

The Be Ready Checklist



Be Ready Checklist: Developing The Program

This *Be Ready Checklist* helps educators analyze and prepare for the creation of a highly effective alternative program.

People who have been involved in reviewing our school's plans for an alternative program include:

1. teachers on our school staff who will not be delivering the program
 never occasionally frequently many times
2. principals and other leaders from neighboring schools
 never occasionally frequently many times
3. district staff with experience in providing alternative programs
 never occasionally frequently many times

To prepare for introducing an alternative program, action has occurred within the school to:

4. create a low teacher/student ratio
 yes not yet, but it will happen no plans at this point
5. train teachers in the use of flexible groupings
 yes not yet, but it will happen no plans at this point
6. train teachers in the use of innovative techniques that work in alternative programs
 yes not yet, but it will happen no plans at this point
7. train teachers in the use of cognitive behavior programming.
 yes not yet, but it will happen no plans at this point
8. the criteria for program access have been identified and shared within the school
 yes not yet, but it will happen no plans at this point
9. the criteria for program completion have been identified and shared within the school
 yes not yet, but it will happen no plans at this point
10. a curriculum has been prepared which will teach and reinforce self-control, stress management, self esteem and healthy lifestyle choices.
 yes not yet, but it will happen no plans at this point
11. select teachers for this program who are resilient, caring and optimistic individuals
 yes not yet, but it will happen no plans at this point
12. have the alternative program operate in a non-traditional setting away from mainstream students
 yes not yet, but it will happen no plans at this point
13. design a program that has specific goals and non-traditional methods of assessing success
 yes not yet, but it will happen no plans at this point
14. has community service built into the core structure of the program
 yes not yet, but it will happen no plans at this point

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15. create evaluation tools which are simple, direct and include behavior evaluation and specific benchmarks
 yes not yet, but it will happen no plans at this point
16. have students provided with step by step guidelines for behavior consequences signed as a contractual agreement.
 yes not yet, but it will happen no plans at this point
17. incorporate early transition planning to develop multiple early pathways for students leaving the program
 yes not yet, but it will happen no plans at this point
18. have teaching which shows students how to make responsible behavior choices
 yes not yet, but it will happen no plans at this point
19. use counseling team partners to facilitate parent/teacher consistency in approach and expectations
 yes not yet, but it will happen no plans at this point
20. have counselling available to assist students making individual, personal changes
 yes not yet, but it will happen no plans at this point

If most of the answers in the above Be Ready Checklist are in the *Yes* category, then initial preparations are well underway for a successful alternative program.

Now it is time to consider the instructional issues.

