

Missouri Schoolwide Positive Behavior Support

2018-2019

New School Application Packet



Dear Prospective Implementer,

Thank you for your interest in Missouri Schoolwide Positive Behavior Support (MO SW-PBS). The following information will help answer your questions about Schoolwide Positive Behavior Support (SW-PBS) implementation in your school and district.

What is SW-PBS?

SW-PBS is a process of school and district-wide implementation of a data-based decision-making system for creating and maintaining safe and effective learning environments. SW-PBS is based on the Multi-tiered Systems of Support (MTSS) model of research-based strategies. These strategies increase the likelihood of appropriate behavior and decrease the likelihood of inappropriate behavior through implementing, teaching, and consistently using the SW-PBS process. It is appropriate for all students and staff.

Getting Started with SW-PBS....

Contacting a MO SW-PBS Regional Consultant from your Regional Professional Development Center (RPDC) is your first step. They will direct you to resources that will introduce you to the fundamental elements, principles, and guidelines of SW-PBS.

Who Needs to Be Involved....

Commitment and support begins at the district level and district leaders need to be informed and dedicated to the implementation of SW-PBS. Building administrators are expected to be actively involved in implementation and a minimum of 80% of the school staff needs to support the implementation.

What's Next....

The materials contained in this packet are used by you and your SW-PBS Regional Consultant to prepare your school for confirmation of your commitment and continued training, implementation, and support. Commitment, readiness, and planning are integral parts of the process to support the successful implementation of SW-PBS.

For More Information...

Contact your Regional Professional Development Center and ask for the SW-PBS Regional Consultant.

Thank you for your interest and ongoing effort as you continue to pursue safe and effective learning environments for your staff and students.



Missouri Schoolwide Positive Behavior Support Checklist for Application Submission
Application Due Date: April 15, 2018

Complete this checklist and submit with application:

Item	Date Completed
Met with the SW-PBS Regional Consultant from your RPDC.	
SW-PBS overview presented to entire school staff; 80% voted to implement SW-PBS.	
Completed Initial Readiness Checklist for Individual Schools (Form B) with appropriate documentation and signatures.	
New School Commitment Form (Form C) has all necessary signatures: <ul style="list-style-type: none"> ● Superintendent (required) ● Building Principal (required) ● Assistant Superintendent (optional) ● Assistant Principal (optional) 	

By signing this checklist, I am confirming the above are completed for submission:

School: _____ District: _____

 Building Principal's Signature

 Date

Submit completed original application packet to your RPDC SW-PBS Regional Consultant.
Keep a copy for your records



SW-PBS Application, **Form B**

Missouri Schoolwide Positive Behavior Support: Initial Readiness Checklist for Individual Schools

Complete after the SW-PBS Overview presentation, and 80% of your staff committed to participate in SW-PBS

School:		District:		Date:	
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Documents/ Evidence Complete?	Items to Complete Prior to SW-PBS Training
<input type="checkbox"/> YES <input type="checkbox"/> NO	A school improvement plan (CSIP) exists that includes schoolwide discipline (e.g., behavior, school safety, school climate) as one of the top goals. Attach copy of CSIP goal(s) linked to SW-PBS, entire plan is not needed.
<input type="checkbox"/> YES <input type="checkbox"/> NO	A Schoolwide Positive Behavior Support (SW-PBS) Team is formed and has broad representation. Your SW-PBS Regional Consultant may request a list of your team members and contact information.
<input type="checkbox"/> YES <input type="checkbox"/> NO	Administrator(s) responsible for making discipline decisions included on the SW-PBS Team and agree to attend all required trainings. List participating administrator(s):
<input type="checkbox"/> YES <input type="checkbox"/> NO	Principal commits to SW-PBS and is aware that SW-PBS is a 3-5 year process that requires ongoing training and/or revisions of school's SW-PBS Plan. Please provide Principal signature(s) on New School Commitment Sheet (Form C) and attach.
<input type="checkbox"/> YES <input type="checkbox"/> NO	SW-PBS Team commits to meet at least once a month to analyze and problem-solve schoolwide data. Your SW-PBS Regional Consultant may request the dates/times of your SW-PBS Team meetings.
<input type="checkbox"/> YES <input type="checkbox"/> NO	At least 80% of your faculty, staff, and administration are interested in implementing SW-PBS. Attach recent procedure/assessment/survey disseminated and results.
<input type="checkbox"/> YES <input type="checkbox"/> NO	School has allocated/secured funding from their district to support their schoolwide initiatives. Identify funding source:
<input type="checkbox"/> YES <input type="checkbox"/> NO	If a district initiative, begin a process for identifying an individual at the district level as the lead district contact for SW-PBS. Lead District Contact:
<input type="checkbox"/> YES <input type="checkbox"/> NO	SW-PBS Coach(es) [1 to 2 for each building] are identified to receive additional training and actively participate in the school-wide initiative. List Coach(es):
<input type="checkbox"/> YES <input type="checkbox"/> NO	The school is committed to development of an efficient discipline data system.

