Professional Development Requirements for Year 1

Staffing, Support, and Professional Development

1) Define a representative “Prevention Team” of at least 5 individuals to undergo 18 hours of professional development (PD) on evidence based Tier 1 & 2 behavior supports, general classroom management, and data based decision-making. 12 hours of this PD is scheduled to occur during the week before school starts and 6 hours will occur during the winter.

   a. The representative team must include an administrator and general and special education teaching staff; classified, parent, and support staff representation is also highly encouraged.

2) With the support of district PBS staff, first year site teams meet 2x per month on site to create, discuss, and plan school-wide and selected interventions and to review school-wide data.

3) Identify, at minimum, 1 site level coach who will be responsible for attending monthly cadre meetings (beginning late winter). This person will also be responsible for reporting progress to district PBS staff and serving as a site level representative for communication between district and site PBS teams.

4) Sites will allocate 30 minutes per month of staff meeting time for professional development in SWPBIS and to share progress and data associated with school-wide behavior initiative and campus data.

5) Sites will assign 3 hours of clerical time to input office discipline referral data per week. Schools implementing the Check in-Check out intervention will need to dedicate an additional 2 hours of clerical/coaching support for data entry of daily behavior report card (DBRC) data and for mentoring duties (i.e., checking in and checking out).

Assessment and Evaluation Year 1

1) Participating schools will complete the SJUSD Rubric of Implementation checklist 3 times during the school year (beginning, middle, and end of the year).

2) Office discipline referral data will be collected using a data system that has been specifically designed for the purpose of problem solving and data-based decision-making. The district PBIS team will only support the adoption of the School-Wide Information System (SWIS). Schools will make this data available to directors and to families.
# Getting Started with School Wide PBIS

<table>
<thead>
<tr>
<th><strong>Site Administration</strong></th>
<th><strong>PBIS Team</strong></th>
<th><strong>PBIS Facilitator</strong></th>
<th><strong>Site Clerical</strong></th>
<th><strong>Site coach</strong></th>
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<tbody>
<tr>
<td>Functions as a team member and “calendars out” the meeting days for the team; Supports team with whole school PD.</td>
<td>Meets 2 times per month to plan school-wide, review data for decision making, Plan PD for whole school</td>
<td>Meets with team to facilitate prevention efforts; Provides SWIS training to team and clerical</td>
<td>Receives training in SWIS data input and reporting; input SWIS data weekly – 2 hours per week</td>
<td>Responsible for attending monthly cadre meetings, assisting with data collection and reporting progress to district PBS staff</td>
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Facilitate individualized behavior support meetings