Designing and Printing PBIS Materials at Wayne RESA

The Wayne RESA Print Shop can help your school with the design and printing of customized PBIS materials. The Print Shop has thirteen years of experience providing these services, having worked with over 200 Wayne County schools since 2006.

**THE PROCESS**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Once you have received notification of your grant and developed your Positive Behavior Matrix, decide the type and quantity of PBIS materials you would like to produce.</td>
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<tr>
<td>2</td>
<td>Make sure your PBIS Materials checklist and Poster/Banner Worksheet are completed.</td>
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<tr>
<td>3</td>
<td>Contact Wayne RESA Print Shop Support: <strong>Debra Walters</strong> • <a href="mailto:walterd@resa.net">walterd@resa.net</a> • (734) 334-1597 &lt;br&gt; and we will set up a time for you to meet with the WRESA Print Shop secretary and graphic designer. &lt;br&gt; At that meeting, we will discuss the look and cost of your materials. You will leave the meeting with cost estimates that you can submit to your business office or school secretary in order to generate a purchase order.</td>
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<td>4</td>
<td>When the purchase order arrives at WRESA, your school will go into a queue. Work will be done in the order that POs are received.</td>
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<tr>
<td>5</td>
<td>The graphic designer will produce a full set of PDF proofs of your PBIS materials. The Print Shop secretary will email these to you for your review.</td>
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<td>6</td>
<td>If you have any edits, let the Print Shop secretary know, and these will be made by the graphic designer.</td>
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<tr>
<td>7</td>
<td>Once the files are correct and you emailed us stating your approval, they will go to print.</td>
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<td>8</td>
<td>You will be invoiced for the materials.</td>
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<td>9</td>
<td>The materials will be available for pick up in the WRESA Print Shop from 7:30 AM – 4:30 PM, Monday through Friday.</td>
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<tr>
<td>10</td>
<td>Your materials will be kept on file for reprinting. If you reprint without any updates, there will be no design charge.</td>
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Grant Positive Behavior Expectations

- **BE RESPECTFUL**
  - Be kind
  - Listen and follow directions
  - Take care of property
  - Wait your turn
  - If an adult is talking, do not interrupt
  - Use manners
  - Listen to adults
  - Follow directions
  - Polite greetings
  - Use a quiet voice
  - Quiet feet
  - Be mindful of others’ property
  - Take turns
  - Share equipment
  - Be kind and include others
  - Give each other privacy
  - Keep the bathroom clean
  - Listen to the bus driver
  - Follow directions
  - Be kind
  - Use appropriate language

- **BE RESPONSIBLE**
  - Do your best
  - Be ready with your materials
  - Keep your classroom clean
  - Do what you need to do and go back to class
  - Clean up
  - Use your time wisely: eat then talk
  - Take care of yourself and your belongings
  - Be ready and on time
  - Leave area clean
  - Go directly where you need to be
  - Dress weather appropriate
  - Return equipment
  - Line up on time
  - Flush after use
  - Wash your hands
  - Put trash in garbage
  - Be ready and on time
  - Clean up after yourself

- **BE SAFE**
  - Keep hands and feet to yourself
  - Use walking feet
  - Walk to and from office
  - Sit and wait in assigned location
  - Eat your own food
  - Keep hands and feet to yourself
  - Sit correctly
  - Keep hands and feet to yourself
  - WALK
  - Stay in line
  - WALK
  - Face forward in a single line
  - Keep hands and feet to yourself
  - WALK
  - Stay within designated areas
  - Play by the rules
  - Use equipment properly
  - Keep hands and feet to yourself
  - WALK
  - Walk to and from the bathroom
  - Wait your turn
  - Stay in your seat
  - Face forward
  - Keep hands, feet, and belongings to yourself
  - Walk at all times

PBIS POSITIVE BEHAVIOR EXPECTATIONS MATRIX

The information contained in the matrix is the basis of all of your PBIS materials—posters, parent brochure, etc. Thus, we will not be able to schedule a meeting with you unless your PBIS matrix is complete. Please email the matrix to us prior to your initial Print Shop meeting. It should be in an electronic format (MS Word or Excel). Please note, we cannot accept Publisher files.

SCHOOL COLORS AND LOGO

Please email your school colors and logo to us prior to your initial Print Shop meeting, or bring the logo with you on a flash drive. The logo should be as high a resolution (large and crisp) file as possible. Acceptable formats are .eps, .ai, .psd, .tif, .jpg, .png, .gif, or .pdf.