Successful implementation requires strong administrative support, commitment, and involvement. In recognition of the time, effort, and motivation required to effect positive systems change, my signature below signifies my agreement to the above fulfilled expectations for implementation readiness.

Administrator's Signature: _____ Date: _____



SW-PBS Application, **Form C**

MO SW-PBS: Annual Reconfirmation Commitments

The State and/or SW-PBS Regional Consultant Commits To:

1. Providing training and training materials
2. Providing ongoing technical assistance and coaching (e.g., presentations to staff, assistance with data-based decision-making, support in data collection)
3. Conducting networking events (e.g. regional networking, summits, Summer Institute)

The School District Commits To:

1. Including SW-PBS as a top goal in the District’s multi-year CSIP Plan (e.g., behavior, school safety, school climate)
2. Providing specific funding commitments within the annual school budget to support training for implementation of SW-PBS, Tier 2, and/or Tier 3 supports (as applicable)
3. Supporting release time for Tier 1, Tier 2, and/or Tier 3 Teams for ongoing training and technical assistance

Best practice recommends identifying a district-level leadership team to support developing capacity for internal training and coaching to sustain implementation.

The School Building and Teams Commits To:

1. Ensuring 80% of the faculty, staff, and administration remain interested in implementing SW-PBS
2. Including SW-PBS as a top goal for the next 3-5 years and including it in the School Building’s CSIP Plan (e.g., behavior, school safety, school climate)
3. Designating building administrator(s) to actively support SW-PBS implementation, across all applicable tiers, including attendance at scheduled trainings and active participation on team(s)
4. Identifying and supporting staff members to serve on designated team (**SW-PBS Team** - broad representation of entire building)
5. Sending team members to participate in ongoing training and technical assistance activities recommended by SW-PBS Consultant
6. Ensuring teams are meeting regularly, using a meeting agenda and recording minutes, to engage in data-based decision making (*suggested: SW-PBS Team* meets monthly)
7. Completing appropriate checklists, surveys, forms, and record keeping procedures in a timely manner as directed by State Leadership and/or SW-PBS Regional Consultant
8. Submitting implementation artifacts to SW-PBS Regional Consultant for review and feedback
9. Providing resources, time, materials, and people to support implementation of new practices/procedures
10. Continuing to operate a student information system that can be used to determine information on office discipline referrals by problem behavior, by location, by student, by time of day, by function, and the number of referrals per day/month
11. Disseminating information about activities and accomplishments to all stakeholders
12. Providing support to teams to be successful in the following meeting commitments: **SW-PBS Team** - collecting, analyzing, and reviewing schoolwide data to guide decision-making and action planning; supporting staff in continuing to review, define, and teach schoolwide expectations; and supporting staff in continuing to implement the Eight Effective Classroom Practices

By signing this reconfirmation, the district and/or school site are agreeing to the above expectations for successful implementation of Missouri Schoolwide Positive Behavior Support; including adherence to the accurate and timely submission of requested data (e.g. checklists, surveys, forms, data, artifacts).

District _____ School Building _____

Superintendent of Schools: _____ Date: _____

Building Principal: _____ Date: _____

