**NJ PBSIS**

**BEGINNING OF THE YEAR ROLLOUT PLANNING CHECKLIST**

|  |
| --- |
| **Update Communication Tools** |
| **Task** | **Who** | **By When** |
| Review, update, reprint posters as needed, prepare for displaying the posters (i.e., materials, approvals/knowing where and how to display posters, coordinating with custodians or maintenance as needed) |  |  |
| Review and update the Implementation Manual |  |  |
| Review and update website for current information |  |  |
| Update parent information materials about the expectations and incentive system (e.g., parent manual, videos, brochures, etc.)  |  |  |
| Prepare packets for substitutes |  |  |
| **Rollout Planning: School-wide Expectations/SEL Skills** |
| **Task** | **Who** | **By When** |
| Develop a schedule to deliver instruction on the expectations/SEL skills during the first week of school |  |  |
| Review existing lesson materials and plan to reuse or revise |  |  |
| Develop any additional lesson plans or materials  |  |  |
| **Rollout Planning: Area Level Expectations** |
| **Task** | **Who** | **By When** |
| Develop a schedule to deliver instruction on the area level expectations during the first week of school |  |  |
| Review existing lesson materials and plan to reuse or revise |  |  |
| Develop any additional needed lesson plans or materials |  |  |
| Display posters in all areas |  |  |

|  |
| --- |
| **Rollout Planning: Orienting Stakeholders** |
| **Task** | **Who** | **By When** |
| Allocate time during staff orientation days to review the rollout plan:* Schedule
* Expectations and roles
* Any lesson delivery materials staff are responsible for implementing
 |  |  |
| Invite all staff, including related services personnel and support staff to participate in the orientation |  |  |
| Share information about the expectations and the incentive system with parents/caregivers |  |  |
| Provide an At-A-Glance of the implementation instructions |  |  |
| Share the updated Implementation Manual with staff |  |  |
| **Incentive System: Tickets** |
| **Task** | **Who** | **By When** |
| Set up ticket bins before the first week of school |  |  |
| Develop a plan for staff to access the tickets  |  |  |
| Plan for obtaining Incentives for September – November (i.e., selection of incentives, ordering, obtaining, distribution) |  |  |
| Deliver PD to Staff on how to implement the ticket system |  |  |
| Orient students to the school-wide incentive system (i.e., how to use tickets) |  |  |
| Provide staff with initial stack of tickets and any related storage system (classroom and/or student) |  |  |
| **Incentive System: Electronic System** |
| **Task** | **Who** | **By When** |
| Activate accounts for all teachers and staff (including non-classroom-based staff who interact with students) |  |  |
| Set up school-wide features (i.e., the expectations, electronic store, other custom features) |  |  |
| Assign system management roles (i.e., data monitor, account manager) |  |  |
| Deliver PD to staff on how to use the electronic system  |  |  |
| Orient students to the school-wide incentive system (i.e., how to use electronic accounts) |  |  |

**ADDITIONAL PLANNING CONSIDERATIONS**

|  |
| --- |
| **Budget Considerations** |
| **Planning Prompts** | **Action Items** |
| What funds will you have for next year to support the incentive system? |  |
| What additional plans will require a budget? |  |
| What sub coverage will you need for team PD or meetings? |  |
| What funds will you need to support the electronic incentive system? |  |
| What options do you have for obtaining and using funds? (e.g., district policy, fundraising, budget lines, etc.) |  |
| **Scheduling Planning** |
| **Use the Annual Planning Calendar to establish key schedules** | **Action Items** |
| Monthly team meeting schedule | Share calendar with your NJ PBSIS Liaison |
| Schedule of incentive events  |  |
| Schedule of events (e.g., reverse day, boosters, etc.) |  |
| Professional development opportunities |  |