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| --- | --- | --- | --- |
| District: |  | District-level Coach: |  |
| School: |  | Date: |  |

| **Completed?** | **Description** | **Evidence** | |
| --- | --- | --- | --- |
| 🗆 | 1. Building Principal has stated that positive school climate and culture and/or Positive Behavioral Interventions and Supports (PBIS) will be one of the top five school improvement goals for the next 3-5 school years. | **Please Print Principals Name and email address:**  **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 🗆 | 1. A PBIS Leadership Team is formally identified with broad representation of staff including building administrator, general education teachers with grade level representation, special education teacher, mental health professional, specials teacher, para-educator, and family members. This team will:    1. meet on a monthly basis    2. attend the 3-day Training Series throughout the next 3 school years    3. complete necessary activities and products as part of the training and submit them to their district-level coach    4. gather and analyze relevant data and provide that information to the entire staff | **Name** | **Role** |
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| 🗆 | 1. School leadership has identified a Team Lead to be the primary contact for the District-level Coach. | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 🗆 | 1. The PBIS Leadership Team will complete pre/post Tiered Fidelity Inventory (TFI) as their fidelity measure throughout the Training Series. In subsequent years, the TFI will be completed on an annual basis. | **Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 🗆 | 1. The Administrator is committed to using use School-wide Information System (SWIS) to collect, summarize, and analyze discipline data (e.g., office discipline referrals, detentions, suspensions, truancy, etc.) | **Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Identified SWIS funding source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Principal has reviewed SWIS Readiness Checklist (on last page):**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 🗆 | 1. School-level office discipline data will be collected to measure impact of PBIS implementation and submitted to CDE at the end of the year. | **Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 🗆 | 1. The entire staff will complete the Self-Assessment Survey (SAS) on an annual basis. | **Date of Self-Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 🗆 | 1. The PBIS Leadership Team and the Administrator understand that implementation of PBIS is a 3-5 year process and has committed to the 3 year training and its implementation. | **Share evidence of agreement** | |
| 🗆 | 1. The entire staff will participate in an overview of PBIS. | **Provide date of completion of overview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 🗆 | 1. At least 80% of faculty, staff, and administration are committed to implementing PBIS for 3-5 years. | **Attach evidence of commitment (e.g., survey results, percentage of faculty committed, etc)** | |

**As administrator for this school, I understand the commitment and readiness items listed:**

**Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SWIS Readiness Checklist

School/Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certified SWIS Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

| **SWIS Requirements** | **Data Source** | **Status** | | | **Next Check** |
| --- | --- | --- | --- | --- | --- |
| **Not in place** | **Partial** | **In Place** |
| 1. Building administrator supports the implementation and use of SWIS. | Administrator Interview |  |  |  |  |
| 1. A school/facility-wide behavior support team exists and reviews SWIS referral data at least monthly. | Team Roster & Meeting Schedule |  |  |  |  |
| 1. The school/facility has an incident referral form and definitions for behaviors resulting in administrative-managed (major) vs. staff-managed (minor) incidents in place that is compatible with SWIS referral data entry. | Incident Referral Form(s)  Problem Behavior Definitions |  |  |  |  |
| 1. Within three months of SWIS licensing, the school/facility is committed to having in place a clearly documented, predictable system for managing disruptive behavior (e.g., School-wide PBIS). | Written Guidelines |  |  |  |  |
| 1. Data entry time and staffing are scheduled to ensure that incident referral data will be current to within a week at all times. Data entry staff have access to all necessary information (e.g., student records). | Data Entry & Report Generation Schedule |  |  |  |  |
| 1. A small number of people within the school/facility are identified to gain SWIS access and are scheduled to attend a 3-hour Swift at SWIS Training conducted by a certified SWIS Facilitator. | Specific Date, Time, Location, Computers, Internet Access |  |  |  |  |
| 1. The school/facility agrees to maintain technology (i.e., internet browsers, district permissions) compatible with SWIS. |  |  |  |  |  |
| 1. The school/facility agrees to both initial and ongoing coaching on the use of SWIS for school/facility-wide decision making. | Administrator/ Coordinator Interview |  |  |  |  |
| 1. The school/facility agrees to maintain SWIS compatibility and maintain communication with a certified SWIS Facilitator who agrees to provide ongoing support to the school/facility on the use of SWIS. | Administrator/ Coordinator Interview |  |  |  |  |

*Source PBIS Apps*