



# POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS Year 1 Application Materials 2019-2020

## School Registration Instructions

### Overview

The C.E.S PBIS Team looks forward to your school's participation in the 2019-2020 PBIS Training Series. The following registration packet is required in order to secure the school's spot at training. Enclosed you will find the required forms and paperwork. A complete registration packet must include the following:

- *School Registration Form*
- *School Statement of Assurances*

Please retain a copy of all documents for the school's records.

Please review the following instructions for completing the required registration paperwork:

### Completing the School Registration Form

The *School Registration Form* should be used to identify the personnel that will comprise the school-wide behavior leadership team. Identified school-based coaches must review the *Roles and Responsibilities of the School-based Coach* and must sign the *School Registration Form*.

A copy of the *School Registration Form* should be submitted as a part of the school registration packet. Only schools that have identified a school-wide behavior leadership team and school-based coaches will be considered.

### Mailing the Registration Materials

The completed registration materials must be received by **September 7<sup>th</sup>** to secure a spot in the 2019-2020 Training Series. Registrations will be reviewed to ensure their completion, and schools will be contacted to confirm their registration.

All materials must be submitted to the following address:

**Audrey Barbarotta**  
**Cooperative Educational Services**  
**40 Lindeman Drive**  
**Trumbull, CT 06611**

Please contact a member of the C.E.S PBIS Team with any questions:

**Christine Peck:** [peckc@ces.k12.ct.us](mailto:peckc@ces.k12.ct.us)  
**Esther Bobowick:** [bobowice@ces.k12.ct.us](mailto:bobowice@ces.k12.ct.us)



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**Year 1 School Statement of Assurances**

District \_\_\_\_\_ School \_\_\_\_\_

By completing and signing this agreement, we acknowledge that we have read, understand, and agree (please initial) to the commitments summarized below for participation in the C.E.S. PBIS Training Series starting fall of 2019.

Position	Print Name	Signature	Date
Principal			
District Representative			
School Team Coach			
School Team Coach			

**AGREEMENTS**

The _____ School agrees (initial) to:	
	Identify of a school-wide behavior leadership team with broad representation (including a team member with behavioral expertise, administrator(s), guidance counselor, and regular and special education teachers, etc.);
	Commit the school-wide behavioral leadership team to attending the full SW-PBIS Training Series (up to 9 days over 2 years) through the spring of 2021; and to commit the team to building capacity to implement SW-PBIS in the school;
	Conduct an awareness presentation to the entire faculty on School-wide PBIS such as viewing an overview video available at <a href="http://www.pbis.org">www.pbis.org</a> ;  Please provide planned or past presentation date: _____
	Secure and maintain at minimum 80% faculty, staff, and administrator agreement to engage in the implementation of School-wide PBIS;
	Commit to maintaining one or more school-based coaches to serve in an internal coaching role, to attend additional coaches' training events (up to 3 per year), and to serve as liaisons to the district coach(es), district coordinator, and the C.E.S. PBIS Team;
	Conduct at least monthly school-wide behavior leadership team planning and implementation meetings;
	Identify at minimum three staff members to participate in School-wide Information System (SWIS) training in winter of 2020 if using SWIS.



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	Accurately utilize SWIS, or comparable data system, to manage and monitor school behavioral data for at minimum two years, through spring 2020, during participation in the SW-PBIS Training Series;
	Review SWIS, or comparable system, data and provide a summary to school staff at least monthly;
	Allocate/secure funding from the district to support its school-wide behavior initiatives;
	Ensure active participation of an administrator responsible for making discipline decision on the school-wide behavior leadership team;
	Ensure an administrator attends and participates at all SW-PBIS Training Series events and internal team meetings;
	Summarize data and provide progress reports at team training events;
	Submit and/or participate in the required data and evaluations, including the TIC (Team Implementation Checklist) three times annually, the EBS (Self-Assessment Survey) annually, and the Tiered Fidelity Inventory (TFI) annually;
	Maintain school-wide discipline (i.e., behavior, school safety, school climate) as one of the top three school improvement goals for at minimum the duration of the SW-PBIS Training Series;
	Communicate school needs and successes to the district behavior leadership team and district coach(es); and
	Allow the C.E.S. PBIS Team to monitor progress and outcomes and utilize school data (including, but not limited to, SWIS, TFI, EBS, TIC, and academic data) in progress and data reports.



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**Year 1 School Registration Form**

**Please return by September 7, 2018**

School: \_\_\_\_\_ District: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Registration Information:** Schools are to convene a school-wide behavior leadership team of between five (5) to seven (7) members to develop a school-based implementation action plan for *School-wide Positive Behavioral Interventions & Supports*. The school team is expected to meet at least once per month initially, as well as attend the training dates. Teams should have a balance of special educators, regular educators, and supporting staff; have grade-level representation; and be culturally representative of school staff. At least one school administrator is a required member of the team. Each team must identify two school-based coaches. Coaches are responsible for attending coaches' training, managing intersession work, and guiding their team's ongoing development and implementation of *School-Wide PBIS*.

Use the following checklist to ensure that the membership of your school-wide behavior leadership team has the necessary personnel represented:

- \_\_\_ General Educator 1
- \_\_\_ General Educator 2
- \_\_\_ Administrator (principal or assistant principal)
- \_\_\_ Specialist (social worker, school psychologist, counselor, or special educator)
- \_\_\_ Family Member
- \_\_\_ Support Staff (office staff, paraprofessional, cafeteria worker, school resource officer, bus driver)
- \_\_\_ Student (middle and high schools only; other options for student involvement will be shared during training)
- \_\_\_ Other

Please complete the following team registration information:

**ADMINISTRATOR/ TEAM MEMBER #1:**

NAME \_\_\_\_\_

Position/Role \_\_\_\_\_ Grade Level \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

**SCHOOL-BASED COACH/ TEAM MEMBER #2:**

NAME \_\_\_\_\_

Position/Role \_\_\_\_\_ Grade Level \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_





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SCHOOL-BASED COACH/ TEAM MEMBER #3:

NAME \_\_\_\_\_

Position/Role \_\_\_\_\_ Grade Level \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

TEAM MEMBER #4:

NAME \_\_\_\_\_

Position/Role \_\_\_\_\_ Grade Level \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

TEAM MEMBER #5:

NAME \_\_\_\_\_

Position/Role \_\_\_\_\_ Grade Level \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

TEAM MEMBER #6:

NAME \_\_\_\_\_

Position/Role \_\_\_\_\_ Grade Level \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

TEAM MEMBER #7:

NAME \_\_\_\_\_

Position/Role \_\_\_\_\_ Grade Level \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

**Signature of the School Administrator (#1 above):**

I have read and reviewed the *Statement of Assurances* and have agreed to serve in this role for the school.

Printed Name	Signature	Date
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**Signature of the School-based Coach (#2 above):**

I have read and reviewed the *Statement of Assurances* and have agreed to serve in this role for the school.

Printed Name	Signature	Date
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**Signature of the School-based Coach (#3 above):**

I have read and reviewed the *Statement of Assurances of the School-based Coach* and have agreed to serve in this role for the school.

Printed Name	Signature	Date
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