

# Behavior Screening Protocol

Screening is not a one day event. It's a process that takes place over several weeks and involves many stakeholders. To help ensure screening goes smoothly, follow this protocol to prepare for behavior screening.

✓	Timeline	Item	Action
<b>Preparation</b>			
	6-8 weeks prior to screening	Set screening window	Schedule a 5 day window for teachers to complete behavior screening. Add to the school/district master calendar for <u>fall</u> and <u>spring</u> .
	4 weeks prior	Prepare screener	Establish a secure digital folder, create templates for each teacher and populate student names/ID for each teacher. Assign elementary school students to their homeroom teacher. Assign middle/high school students to their advisory or first period teacher.
	3 weeks prior	District statement to staff and families	Prepare and disseminate a statement to staff and families regarding behavior screening (according to FERPA laws and district policy).
	2 weeks prior	Test for accuracy	Check that teacher and students' names are assigned correctly. Enter practice data to test the screener.
	1 week prior	Prepare staff	Review benefits and instructions for completing behavior screener with staff.
<b>Screening Window</b>			
	Screening window	Notify staff	Remind staff of testing window, screener instructions and protocol.
	Screening window	Prompt staff	Principal/team reviews all data prior to the end of the window and prompts anyone who has incomplete information to complete the screener.
<b>Data Analysis</b>			
	1-2 week after	Graph aggregate results	Graph the number of students in the low, moderate, and high-risk category for externalizing and internalizing in aggregate form (by school and grade

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			level) and individual students (according to FERPA and district policies). Review with PBIS team.
	2 weeks after	Share with staff	Share aggregate results (from above) with staff. Share individual student data according to district guidelines. Reminder: share total subscale score (externalizing/internalizing), not item level data, for decision-making. Focus on Tier 1 and teacher level strategies.
	2-3 weeks after	Intervention planning	Review screening data with other school data (academic and behavior sources) to determine students in need of Tier 2 and/or Tier 3 interventions.

Adapted from SRSS-IE Screening Protocol (Ci3T, 2016) and Illinois PBIS Network (2008).