**To be completed when a district wants partner schools to attend the CDE Tier 2 PBIS within MTSS Training Series.**

The purpose of the Tier 2 District Commitment Guidance Document is to highlight the critical components necessary for district leaders to support the installation, implementation, and sustainability of Tier 2 systems in order to achieve positive student outcomes. District leaders should think critically about their ability to support their schools using the template below before any Tier 2 scale up efforts within multi-tiered behavioral frameworks is attempted.

District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Visibility** |
| 1. District Leadership team is committed to installing Tier 2 systems and structures in demonstration schools. District’s designated PBIS administrative ***Point of Contact*** to oversee the process of completing the ***Tier 2 District* *Commitment Guidance Document***.
 | **Completed?***Yes**Partial**No* |
| 1. The district signs the ***Tier 2 District* *Commitment Guidance Document*** and returns it to the CDE PBIS Team.
 | **Completed?***Yes**Partial**No* |
| **2. Leadership/Behavioral Expertise** |
| 1. A District PBIS Leadership Team is formed and has broad representation that may include the District’s designated PBIS administrative ***Point of Contact***, superintendent, director of special education/pupil services, **District Level External Coach(s)/Coordinator(s)**, one or more **School Level Leadership Team Leads**, family members, general and special education teachers, members of professional development department. At least two individuals on the leadership team have behavioral expertise and experience to ensure implementation integrity. ***Please list the team members’ names below and place an asterisk by external coaches.***
 | **Completed?***Yes**Partial**No* |

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| ***Name of Team Member*** | ***Position/Title*** |
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| **2. Leadership/Behavioral Expertise (cont)** |
| 1. The District Leaders commits to meet at least quarterly to review each partner schools’ installation and implementation of Tier 2 which includes fidelity and outcome data and to use this information in the problem-solving process. ***Please list suggested/tentative meeting dates below.***
 | **Completed?***Yes**Partial**No* |

*District Leaders Meeting*

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| --- | --- | --- | --- | --- |
| **Year** | **1st Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** |
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| **2. Leadership/Behavioral Expertise (cont)** |
| 1. The District agrees to support a member of the District PBIS leadership Team to act as External Coach/Coordinator for each partner school. District Leaders engage in teaming and data-based problem solving and decision making around the scale-up of Tier 2 systems in schools at least quarterly. Dedicated FTE for providing coaching/coordination efforts to schools for the installation, implementation, and sustainability of Tier 2 Systems. Recommended FTE is .2 FTE for every 5 schools.
 | **Completed?***Yes**Partial**No* |
| 1. District Level External Coach(s)/Coordinator(s) will hold quarterly meetings with Internal Coaches. ***Please list the tentative meeting dates below.***
 | **Completed?***Yes**Partial**No* |

*External Coaches Meetings with Internal Coaches*

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| --- | --- | --- | --- | --- |
| **Year** | **1st Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** |
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| **2. Leadership/Behavioral Expertise (cont)** |
| 1. District Level External Coach(s)/Coordinator(s) will contact the principals of those schools planning to implement PBIS Tier 2 behavior systems and assist them in the completion of ***School Readiness Checklist for Tier 2***. ***Please list the participating school and the date the checklist was completed.***
 | **Completed?***Yes**Partial**No* |

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| **School Participating** | **Date of Completion** |
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| **2. Leadership/Behavioral Expertise (cont)** |
| 1. PBIS related goals (i.e., climate, culture, behavior, discipline, disproportionality) are identified as one of the top three district improvement goals. Indicate which goals Tier 2 Behavioral Systems aligns to:
 | **Completed?***Yes**Partial**No* |
| 1. The District Leadership Team will complete an Action Plan, addressing the scale-up of Tier 2 Behavior Systems in their schools. The District Leadership Team will review its progress towards meeting the goals on the strategic PBIS action plan semi-annually.
 | **Completed?***Yes**Partial**No* |

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| **3. Political Support** |
| 1. The District understands the data requirements of the partner schools and will support data collection, analysis, and interpretation efforts as needed. (Tiered Fidelity Inventory, Self-Assessment Survey, discipline data, progress monitoring data)
 | **Completed?***Yes**Partial**No* |
| **4. Funding** |
| 1. District has allocated funding for a minimum of 3 years. FTE to support coaching/coordination, approximately 500-1500 per school for Tier 2 System implementation. ­­­­­­­­­­­­­­­

**Identify Funding Source(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Completed?***Yes**Partial**No* |
| **5. Training Capacity**  |
| 1. District is aware that Partner Schools must attend 3 days of Training (2 initial days, 1 follow-up day) on  Jan 17, Jan 18, and May 10, 2019
 | **Completed?***Yes**Partial**No* |
| 1. District Level External Coach(s)/Coordinator(s) will participate in the 3 days of School Level Leadership Training with their partner schools.
 | **Completed?***Yes**Partial**No* |
| 1. District Level External Coach(s)/Coordinator(s) commits to participating in virtual training and networking provided by CDE for ongoing support on roles and functions.
 | **Completed?***Yes**Partial**No* |
| 1. Each school has an individual assigned to the role of Internal Team Lead who commits to meeting with the District Level External Coache(s)/Coordinator(s) at least quarterly for additional guidance and support. ***\*Please list the internal leads, the school, and the external coach on the next page.***
 | **Completed?***Yes**Partial**No* |

*\*Adapted from Wisconsin PBIS Network*

**We understand the commitment items listed and agree to support the exploration, installation, and implementation of Tier 2 systems and practices in partner schools:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please list each internal team lead, the school, and the corresponding external coach.

*Internal Leads, School, and External Coach*

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| **Name** | **School** | **External Coach** |
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