# School-wide Positive Behavioral Supports



# School Leadership Readiness Checklist

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **Documentation complete?** | **Items to complete prior to School-Wide PBS Tier I training** | **Next Steps/Action Plan** |
| **Yes No** | 1. A school improvement plan exists that includes school-wide discipline (i.e., behavior, school safety, school climate) as one of the top school goals. | **Data that shows the need for school-wide discipline**  **as a goal.**   1. **School Improvement Plan** 2. **School Mission Statement**   **as a goal.** |
| **Yes No** | 1. A School-wide Positive Behavior Supports (SW-PBS) School Leadership Team is formed with broad representation (including School Improvement Team members, behavior specialist or team member with behavioral expertise, administrator(s), guidance counselor, regular and special education teachers). | **School Leadership Team Form** |
| **Yes No** | 1. Principal has completed a School-wide PBS Administrator questionnaire. | **School Administrator Questionnaire** |
| **Yes No** | 1. Principal or Assistant Principal who is responsible for making discipline decisions is an active member on SW-PBS School Leadership Team and agrees to attend SW-PBS training. | **School Leadership Team Form** |
| **Yes No** | 1. Principal or Administrative Team commits to SW-PBS and is aware that SW-PBS is a 3-5 year process that will require on-going training and/or revisions of the school’s SW-PBS Plan. | **School Leadership Team Form** |
| **Yes No** | 1. SW-PBS School Leadership Team commits to meet at least once a month to analyze and problem-solve school-wide data. | **School Leadership Team Form** |
| **Yes No** | 1. SW-PBS School Leadership Team has reached consensus and completed a baseline of the SW-PBS assessment School-wide Assessment Survey (SAS) from teachers and support staff and School Profile from the school administrator. | 1. **SW-PBS Assessment School-wide Assessment Survey form (PBISassessment.org)** 2. **SW-PBS School Profile** |
| **Yes No** | 1. Your entire faculty including your SW-PBS School Leadership Team participated in an awareness presentation on School-wide SW-PBS. | **Date of presentation:**  **Name of presenter(s):** |
| **Yes No** | 1. At least 80% of your faculty, staff, and administration voted to implement School-wide SW-PBS. | **Attach recent assessment/survey disseminated and results (i.e., percentage or range of faculty committed)** |
| **Yes No** | 1. School has allocated/secured funding from their district to support their school-wide initiatives. | **Identify funding source(s)** |
| **Yes No** | 1. An individual at the district level has been identified as the lead district contact or SW-PBS District Coordinator. | **Identify Lead District Contact** |
| **Yes No** | 1. SW-PBS External/Internal Coaches have been identified by the District Coordinator to receive additional training and actively participate in the school-wide initiatives. | **Identify SW-PBS External/Internal Coach(es) and title who will be supporting the SW-PBS Tier I Team.** |

# School-Wide Positive Behavioral Supports Implementation Readiness Checklist

District: Date: School SW-PBS Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_

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| **Documentation complete?** | **Items to complete prior to SW-PBS data collection** | **Next Steps/Action Plan** |
| **Yes No** | 1. The school uses an office discipline referral form and problem behavior definitions that are compatible with SW-PBS. | **Attach a final copy developed during the school-wide SW-PBS training.** |
| **Yes No** | 1. The school has a coherent office discipline referral process. | **Attach a final copy developed during the school-wide SW-PBS training.** |
| **Yes No** | 1. Data entry time is allocated and scheduled to insure office referral data will be current to within a week at all times. | **Describe the data entry process.** |
| **Yes No** | 1. Two or three people within the school are identified to be trained on data collection for SW-PBS. | **List individuals and their roles.** |
| **Yes No** | 1. The school agrees to on-going training for the Team receiving SW-PBS data on uses for data-based decision-making. |  |
| **Yes No** | 1. The school district agrees to allow the SW-PBS External/Internal Coaches to work with the school personnel on data collection and decision making procedures. | **Identify SW-PBS External/Internal Coach(es) and title who will be supporting the SW-PBS**  **Tier I team.** |