

Artifact Checklist

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 process, norms and meeting times)	
Team Matrix - audit of all school teams/committees/initiatives (also known as 'Working Smarter' Matrix)	
Staff Ownership	
Share Who/What/When/Why information about PBIS	
Awareness campaign via meetings/print/web/social/ myPBIS.org	
Assessment System	
Team Survey (3x) - Team Implementation Checklist (TIC)	
Staff Survey (1x) - Self-Assessment Survey (SAS)	
KOI Climate Surveys (1x) - staff, students, parents	
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 expectations to students (+schedule training)	
Plan to teach expectations to staff	
Reinforcement System	
Reinforcement Matrix (4-part system)	
Reinforcement tickets, certificates, menu of reward choices, etc.	
Lesson Plan to teach reinforcement to students (+schedule training)	
Plan to teach reinforcement system to staff	

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System	Check when Complete
Accountability System	
Behavior Flowchart with Defined Behaviors	
Office Discipline Referral Form (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 (+schedule training)	
Plan to teach accountability system to staff	
Roll Out	
Plan to Roll Out/Kick-Off PBIS system to Staff, Students, Parents and Community (+schedule training)	
Maintenance	
PBIS Team binder/digital-folder	
PBIS Staff Handbook	

Permanent products align with *Team Implementation Checklist (TIC 3.1)*