop individual <i>Behavior Intervention Support Plans</i>.</li> <li>Monitor behavior progress.</li> <li>Recognize students and staff for positive behavior (Should be school-wide and classroom and or grade-level).</li> <li>Share discipline data at staff meeting.</li> </ul>		
Tools for Life	<ul style="list-style-type: none"> <li>PBIS/TFL Team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>Conduct monthly PBIS/TFL meeting.</li> <li>Teach “Lessons 6 &amp; 7” from the Tools for Life® manual.</li> <li>Complete Monthly Growth Tracker Report and Share Findings in PBIS/TFL meeting.</li> <li>Update Tools for Life® Binder.</li> </ul>		



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## December Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
MTSS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (December 7<sup>th</sup>).</li> <li>Complete fidelity checks for interventions.</li> <li>Conduct PD for staff (small group/large group).</li> <li>Conduct TST meetings – parents should be included in these meetings.</li> <li>Create/maintain individual intervention student portfolios.</li> <li>Develop a school plan for administering <i>JPS Winter Universal Screening (1/10/2018-2/3/2018)</i>.</li> <li>Progress monitor students/print reports.</li> <li>Submit <i>Instructional Interventionist Objectives Accountability Report to the MTSS office</i> by (December 19<sup>th</sup>).</li> <li>Submit 504 roster for any new eligibility cases during December.</li> <li>Submit MET Verification for any student cases taken to MET</li> <li>Update <i>MSIS Intervention Screen</i>.</li> </ul>		
PBIS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (No Meeting.)</li> <li>Collaboratively complete <i>PBIS MTSIC Checklist</i> with Principal and PBIS Committee – end of 2<sup>nd</sup> nine-week period and update school <i>PBIS Action Plan</i> (December 19<sup>th</sup>).</li> <li>Conduct PBIS team meeting using TIPS format.</li> <li>Develop or revise individual <i>Behavior Intervention Support Plans</i>.</li> <li>Monitor and document behavior progress.</li> <li>Recognize students and staff for positive behavior (Should be school-wide and classroom and or grade-level).</li> <li>Schedule January Re-Teaching of Lesson Plans.</li> </ul>		
Tools for Life	<ul style="list-style-type: none"> <li>PBIS/TFL Team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>Conduct monthly PBIS/TFL Team meeting.</li> <li>Teach “Lesson 8” from the Tools for Life® manual.</li> <li>Complete Monthly Growth Tracker Report and Share Findings in PBIS/TFL meeting.</li> <li>Update Tools for Life® Binder.</li> <li>Scan/Deliver copies of teacher Monthly Growth Trackers to TFL coaches.</li> </ul>		

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## January Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
MTSS	<ul style="list-style-type: none"> <li>Administer <i>JPS Winter Universal Screener</i> – <b><u>January 14, 2018 through February 8, 2019.</u></b></li> <li>Attend District monthly technical support meeting – share information with principal (No meeting).</li> <li>Conduct PD for staff (small group/large group).</li> <li>Conduct TST meetings – parents should be included in these meetings.</li> <li>Create/maintain individual intervention student portfolios.</li> <li>Progress monitor students/print reports.</li> <li>Submit <i>Instructional Interventionist Objectives Accountability Report to the MTSS office</i> by <b><u>January 31<sup>st</sup></u></b>.</li> <li>Submit 504 roster for any new eligibility cases during January.</li> <li>Submit MET Verification for any student cases taken to MET</li> <li>Update <i>MSIS Intervention Screen</i>.</li> <li>Update <i>School At-Risk List Report</i> (Tier II &amp; III), submit to MTSS Office.</li> </ul>		
PBIS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (January 14).</li> <li>Conduct PBIS team meeting using TIPS format.</li> <li>Monitor behavior progress and place appropriate documentation in the students' MTSS Portfolios.</li> <li>Review and evaluate <i>PBIS MTSIC Action Plan</i>.</li> <li>Review rules and procedures once per week.</li> <li>Review/Re-teach school-wide and classroom behavioral expectations.</li> <li>Share discipline data at staff meeting.</li> <li>Recognize students and staff for positive behavior (Should be school-wide and classroom and on grade-level).</li> </ul>		
Tools for Life	<ul style="list-style-type: none"> <li>Review/Reteach Tools for Life® Calm Down Area procedures.</li> <li>Provide an in-house Tools for Life® refresher for staff.</li> <li>PBIS/TFL team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>Conduct monthly PBIS/TFL Team meeting.</li> <li>Teach "Lessons 9 &amp; 10" from the Tools for Life® manual.</li> <li>Complete Monthly Growth Tracker Report and Share Findings in PBIS/TFL meeting.</li> <li>Update Tools for Life® Binder.</li> </ul>		