The logo must not be copyrighted. Remember, schools do not have copyright exemption—even if you are using materials for educational purposes—and you can be sued by the copyright holder. Images found on the Web are copyrighted unless it is specifically stated otherwise. If you supply a logo for your materials, you will be asked to provide proof of copyright permission or sign a copyright acknowledgement form.

If the logo file you provide is not sufficiently large or sharp, the graphic designer will have to recreate it. This time will be added to your design charge. If you do not have a logo, the WRESA graphic designer can develop one for use on your PBIS materials.

PARENT BROCHURE

Parent brochures are letter-sized trifolds (8.5x11” sheet) or legal-sized quadfolds (8.5x14” sheet), depending on the size of your matrix and whether or not you would like to include a parent contract section.

You can provide your own text for the parent brochure (please submit a MS Word file), or use the standard text written by Chris McEvoy. Examples of brochures can be found at http://www.resa.net/curriculum/schoolwide-positive-behavioral-interventions-supports/ under “Tier One.”
From your behavior expectations matrix, we can generate posters for individual areas of your school: classroom, lunchroom, restrooms, etc. These can be printed on 11x17” on heavy weight, glossy paper; 24x36” on heavy weight, glossy paper; or 24x36” on vinyl.

We also can create posters of your entire matrix, voice level posters, and bullying-prevention posters.

For younger students and non-readers, we can include Boardmaker images on the posters. Please note that this is the only library of images we have available for use. You may send photos of your students to include on the posters, but they must be high resolution (large and crisp) and you must have photo releases on file for each child shown.

Please come to the initial meeting knowing the quantity, size, and material of posters you would like.

The WRESA Print Shop can create customized postcards that can either be mailed or handed out. The back can be kept blank for a teacher’s handwritten message or can contain a positive behavior checklist.
The WRESA Print Shop can create customized PBIS "bucks" or coupons. For an additional fee, these can be glued into pads.

The WRESA Print Shop can create customized vinyl banners, in various sizes.

The WRESA Print Shop can create Office Discipline Referral forms. These can be printed on regular paper or on carbonless paper.

The WRESA Print Shop can create Think Sheets/Reflection Sheets. These can be printed on regular paper or on carbonless paper. They can be primarily text based or image based, depending on the school population.
EXPECT RESPECT/BULLYING PREVENTION POSTERS

The WRESA Print Shop has a collection of six anti-bullying posters that can be customized with your school’s logo and colors. Three are aimed at a primary school audience, three at a secondary audience. Each set contains a poster that speaks to:

- the student who is the object of bullying behavior (Stop, Walk, Talk)
- the student engaged in bullying behavior (Stop, Breathe, Leave) and
- students witnessing the bullying behavior (Be an Upstander).

MORNING GREETING POSTERS

The WRESA Print Shop has a Morning Greetings poster to help facilitate student-teacher connections, starting at the classroom door.

*Please note: this poster cannot be customized.*
### PBIS Materials Meeting Checklist

Prior to meeting with the WRESA Print Shop secretary and graphic designer, please make sure you have the following:

- **Complete Positive Behavior Expectations Matrix** in an electronic format (Word document preferred. **Note:** We **cannot** work with Publisher files.)

- **School logo** in an electronic format (.eps, .ai, .psd, .tif, .jpg, .png, .gif, or .pdf).
  - The logo must not violate copyright.
  - The higher resolution the file is (large and crisp), the better.

- **School colors**

- **Photo releases on file** for any images of students you elect to use.

- **Quantities of materials needed**, especially of banners and posters.
  - See worksheet on page 7.

- **Understanding of how Purchase Orders are obtained in your school and district**

### Spotlight on Proofing

Proofing is an essential part of the PBIS material development process, as outlined on page 1 of this document:

1. The graphic designer will produce a full set of PDF proofs of your PBIS materials. The Print Shop secretary will email these to you for your review.

2. If you have any edits, let the Print Shop secretary know, and these will be made by the graphic designer.

3. Once the files are correct and you emailed us stating your approval, they will go to print.

**It is important to note that once you give approval, the cost of any reprinting—regardless of reason—will be your responsibility. Thus, it is critical to proofread drafts closely.**
## PBIS Poster and Banner Worksheet

*Please note, prices are for planning purposes only and are subject to change.*

<table>
<thead>
<tr>
<th></th>
<th>Number of 11x17” paper $0.60/each</th>
<th>Number of 24”x36” paper $20.00/each</th>
<th>Number of 24x36” vinyl $25.00/each</th>
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<td>Classroom</td>
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<td>Arrival/Departure</td>
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<td>Restroom</td>
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<td>Office</td>
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<td>Playground/Recess</td>
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<td>Assembly</td>
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<td>Library/Media Center</td>
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