District Readiness Agreement

District Name: _____ Date: _____

Contact Name: _____ Email: _____

Research in systems change and school-wide positive behavior intervention and support (SW-PBIS) has led to this list of factors that facilitate outcomes, sustainability, and scalability of PBIS. The following checklist is based on the published *SW-PBIS Implementation Blueprint and Self-Assessment* (2010). The purpose of this agreement is to insure positive outcomes for students, teachers, and school districts by requiring the completion of this agreement before receiving training.

Item to Complete	Documentation or Artifact ☑ **Provide Details**	☑ **Will be In Place by Date…**
Leadership Team		
District PBIS Leadership Team will be established and include: District Administrator, School Administrator from each participating school, and District Coaches. <u>Consider including</u> representatives from: Special Education, Personnel Development, Safe & Drug Free Schools, School Psychology, Counseling, Behavioral Services, Character Education, Drop Out Prevention, Data or Information Management, Parents, Students.	List team member and district title:	
District PBIS Leadership Team meetings will be held on a regular basis (at least quarterly).	List at least 4 meeting dates & time:	
District agrees to use the SW-PBIS Implementation Blueprint for continual self-assessment and planning.	Signature:	
District PBIS Leadership Team commits to attend all school training workshops for the first three years.	Signature:	
Coordination		
District will appoint a PBIS Coordinator to manage SWPBIS activities. This person should have knowledge of district level policies and procedures and be able to communicate effectively between the district and school teams. (.2 FTE recommended and/or include in job description)	List District PBIS Coordinator (name, title, phone, email):	
Funding		
District will allocate/secure additional funding for development and maintenance of SWPBIS throughout the District for at least 3 years.	Identify funding sources:	
Visibility		
District PBIS Leadership Team will participate in an awareness presentation summarizing the school-wide PBIS process and commitment.	List training date & presenter:	
Political Support		
School-wide behavior support (school climate, culture, safety, behavior, discipline) will be one of the top three goals of the District and District vision/ mission will reflect a commitment to school-wide behavior support (within year).	Attach a copy of district goals.	

District will provide a letter of support signed by the Superintendent and/or School Board president to participating school principals listing the PBIS training dates, requirements of attendance, and commitment to a 3-5 year systems change process.	Attach a copy of signed letter of support.	
District will provide an annual letter of support signed by the Superintendent to participating school principals on the importance of data collection, the need for daily use of their database system, and encourage participation of school teams in ongoing training opportunities.	Attach a copy of signed letter of support.	
Training Capacity		
District agrees to provide school PBIS teams with time for multiple days of training during each of the first three year of implementation.	Signature:	
District trainers will actively participate in all trainings and school implementation activities and receive additional training to gain the skills to scale up training within the district.	List District Trainers (name, title, phone, email):	
Coaching Capacity		
District will assign a coach to all schools who will actively participate in all trainings and school implementation activities and receive additional training to gain the skills to coach schools within the district. May be an additional role for the district PBIS Coordinator.(.2 FTE recommended per five schools and/or include in job description).	List District Coaches (name, title, phone, email):	
Evaluation Capacity		
District agrees that school behavior data will be entered into a database meeting the *Student Information System (SIS) Data-Analysis Demonstration (DAD)** criteria.	SIS Database: (SWIS or list name of SIS)	
District agrees to adapt their current Office Discipline Referral (ODR) form to meet PBIS data collection requirements <u>or</u> will allow each school to adapt the current District ODR form.	Agree to adapt district ODR form <u>Or</u> allow each school to adapt District ODR form:	
District will require schools to assess <u>PBIS Fidelity</u> annually using the evidence-based surveys from www.PBISapps.org and will appoint your PBIS Coordinator to register as your District PBISapps Assessment Coordinator.	Signature:	
District will require schools to assess <u>PBIS Outcomes</u> annually (academic, behavior, special education) using the PBISaz Data Audit Tool and will appoint your PBIS Coordinator to report outcomes.	Signature:	

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* The SWIS database, created by the federally funded PBIS.org project and securely operated on dedicated servers at the University of Oregon, meets SIS-DAD criteria and is used nationally by PBIS schools. https://www.pbisapps.org/Applications/Pages/SWIS-Suite.aspx