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## February Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
MTSS	<ul style="list-style-type: none"> <li>Administer <i>JPS Winter Universal Screener</i> – ends <u>February 8, 2019</u>.</li> <li>Attend District monthly technical support meeting – share information with principal (<u>February 1<sup>st</sup></u>).</li> <li>Complete fidelity checks for interventions (Tier II and Tier III).</li> <li>Conduct PD for staff (small group/large group).</li> <li>Conduct TST meetings – parents should be included in these meetings.</li> <li>Create/maintain individual intervention student portfolios.</li> <li>Print school level/classroom level STAR Universal Screening Reports to conduct Focused Instructional Team Meetings (F.I.T.s). Pay close attention to SGP.</li> <li>Print student reports to share with parents along with plans for supporting students.</li> <li>Print student reports and share with students to review goals.</li> <li>Progress monitor students /print reports.</li> <li>Submit <i>Instructional Interventionist Objectives Accountability Report to the MTSS office</i> by <u>February 28<sup>th</sup></u>.</li> <li>Submit 504 roster for any new eligibility cases during February.</li> <li>Submit MET Verification for any student cases taken to MET during the February.</li> <li>Update <i>MSIS Intervention Screen</i>.</li> </ul>		
PBIS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (<u>No meeting</u>).</li> <li>Develop or revise individual student behavior intervention plans as needed.</li> <li>Monitor behavior progress and appropriately document.</li> <li>Recognize students and staff for positive behavior (Should be school-wide and classroom and or grade-level).</li> <li>Share discipline data at staff meeting and develop appropriate corrective actions.</li> </ul>		
Tools for Life	<ul style="list-style-type: none"> <li>PBIS/TFL team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>Conduct monthly PBIS/TFL Team meeting.</li> <li>Teach “Lessons 11 &amp; 12” from the Tools for Life® manual.</li> <li>Complete Monthly Growth Tracker Report and Share Findings in PBIS/ TFL meeting.</li> <li>Update Tools for Life® Binder.</li> </ul>		

# School Focus Calendar of Student Academic & Behavioral Support Services

## March Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
MTSS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (No Monthly Meeting).</li> <li>Conduct PD for staff (small group/large group).</li> <li>Conduct TST meetings – parents should be included in these meetings.</li> <li>Create/maintain individual intervention student portfolios.</li> <li>Progress monitor students/print reports.</li> <li>Submit <i>Instructional Interventionist Objectives Accountability Report to the MTSS office by (March 29<sup>th</sup>)</i></li> <li>Submit 504 roster for any new eligibility cases during March.</li> <li>Submit MET Verification for any student cases taken to MET during March.</li> <li>Update <i>MSIS Intervention Screen</i>.</li> </ul>		
PBIS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (TBA).</li> <li>Collaboratively complete <i>PBIS MTSIC Checklist</i> with Principal and PBIS Committee – end of 3<sup>rd</sup> nine-week period and update school <i>PBIS Action Plan (March 29<sup>th</sup>)</i>.</li> <li>Develop or revise individual student behavior intervention plans as needed</li> <li>Monitor behavior progress.</li> <li>Recognize students and staff for positive behavior (Should be school-wide and classroom and or grade-level).</li> <li>Share discipline data at staff meeting and develop appropriate corrective actions.</li> </ul>		
Tools for Life	<ul style="list-style-type: none"> <li>PBIS/TFL team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>Conduct monthly PBIS/TFL Team meeting.</li> <li>Review/Reteach Tools for Life® lessons according to the need based on data from TFL Growth Tracker.</li> <li>Complete Monthly Growth Tracker Report and Share Findings in PBIS/TFL meeting.</li> <li>Update Tools for Life® Binder.</li> <li>Scan/Deliver copies of teacher Monthly Growth Trackers to TFL coaches.</li> </ul>		



