Proposed District Coordinator Policies and Procedures (2009-2010)

Annual Action Planning/Review/Celebration meeting:

- District Team MUST meet with FLPBS:RTIB Project if any type of service is desired from the Project in the upcoming year, including money, training, TA, etc. and discussed during the required annual District Action Planning (DAP) meeting.
- Action planning with the District Leadership Team must begin to include funding issues (# schools, DC FTE, Coaches’ support, etc.) and RtI collaborations.
- District Team must communicate to FLPBS:RTIB Project by designated time that indicates the types of training needed (and eligible for) and amount of TA needed.

Tier 1 (universal/school-wide) PBS Training:

- Administrators must sign the School Readiness Checklist acknowledging their MANDATORY attendance.
- All Team Members, including an Administrator, must sign the School Consent Form.
- New School Profile Form must be completed by the Team, Coach or Administrator.
- All three documents (School Readiness Checklist, School Consent Form, and New School Profile) must be submitted to the FLPBS:RTIB Project at least 2 weeks prior to the training date unless specified otherwise by your Project contact.
- Incomplete or missing applications (three documents) will result in a termination of the training for those schools with incomplete paperwork/packets.

Tier 1 (universal/school-wide) Booster Training:

- Administrators must sign the Booster Readiness Checklist acknowledging their MANDATORY attendance and submit to FLPBS:RTIB at least 2 weeks prior to the booster training date unless specified otherwise by your Project contact.
- Any school that plans to participate in a Booster Training must have submitted a completed BOQ at least two weeks prior to the training.
- Targeted modules will be identified for each team. Team members can access the modules from a CD or on-line.
- Team Members may go through the training modules prior to the training day or as part of the training day. However, no more than 2 hours of the training day will be allocated to reviewing the targeted modules.
- The team is required to submit a revised action plan to the DC at the end of training day.
• An Administrator from each participating school MUST be present for Booster Training.

• Paperwork not received by Project staff at least 2 weeks prior to the training date will result in termination of the training for those schools with incomplete packets.

Tier 1 (universal/school-wide) PBS- Retraining of schools:

• Administrators must sign the School Readiness Checklist acknowledging their MANDATORY attendance.

• All Team Members, including an Administrator, must sign the School Consent Form.

• New School Profile Form must be completed by the Team, Coach or Administrator.

• All three documents (School Readiness Checklist, School Consent Form, and New School Profile) must be submitted to the FLPBS:RTIB Project at least 2 weeks prior to the training date unless specified otherwise by Project contact.

• Incomplete or missing applications (three documents) will result in termination of the training for those schools with incomplete paperwork/packets.

• Discussion of Teams selected for retraining MUST occur between the DC and PBS contact.

Tier 2 (supplemental/targeted group) Training and TA:

• Requests for training go through the FLPBS:RTIB Project Contact and should be identified through the ongoing contact with the DC and during the required District Action Planning (DAP) meeting.

• Training may be provided on-site to eligible schools (if Project availability) or via on-line modules (when available).

• Requests for consultation are initiated by the District Contact (DC) and their frequent communication with the Project contact.

• Technical Assistance can be requested at two levels:
  1. Individual School level – Assisting a school to implement a targeted group intervention that they already received training from the FLPBS:RTIB Project.
     a. Attendance and support by the District Coordinator and Coach is required
     b. Other district personnel may also attend in order to build capacity

  2. District planning – Assisting a district to implement systems changes to support one or more targeted group interventions in multiple schools.
     a. Requires identification of additional Team Members responsible for system-wide implementation
     b. Will require action planning process facilitated by the FLPBS:RTIB Project staff

Tier 3 (intensive/individual student) Training and TA:
• Requests for training go through Dr. Heather George, FLPBS:RTIB Project Co-Director and should be identified in the annual District Action Planning (DAP) meeting.

• Requests for consultation are initiated by the District Contact to the FLPBS:RtIB Project and discussed at the required annual District Action Planning (DAP) meeting.

• Technical Assistance can be requested at two levels:
  1. Individual Student level – Assisting a school team to implement the Tier 3 PBS process that they already received training from the FLPBS:RTIB Project.
     a. Attendance and support by the District Coordinator and Coach is required
     b. Other district personnel may also attend in order to build capacity
  2. District planning – Assisting a district to implement systems changes to support individual PBS application in multiple schools.
     a. Requires identification of additional Team Members responsible for system-wide implementation
     b. Will require action planning process facilitated by FLPBS:RTIB Project staff
     c. The criteria for participation are as follows:
        1. Committed to evaluating and improving your district’s current Tier 3 behavior process
        2. Willing to meet to plan for and implement changes to your district’s Tier 3 service-delivery model
        3. Committed to applying evidence-based practices to improve the social, behavioral, and academic outcomes of students with severe problem behaviors in your district
        4. Willing to participate in collecting data that will inform the Project and your district of improvements gained through the this collaborative effort

Important Dates: (the following dates may change as deemed necessary)

• New schools identified at least 2 weeks prior to training (unless specified otherwise)
• New Coaches identified at least 2 weeks prior to training (unless specified otherwise)
• ANNUAL District Action Planning Meeting: 3+ months prior to proposed training
• Mid-Year Report I: October 31
• Mid-Year Report II: February 28
• End-Year Reports: June 15
• Model School Applications: June 15
• Annual Coaches’ Training: every Fall (regional)
• Tier 2 (targeted group) Training: Fall and ongoing