# Color EEDSchool-wide Positive Behavioral Supports

# District Leadership Readiness Checklist

District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*This document should be completed by the District Leadership Team\*\*\*\*\***

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| **Documentation complete?** | **Items to complete prior to**  **School-wide Positive Behavior Supports training:** | **Next Steps/Action Plan** |
| **Yes No** | 1. A district representative has been identified as the SW-PBS District Coordinator (i.e., Lead Contact) for all SW-PBS initiatives within your district. | **List district representative with contact information (name, title, address, phone, cell, fax, e-mail).** |
| **Yes No** | 1. District Administrators have participated in an awareness presentation on Alaska SW-PBS and the School-wide SW-PBS process. | **Date(s) of presentation**  **Location(s)**  **Name of presenter(s)** |
| **Yes No** | 1. A district School-wide Positive Behavior Supports (SW-PBS) Leadership Team is formed and has broad representation (including regular and exceptional student education, student support services, personnel preparation, curriculum and instruction, management information systems, school improvement, transportation, etc.). | **List team members and identify roles.** |
| **Yes No** | 1. District SW-PBS Leadership Team commits to attend a portion of the school-wide training and participate in annual or 2. Bi-annual update meetings to discuss progress to date. | Describe when you plan to meet (days, location, & time) throughout the school year |
| **Yes No** | 1. SW-PBS Internal Coaches have been identified by the SW-PBS District Coordinator to receive additional training and actively participate in the school-wide initiatives (may overlap with District SW-PBS Leadership Team). | **Identify SW-PBS External Coach(es) with titles and roles.**  b) |
| **Yes No** | 1. District has allocated/secured funding to support the school-wide initiatives in their respective schools (e.g., School Improvement, other school/community resources). | **Identify funding source(s)** |
| **Yes No** | 1. School-wide discipline (i.e., school climate, safety, behavior, etc.) is identified as one of the top district goals. | 1. **District Leadership Team has goals or letter of support from Superintendent’s Office** 2. **Data that shows the need for school-wide discipline as a goal.** |
| **Yes No** | 1. The district Leadership Team will provide a letter or email to participating school principals reminding them of the training dates, requirements of attendance, items needed at training,. | **Attach a copy of the letter or email to principals about training and support for SW-PBS through the district.** |
| **Yes No** | 1. Following training, the district Leadership Team will provide a letter or email to participating school principals on the importance of data collection, the need for daily use of their SW-PBS data collection system, and encourage participation in ongoing training opportunities for their team members. | **Attach a copy of the letter or email to principals about data collection.** |
| **Yes No** | 1. The district Leadership Team has identified the need for an external coach. | **List external coach (if determined appropriate) with contact information (name, title, address, phone, cell, fax, e-mail).** |
| **Yes No** | 1. The district Leadership Team has compared its data collection system to needs of PBIS and determined an appropriate system. This may or may not include the district’s current system. | **Describe current discipline data system utilized in your district and how future SW-PBS data will be collected.** |
| **Yes No** | 1. 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 to enhance data-based decision making in schools. |  |
| **Yes No** | 1. District SW-PBS Leadership Team has completed the district readiness checklist and based on the “next steps” (of this document) has developed an action for implementation. | Attach copy of action plan and list date of completion. |