

APPENDIX VI – 1

School Principal School Audit

School Name:	Name (Title):	Date of Visit:	
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Copy of Discipline Flow Chart? *Yes* or *No*

Copy of PBIS Flow Chart? *Yes* or *No*

Questions	Responses
1. Is there a discipline team in place?	
2. Who is on the team and how were they selected?	
3. Explain your referral process.	
4. When did the entire staff receive Professional Development in regards to the referral process?	
5. Who provided the staff with the referral PD? Has it been revisited, revised or etc.?	
6. What role does the principal play on the discipline team and the overall discipline of the school?	
7. How long does it take for a referral to be inputted into Synergy?	
8. How long does it take to send a suspension letter to Charlotte Brown, Compliance Liaison?	
9. What are the dates the school and community received the information regarding the Student Code of Conduct?	
10. PBIS	

Teacher School Audit

School Name:		Name:		Date of Visit:	
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Questions	Responses
1. Were you given Professional Development on the following? A. Student Code of Conduct B. Discipline Referral Process C. How discipline is handled D. Who provided the training in Clarity?	A. Yes No B. Yes No C. Yes No D.
2. Explain your school-wide discipline process.	
3. Do you have a PIC room? If so, explain the teacher process of how students are sent to PIC.	
4. Explain how you use Clarity.	
5. What type of documentation do you keep on students sent to your room? Is your documentation ever shared with administration?	
6. On a scale of 1 to 5 (5 being the highest) how do you rate the overall discipline at the school?	1 2 3 4 5

Student School Audit

School Name:		Grade:		Date of Visit:	
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Questions	Responses
1. Did your school discuss the Student Code of Conduct with you and your classmates?	
2. How safe do you feel at school?	1 2 3 4 5
3. What is the consequence for fighting?	
4. What is the consequence for being in possession of drugs or alcohol?	
5. Do you know what restorative conference is? How effective is restorative conference?	
6. Do you know what PBIS is? How does it work at your school?	
7. Does your school have a PIC room? How do you go to PIC?	
8. If you could change one thing about your school discipline policy, what would it be? Why?	
9. On a scale of 1 to 5, how well does your school discipline policy work?	1 2 3 4 5