

Phase I Checklist/ Timeline 2008

Planning Phase I (February - July: Year 1)	
Task	Completion Date
<input type="checkbox"/> Administrator agrees to actively support and participate in PBIS activities. <ul style="list-style-type: none"> • Admin will attend meetings 90% of the time • Admin will provide funding for PBIS activities • Admin will allocate time on staff agenda for PBIS updates • Admin will actively promote PBIS as priority, integrate with other initiatives/improvement activities 	February 14
<input type="checkbox"/> Administrator to complete “Statement of Intent” Form online at www.pbismaryland.org/forms.htm	March 13
<input type="checkbox"/> Identify team members and team leader: <i>(Team should be representative of school staff with administration support and participation.)</i>	May 30
<input type="checkbox"/> Establish 80% staff commitment. Staff agrees to: <ul style="list-style-type: none"> • Provide input in determining what our school’s problems are and what our goals should be • Make decisions about rules, expectations, and procedures in the common areas of the school as a school community • Follow through with all school-wide decisions, regardless of individual feelings for any particular decision • Commit to positive behavior support systems for a full year - allowing performance toward our goal to determine future plans 	May 30
<input type="checkbox"/> Identification of Behavior Support Coach <i>(Appointed by local school system PBIS coordinator).</i>	May 30
<input type="checkbox"/> Schedule at least 2 full day August PBIS team meetings for team planning.	May 30
<input type="checkbox"/> Register as a team for Maryland Institute 2008 **In order to qualify as a trained team a minimum of 4 people including an administrator attend both days of the summer conference Obtain information from LSS Point of Contact to register online for New Team Training	Available from March 17 - June 13
<input type="checkbox"/> Complete online PBIS Staff Survey <i>(intent form required for school account to be activated, account numbers will be emailed to administrator)</i> www.pbssurveys.org	June 1 (or before staff leave for the summer). Please bring summary to Maryland Institute 2008
<input type="checkbox"/> Review SWIS readiness checklist to be SWIS compatible – <i>(Required to utilize SWIS)</i> www.swis.org	June 27
<input type="checkbox"/> Revise/update office referral form <i>(see sample and compatibility checklist for designing an office referral form).</i>	July 18 (bring revised form to Maryland Institute 2008)
<input type="checkbox"/> Entire team attends Maryland Institute 2008.	Elementary Teams July 22,23 Secondary Teams July 24,25

VISIT www.pbismaryland.org for more information