

School Name:

District:

Date:

School Readiness Checklist for Tier 1 Training

The purpose of the FLPBIS: MTSS Project is to build district capacity in addressing problem behaviors using Positive Behavioral Interventions and Support within a Multi-Tiered System of Support framework. Each participating district is required to complete several items prior to any school receiving PBIS Training. Completion of this checklist (within the established timeframe as indicated by your PBIS District Coordinator) ensures more positive outcomes and allows your school to participate in upcoming PBIS Training sponsored by the FLPBIS: MTSS Project.

Implementation Area: Leadership Team & Coaching			Requirement	FLPBIS MTSS Project
1. A Tier 1 Positive Behavioral Interventions and Support (PBIS) Team is formed and has broad representation that typically does not exceed 8 members. ALL team members agree to participate in the entire PBIS training. <i>Schools should include representation from multiple grade levels, administrator(s), guidance counselor, and regular and special education teachers. The Tier 1 PBIS team will function as the school's problem-solving team for behavior issues at Tier 1.</i>			Completed School Commitment form is attached	
2. The following areas of expertise must be represented on your school's PBIS team. Your district may provide additional personnel to help fulfill these expertise requirements. However , if professional development is still needed in any of these areas following the Tier 1 PBIS training, the principal agrees to provide time for the individual(s) on the PBIS team to acquire the necessary knowledge & skills.			Principal's Signature:	
<input type="checkbox"/> MTSS <input type="checkbox"/> PBIS <input type="checkbox"/> Basic Behavior Principles	<input type="checkbox"/> Teaming & Collaboration <input type="checkbox"/> Action Plan Development <input type="checkbox"/> Effective Communication	<input type="checkbox"/> Problem Solving Process <input type="checkbox"/> Systems Change <input type="checkbox"/> Family, Community, & Student Involvement	FLPBIS MTSS Project Signature	
3. Principal or AP who is responsible for making discipline decisions will be an active participant on the PBIS Team and agrees to attend all days of the PBIS Training.			Participating Administrator's Signature:	
<i>Participating Administrator's Name:</i>				
4. A PBIS team member has been identified as the main point of contact for the district's PBIS District Coordinator and PBIS Project staff. <i>This individual will be responsible for communicating updates about PBIS, entering PBIS evaluation data into an online database (PBSES) three times annually, communicating the results of evaluation data to the rest of the PBIS team, and ensuring evaluation results are used to plan school-wide implementation. Please consult with your district's PBIS Coordinator to identify this individual.</i>			Contact's Name:	
			Contact's Signature:	
			Principal's Initials:	
5. The PBIS team member who will serve as the school's main PBIS contact has viewed the Introduction to Coaching module. (http://flpbs.fmhi.usf.edu).			Contact's Initials:	
6. Following the initial training, all team members agree to engage in additional work as needed in order to fully prepare for PBIS implementation on campus			Completed School Commitment form is attached	
7. The PBIS Team commits to regular meetings. <i>PBIS Team commits to meet <u>at least once a month</u> to analyze and problem-solve school-wide data and continue to build faculty consensus through ongoing training and PBIS updates (via faculty meetings, etc.).</i>			Location:	
			Date/Day:	
			Time:	

School Commitment Form

Directions: All individuals that have been selected to participate on your school-based Tier 1 PBIS Team must review and sign this commitment form.

In signing this form, I acknowledge that:

1. All of our PBIS Team members must attend the entire PBIS Training.
2. I understand that either the school **Principal or Assistant Principal** must also be in attendance during the entire PBIS Training in order for the PBIS Team to continue training, be eligible for technical assistance, and receive district stipends (if available).
3. Our school will make every effort to implement PBIS during the forthcoming/current school year.
4. Throughout the PBIS process we will:
 - *use discipline data to guide decision making
 - *implement a consistent discipline referral process & procedures
 - *implement and teach school-wide expectations & rules
 - *implement a comprehensive reinforcement system, and
 - *participate in the ongoing evaluation and refinement of PBIS efforts.
5. PBIS Team commits to meet at least monthly to analyze & problem-solve school-wide data.
6. PBIS Team commits to build faculty/staff consensus on the PBIS Plan and increase communication to faculty, staff, and families as to the PBIS updates/status on our campus.
7. PBIS Team members are considered PBIS Leaders/Coaches for our school. We will share responsibility for coaching activities and seek out additional support and professional development from our district throughout the year as we refine our PBIS implementation plan.
8. This is a 3-5 year process that involves ongoing training for our team members, staff, students, families, and community partners.
9. This process starts at the school-wide level (Tier 1), but eventually will address supports at the supplemental (Tier 2), and intensive or individual student (Tier 3) levels.
10. Our school may serve as a “demonstration” or model school for our State and district and we may have on-site visitors inquiring about our PBIS Plan on campus.

Printed Name	School Title	Grade Level(s)	Content Area(s)	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

NEW SCHOOL PROFILE

For schools that have not yet been trained by the FLPBIS Project

Date of Report:

District:

Contact Information			
Name of School:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">School ID:</td> </tr> <tr> <td style="padding: 5px;">Telephone:</td> </tr> </table>	School ID:	Telephone:
School ID:			
Telephone:			
School Address:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">School Fax:</td> </tr> <tr> <td style="padding: 5px;">School Website:</td> </tr> </table>	School Fax:	School Website:
School Fax:			
School Website:			
Administrative Contact:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Telephone:</td> </tr> <tr> <td style="padding: 5px;">Email:</td> </tr> </table>	Telephone:	Email:
Telephone:			
Email:			
PBIS Coaching Contact:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Telephone:</td> </tr> <tr> <td style="padding: 5px;">Email:</td> </tr> </table>	Telephone:	Email:
Telephone:			
Email:			

Type of School <small>(please check)</small>
<input type="checkbox"/> Pre K <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Alt/Ctr Other: _____

Data Systems	
Academic data system(s) <small>(i.e., STAR)</small>	Behavior data system(s) <small>(i.e., SWIS, Genesis, Terms)</small>

RETURNING SCHOOL PROFILE

For schools previously trained by the FLPBIS Project

Date of Report:

District:

CONTACT INFORMATION			
School Name:		Administrative Contact:	
School Address:		Name:	
		Phone:	
		Email:	
School ID:		PBIS Coaching Contact:	
School Phone:		Name:	
School Fax:		Phone:	
School Website:		Email:	
<i>Prior School Name (if applicable):</i>		<i>Prior School ID # (if applicable):</i>	

SCHOOL TYPE (check one)					
<input type="checkbox"/>	Pre-K	<input type="checkbox"/>	Elementary	<input type="checkbox"/>	Middle
<input type="checkbox"/>	High	<input type="checkbox"/>	Alt/Ctr.	<input type="checkbox"/>	Other:

PBIS HISTORY (if known)					
Previously Trained Tiers:		<input type="checkbox"/>	Tier 1	<input type="checkbox"/>	Tier 2
Provide a brief description of why your school is in need of re-training.					
If your school's original core curriculum for behavior training was provided by someone other than FLPBIS staff, let us know who provided the training and if a specific curriculum was used (e.g., "Love & Logic").					

DATA SYSTEM(S)	
Academic <small>(i.e., STAR)</small>	Behavior <small>(i.e., FOCUS, RtB, TERMS, etc.)</small>