

School-wide BIT Checklist: First 30 Days

Tasks to accomplish:

- Establish a Building Intervention Team and Coordinator: Principal / Assistant Principal; Regular / Special Education from a variety of grades/ subjects, Guidance; Support Staff,
- Establish roles on the team such as Coordinator, Minutes, Data, Time Keeper, etc
- Establish a meeting schedule for the year
- Hold Two BIT Meetings. One around Academics and one around Behavior
- Establish schedule and method for communicating/reporting/problem-solving with staff for the year.

Academics

- Establish a time for interventions across the school
- Screen and diagnose students for academics based on end of year data or students who were receiving Interventions at the end of last year. (Dibels- use "Survey Level Assessment" or easyCBM use Benchmarks and Probes)
- Send District RtI Framework letter home with opening day materials
- Review RtI process to all staff members
- Ensure all staff trained in Dibels/ easyCBM
- Review supply of Dibels materials (order if needed)
- Ensure all staff trained in Exceed
- Create and distribute Teacher Opening Day Folder

Behavior

- Send District RtI Framework letter home with opening day materials
- Kick-off/ Introduce to staff
- Ensure appropriate staff trained in Exceed
- Create copies of DPR
- Recruit/ train Morning Greeters for CICO
- Decide on SAIG Curriculum to use
- Determine SAIG Facilitator, location, time, etc
- Look at last year Exceed data to determine areas of growth
- Screen students for behavior based on end of year data/ teacher recommendations (Student Risk Screening) or students who were receiving interventions at the end of last year.
- Determine staff to conduct BAIPs
- Review Tier 3 Entrance Criteria
- Begin to identify potential students to receive Tier 3 Interventions