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| **State of Alaska** |  *SEAN PARNELL, GOVERNOR* |
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|  Department of Education & Early Development |
|  Teaching & Learning Support |

May, 2012

Dear Interested School Administrator,

The Alaska Department of Education & Early Development is pleased with your districts commitment to implementing Tier 1 School-wide Positive Behavior Support (SW-PBS) in your district. This packet of information will provide you with an overview of SW-PBS. It also provides the readiness tools that are essential for your school to build the infrastructure needed to implement SW-PBS to fidelity.

The readiness packet has been designed to help district’s assess their capacity in addressing problem behaviors using the School-wide Positive Behavior Support (SW-PBS) framework. Each participating district is encouraged to complete several items prior to any school receiving SW-PBS Training. Completion of these readiness documents insures more positive outcomes and allows your district/school to participate fully in implementing SW- PBS to fidelity.

The first steps in completing the School Readiness Packet and getting ready for the Tier 1 SW-PBS implementation are:

1. Establish a District Leadership Team
* Recruit leaders from your administrative staff who would like to be part of the district Administrative Leadership Team.
	+ - Complete the District Leadership Team Roster
		- Complete the District Readiness checklist
1. Establish a School Leadership Team
* Recruit individuals from your staff who would like to be part of a SW-PBS Leadership Team. This Team should be 6-8 individuals and consist of a broad representation of your school; participation on the SW-PBS Leadership Team should be voluntary.
	+ Complete the SW-PBS School Profile Form
	+ Complete the School Leadership Team Roster
	+ Complete the Administrative questionnaire
	+ Complete the School Readiness Checklist

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1. PBIS Assessment Tools
	* PBIS Assessment is a web-based application designed to assist in high-fidelity, sustained implementation of school-wide positive behavior support (SW-PBS). The goal of the website is to improve the efficiency and accuracy with which the tool/instrument can be used to complete three functions: Initial Assessment, Implementation Assessment, and Sustained Assessmentof school staff.
* Complete the Local Coordinator form and send to PBIS assessment. They will send a copy of the form to your SW-PBS State Coordinator for approval.
1. \*\*Optional Staff introduction webinar provided by your state coordinator.

If you have any questions, or would like technical assistance to begin your SW-PBS journey, please contact your SW-PBS State Coordinator for further information or assistance.

Sincerely,

***Sharon Fishel***

***Education Specialist***

***AKSW-PBS Coordinator***