

School-wide Positive Behavior Support: District Readiness Checklist for Leadership Team (2-sided)

District: _____ Date: _____ Contact Person: _____

Documents/Evidence Complete?	Items to Complete Prior to School-wide PBS Training
<input type="checkbox"/> YES <input type="checkbox"/> NO	1. A district representative has been identified as the PBS District Coordinator (i.e., lead contact) for all PBS initiatives within your district. List district representative and provide contact information (name, title, address, phone, cell, fax, e-mail)
<input type="checkbox"/> YES <input type="checkbox"/> NO	2. District Administrators have participated in an awareness presentation summarizing Florida's PBS Project and the School-wide PBS process. List date(s) of presentation, location(s) and name of presenter(s):
<input type="checkbox"/> YES <input type="checkbox"/> NO	3. A district Positive Behavior Support (PBS) Team is formed and has broad representation (including regular and exceptional student education, student support services, personnel preparation, curriculum and instruction, management information systems, safe and drug free schools, school improvement, transportation, etc.). List team members and identify roles:
<input type="checkbox"/> YES <input type="checkbox"/> NO	4. District PBS Team commits to attend a portion of the school-wide training and participate in annual or bi-annual update meetings to discuss progress to date. Describe when you meet or plan to meet (days, location, and time) throughout the school year:
<input type="checkbox"/> YES <input type="checkbox"/> NO	5. District PBS Team has participated and completed a needs assessment and action plan facilitated by Florida's PBS Project. Provide copy of action plan and list date of completion:
<input type="checkbox"/> YES <input type="checkbox"/> NO	6. PBS Coaches (Facilitators) have been identified by the PBS District Coordinator to receive additional training and actively participate in the school-wide initiatives (may overlap with District PBS Team) List PBS Coaches and roles:

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Documents/Evidence Complete?	Items to Complete Prior to School-wide PBS Training <i>(continued)</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	7. District has allocated/secured funding to support the school-wide initiatives in their respective schools (e.g., School Improvement, Safe and Drug Free Schools, other school/community resources). Identify funding source(s) that will be utilized:
<input type="checkbox"/> YES <input type="checkbox"/> NO	8. School-wide discipline (i.e., school climate, safety, behavior, etc.) is identified as one of the top district goals. Attach a copy of district goals or letter of support from Superintendent's office.
<input type="checkbox"/> YES <input type="checkbox"/> NO	9. The district will provide a letter to participating school Principals reminding them of the training dates, requirements of attendance, stipend requirements, items needed at training, etc. Attach a copy of the letter.
<input type="checkbox"/> YES <input type="checkbox"/> NO	10. Following training, the district will provide a letter to participating school Principals on the importance of data collection, the need for daily use of their database system, and encourage participation of team members in ongoing training opportunities. Attach a copy of the letter of support disseminated to Administrators.
<input type="checkbox"/> YES <input type="checkbox"/> NO	11. The district is aware that SWIS III is a school-based discipline data system that is not intended or capable of replacing the current district database. Confirm: <input type="checkbox"/> Yes OR <input type="checkbox"/> No List current discipline data system utilized in your district:
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	12. If your school district agrees to adopt SWIS III for participating schools, then the district agrees to provide the participating schools computer access to Internet, and at least Netscape 6 or Internet Explorer 5. Confirm available Internet access: <input type="checkbox"/> Netscape ____ OR <input type="checkbox"/> Internet Explorer ____ <i>(Please remember that SWIS training is OPTIONAL and follows successful completion of school-wide training)</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	13. If your school district agrees to adopt SWIS III for participating schools, then the district will provide time for a person from your MIS department to develop query statements necessary for SWIS compatibility with your current district database. List MIS Person and provide contact information: <i>(Please remember that SWIS training is OPTIONAL and follows successful completion of school-wide training)</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	14. The district agrees to allow the participating schools to revise/utilize a discipline referral form, problem behavior definitions, and develop a coherent discipline referral process in order to enhance data-based decision making on campuses. Confirm: <input type="checkbox"/> Yes OR <input type="checkbox"/> No
<input type="checkbox"/> YES <input type="checkbox"/> NO	15. The district agrees to allow Florida's PBS Project to utilize information from schools and district for future training, technical assistance activities, professional conference presentations, or submission to scholarly publications in the following format(s): Confirm: <input type="checkbox"/> Anonymously, without school identifiers OR <input type="checkbox"/> With the school/district name identified