Artifact Checklist
Tier 1

School Name: _____ District: _____

Use this checklist to assess PBIS Tier 1 artifacts and permanent products

System	Check when complete
Team	
Team Charter (Record of team members, roles, vision/goals, decision making, norms and meeting times)	
Working Smarter Matrix - audit of all school teams/ committees	
Staff Ownership	
Share Who/ What/ When/ Why Information about PBIS	
Awareness Campaign via meetings/print/web/social/myPBIS.org	
Assessment System	
Team Survey (3x) - Tiered Fidelity Inventory (TFI) in PBISapps	
Staff Survey (1x) - Self- Assessment Survey (SAS) in PBISapps *recommended for teams already implementing some Tier 1 practices	
Climate Surveys (1x) - for staff, students, and parents in PBISapps	
Expectation System	
Expectation Matrix (School-wide expectations and rules/skills)	
Expectation Posters for each school location (include rules/skills)	
Teaching System	
Lesson Plans to teach each Expectations in each location to students	
Schedule training to teach expectations to staff and students *Schedule for first week of school during annual Kick-Off/ Roll-Out	
Reinforcement System	

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Artifact Checklist

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Reinforcement System (4-part system)	
Reinforcement tickets, certificates, menu of reward choices, etc.	
Lesson Plans to teach reinforcement to students (during annual Kick-Off/ Roll-Out)	
Plan to teach reinforcement system to staff (during annual Kick-Off/ Roll-Out)	
Accountability System	
Behavior Flowchart & Defined Behaviors	
Office Discipline Referral Forms (ODR, 9 items)	
ODR Paper Handling Procedures	
Database to enter ODR's and easily graph ODR by rate/month, problem behaviors, student, grade, location, time, day, motivation	
Lesson Plan to teach accountability to students (during annual Kick-Off/ Roll-Out)	
Case Study ppt to teach accountability system to staff	
Roll Out	
Plan to Roll Out/ Kick Off PBIS System to Staff, Students, Parents, and Community (during annual Kick-Off/ Roll-Out)	
Maintenance	
PBIS Digital Folder/Binder	
PBIS Staff Handbook	

Many of these artifacts and permanent products align with PBISapps Tiered Fidelity Inventory (TFI)