

## Phase I Checklist/ Timeline 2007-08

<b>Planning Phase I ( April-July: Year 1)</b>	
Task	Completion Date
<input type="checkbox"/> Administrator agrees to actively support and participate in PBIS activities. <ul style="list-style-type: none"> <li>• Admin will attend meetings 90% of the time</li> <li>• Admin will provide funding for PBIS activities</li> <li>• Admin will allocate time on staff agenda for PBIS updates</li> <li>• Admin will actively promote PBIS as priority, integrate with other initiatives/improvement activities</li> </ul>	April 6
<input type="checkbox"/> Administrator to complete “Statement of Intent” Form online at <a href="http://www.pbismaryland.org/forms.htm">www.pbismaryland.org/forms.htm</a>	April 13
<input type="checkbox"/> Identify team members and team leader: <i>(Team should be representative of school staff with administration support and participation.)</i>	June 1
<input type="checkbox"/> Establish 80% staff commitment. Staff agrees to: <ul style="list-style-type: none"> <li>• Provide input in determining what our school’s problems are and what our goals should be</li> <li>• Make decisions about rules, expectations, and procedures in the common areas of the school as a school community</li> <li>• Follow through with all school-wide decisions, regardless of individual feelings for any particular decision</li> <li>• Commit to positive behavior support systems for a full year - allowing performance toward our goal to determine future plans</li> </ul>	June 1
<input type="checkbox"/> Identification of Behavior Support Coach <i>(Appointed by local school system PBIS coordinator).</i>	June 1
<input type="checkbox"/> Register as a team for Summer Conference (ES 4-6 members, MS and HS 4-8 members) **In order to qualify as a trained team a minimum of 4 people, including an administrator, attend both days of the summer conference. <b>Obtain Log-in information from LSS Point of Contact to register online for New Team Training</b>	<b>Available from April 15 to June 15</b> <a href="http://www.pbismaryland.org">www.pbismaryland.org</a>
<input type="checkbox"/> Complete online PBIS Staff Survey <i>(Statement of Intent form required for school account to be activated, account numbers will be emailed to administrator)</i> <a href="http://www.pbssurveys.org">www.pbssurveys.org</a>	June 1 (or before staff leave for the summer). Please bring summary to Maryland Institute 2007
<input type="checkbox"/> Review SWIS readiness checklist to be SWIS compatible – <i>(Required to utilize SWIS)</i> <a href="http://www.swis.org">www.swis.org</a>	June 30
<input type="checkbox"/> Revise/update office referral form <i>(see sample and compatibility checklist for designing an office referral form).</i>	July 1 (bring revised form to Maryland Institute)
<input type="checkbox"/> Entire team attends Maryland Institute 2007.	Elementary Teams July 10,11 Secondary Teams July 11,12
<input type="checkbox"/> Schedule at least 2 full day August PBIS team meetings for team planning.	July 1

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