

Phase I Checklist/Timeline 2009

Planning Phase I (March – July: Year 1)	
TASK	COMPLETION DATE
<ul style="list-style-type: none"> • Administrator agrees to actively support and participate in PBIS activities. Administrator agrees to: <ul style="list-style-type: none"> ➢ attend meetings 90% of the time ➢ provide funding for PBIS activities ➢ allocate time on staff agenda for PBIS updates ➢ actively promote PBIS as priority, and ➢ integrate PBIS with other initiatives/improvement activities 	April 30
<ul style="list-style-type: none"> • Administrator submits “Statement of Intent” form. (Online at www.pbismaryland.org/forms.htm) 	April 30
<ul style="list-style-type: none"> • Identify team members and team leader: <i>(Team should be representative of school staff with administrative support and participation.)</i> 	June 1
<ul style="list-style-type: none"> • 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 	June 1
<ul style="list-style-type: none"> • Identification of Behavior Support Coach. <i>(Appointed by local school system PBIS coordinator).</i> 	June 1
<ul style="list-style-type: none"> • Schedule at least 2 full days in August for PBIS team meetings & planning. 	June 1
<ul style="list-style-type: none"> • Register as a team for Maryland Institute 2009. **In order to qualify as a TRAINED team, 4 people including an administrator must attend both days of the Summer Institute. (Obtain registration information from LSS Point of Contact- on line registration available April 15 – June 1)) 	June 1
<ul style="list-style-type: none"> • Complete online PBIS Staff Survey. <i>(Statement of Intent form required for school account to be activated, account numbers will be emailed to school administrator)</i> www.pbssurveys.org 	June 1 <i>(or before staff leave for the summer)</i> (Bring summary to Summer Institute 2009)
<ul style="list-style-type: none"> • Review SWIS readiness checklist to be SWIS compatible. www.swis.org (Required to utilize SWIS) 	June 22
<ul style="list-style-type: none"> • Revise/update office referral form. <i>(see compatibility checklist and sample at www.swis.org)</i> 	July 16 (Bring revised form to Summer Institute 2009)
<ul style="list-style-type: none"> • Entire team attends Summer Institute 2009. 	Secondary Teams: July 21 and 22 Elementary Teams: July 23 and 24

Visit www.pbismaryland.org for more information