

Tier I School Readiness Activities
Activities to be completed prior to School-Wide Training

Leadership
1. The District Coordinator and School Climate Specialist assist the principal in forming a PBIS school team of 6-8. Led by an administrator, the team has broad representation including teachers (general ed, special ed, special area), support staff and other pertinent personnel. The school team should represent the demographic makeup of the school.
2. With assistance from the District Coordinator and the School Climate Specialist, the administrator identifies a PBIS team member to serve as the PBIS coach. Coaching responsibilities include ensuring regular meetings, facilitating problem solving and guiding the evaluation efforts.
3. The PBIS Team meets to review resources and videos on www.pbis.org to gain an understanding of the framework. The Team should have an understanding of the PBIS framework prior to the faculty overview.
4. The Principal assures that all readiness steps for SWIS are completed prior to SWIS training, with assistance from the assigned SWIS Facilitator.
Visibility
1. The PBIS team, including the principal, with the support of the District Coordinator and/or the School Climate Specialist, as needed, will provide an overview presentation of PBIS to the entire school staff. The presentation should include information on the District Implementation Plan, school data, and other related information.
2. The staff will complete an assessment to determine the percentage of faculty who support PBIS implementation. The administrator may choose from the following options: survey, voting at a staff meeting, or use the <i>Staff Investment Measure</i> (SIM) Staff Investment Measure available on the www.gadoe.org/pbis website. The PBIS coach will tabulate results and share with the PBIS Team prior to Workshop 1.
Political Support/Policy
1. The PBIS Team identifies positive school climate and discipline practices as priorities in the local school improvement plan.
2. The PBIS Team reviews the school <i>Student Code of Conduct</i> to determine how current discipline practices align with a positive, preventative discipline framework.
Funding
1. The Administrator identifies potential funding sources to support PBIS implementation (i.e., SWIS, substitutes for training, posters, supplies and materials). (Title I, II and IV funds: Federal Funds PBIS Webinar Presentation)
Evaluations
1. The PBIS Team completes the School Data Profile sheet at least 2 weeks prior to training. The PBIS Coach submits the form to the District Coordinator.
2. Faculty, staff, and administration complete School-Wide and Non-Classroom settings only on the Self-Assessment Survey (SAS). The District Coordinator and School PBIS Coach will facilitate completion of the SAS.

PBIS SCHOOL AGREEMENT

This signed form must be submitted to the GaDOE at least 2 weeks prior to the first scheduled PBIS Workshop.

The Georgia Department of Education, in collaboration with the RESA School Climate Specialists, commit to:
<ol style="list-style-type: none">1. Providing quality training and technical assistance in the implementation of the PBIS framework.2. School-Wide Information System (SWIS) training and technical assistance for decision-making and reporting.3. Ongoing technical assistance to District Coordinator and PBIS coaches with data reports, PBIS Evaluations, data collection, and problem-solving.
School teams agree to the following:
<ol style="list-style-type: none">1. Attend all PBIS trainings.2. Engage in additional work as needed in order to fully prepare for PBIS implementation on campus.3. Meet monthly to collect, analyze, and problem solve discipline data, including race and ethnicity.4. Complete and submit required end of year data, progress monitoring and fidelity reports, as required.5. Work with the District PBIS Coordinator to implement PBIS with fidelity.6. Utilize the School-Wide Information System (SWIS) for at least the first year of PBIS implementation to problem-solve, plan, monitor progress and evaluate effectiveness of implementation.7. Enter data into SWIS on a weekly basis.
Principal agrees to the following:
<ol style="list-style-type: none">1. Actively participate in all PBIS trainings and team meetings.2. Ensure PBIS team meets at least monthly.3. Allocate time for ongoing training of all school personnel in the philosophy, strategies, and process of PBIS.4. Budget funds for PBIS supplies, materials, travel, and substitutes for training, etc. (Title I, II and IV: Federal Funds PBIS Webinar Presentation)5. Fund at least one year of School-wide Information System (SWIS) as a school-based discipline tracking system, if district is not funding SWIS.6. Allow Georgia Department of Education to use product samples for future PBIS training, technical assistance activities, professional conference presentations, or submission to scholarly publications.7. Serve as example/demonstration site when acknowledged as "Operational" by GaDOE.

My school has completed all readiness activities. I have read the PBIS School Agreement and understand the Support the Georgia Department of Education will provide. I understand and agree to meet the obligations listed above.

Principal Signature

Date

I acknowledge that the PBIS School Team has completed all required readiness activities prior to attending PBIS training.

PBIS District Coordinator's Signature

Date