# School Focus Calendar of Student Academic & Behavioral Support Services

## April Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
MTSS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (<u>April 5<sup>th</sup></u>).</li> <li>Complete fidelity checks for interventions.</li> <li>Conduct internal audit of <i>MTSS Portfolios</i> for students in grades 3, 5, 8, &amp; 12, and submit audit summary to the office of RtI/PBIS by <u>April 30<sup>th</sup></u>.</li> <li>Conduct PD for staff (small group/large group).</li> <li>Conduct TST meetings – parents should be included in these meetings.</li> <li>Create/maintain individual intervention student portfolios.</li> <li>Develop a school plan for administering <i>JPS Spring Universal Screening</i> (<u>4/22/2018 to 5/17/19</u>).</li> <li>Progress monitor students/print reports.</li> <li>Submit <i>Instructional Interventionist Objectives Accountability Report to the MTSS office</i> by (<u>April 26<sup>th</sup></u>).</li> <li>Submit 504 roster for any new eligibility cased during April.</li> <li>Submit MET Verification for any student cases taken to MET during April.</li> <li>Update <i>MSIS Intervention Screen</i>.</li> </ul>		
PBIS	<ul style="list-style-type: none"> <li>Attend District monthly technical support meeting – share information with principal (<u>April 15<sup>th</sup></u>).</li> <li>Develop or revise individual student behavior intervention support plans as needed.</li> <li>Monitor behavior progress.</li> <li>Recognize students and staff for positive behavior (Should be school-wide and classroom and or grade-level).</li> <li>Share discipline data at staff meeting and develop appropriate corrective actions.</li> </ul>		
Tools for Life	<ul style="list-style-type: none"> <li>PBIS/TFL team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>Conduct monthly PBIS/TFL Team meeting.</li> <li>Review/Reteach Tools for Life® lessons according to the need based on the data from TFL Growth Tracker.</li> <li>Complete Monthly Growth Tracker Report and Share Findings in PBIS/TFL meeting.</li> <li>Update Tools for Life® Binder.</li> </ul>		

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## May Monthly Activity Checklist

Focus	Task(s)	Resources	Completed
MTSS	<ul style="list-style-type: none"> <li>Administer <i>JPS Spring Universal Screener</i> – ends May 17, 2019.</li> <li>Attend District monthly technical support meeting – share information with principal (<u>May 3<sup>rd</sup></u>).</li> <li>Complete <i>JPSD Interventionist End-of-Year Checklist</i> (<u>May 18<sup>th</sup></u>).</li> <li>Conduct EOY TST meetings – parents should be included in this process.</li> <li>Prepare <i>MTSS Portfolios</i> for transfer; ensuring that all required forms and documentation are updated and <u>completed</u>.</li> <li>Save PDF copies and/or print STAR Assessment Reports.</li> <li>Submit <i>Instructional Interventionist Objectives Accountability Report to MTSS office</i> by (<u>May 17<sup>th</sup></u>).</li> <li>Update <i>School At-Risk List Report</i> (Tier II &amp; III), submit to the MTSS office (<u>May 17<sup>th</sup></u>).</li> <li>Submit 504 roster for any new eligibility cases during May.</li> <li>Submit MET Verification for any student cases taken to MET during May.</li> <li>Update <i>MSIS Intervention Screen</i>.</li> </ul>		
PBIS	<ul style="list-style-type: none"> <li>Administer behavior survey to staff.</li> <li>Attend District monthly technical support meeting – share information with principal (No Meeting).</li> <li>Collaboratively complete <i>PBIS MTSIC Checklist</i> with Principal and PBIS Committee – End of Year (<u>May 24<sup>th</sup></u>).</li> <li>Develop <i>2017-2018 PBIS Action Plan</i>. Submit to Appropriate Asst. Superintendent and the MTSS office (<u>May 24<sup>th</sup></u>).</li> <li>Plan orientation for next school year.</li> <li>Recognize students and staff for positive behavior (Should be school-wide and classroom and or grade-level).</li> </ul>		
Tools for Life	<ul style="list-style-type: none"> <li>PBIS/TFL team representative attends District monthly support meeting-share information with the administrative team and staff during next faculty meeting.</li> <li>Conduct monthly PBIS/TFL Team meeting.</li> <li>Review/Reteach Tools for Life® lessons according to the need based on the data from TFL Growth Tracker.</li> <li>Complete Monthly Growth Tracker Report and Share Findings in PBIS/TFL meeting.</li> <li>Update Tools for Life® Binder.</li> <li>Scan/Deliver copies of teacher Monthly Growth Trackers to TFL coaches.</li> <li>Inventory Tools for Life® kits, flipcharts and/or large posters and access replacement costs.</li> </ul>		