WAYNE RESA
Leading... Learning for All

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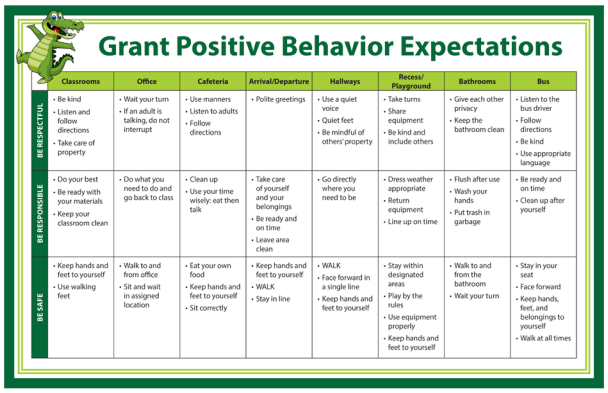
Designing and Printing PBIS Materials at Wayne RESA

The **Wayne RESA (WRESA) Print Shop** can help your school with the design and printing of customized PBIS materials. The Print Shop has many years of experience providing these services, having worked with over 300 Wayne County schools since 2006.

Ordering Process for PBIS Materials	
1	Once you have received notification of your grant and have developed your Behavior Expectations Matrix, decide the type and quantity of PBIS materials you would like to order.
2	Make sure your PBIS Materials Worksheet is completed.
STOP	**Your behavior matrix MUST be complete to proceed.**
3	Contact Wayne RESA Print Shop Support: printshop@resa.net Usually, print orders can be placed via phone and email. If you prefer, however, you can set up a time to meet in person or via Zoom with the WRESA Print Shop support staff and graphic designer.
4	Print Shop support staff will provide you with cost estimates that **you can submit to your business office or school secretary in order to generate a purchase order**.
STOP	**We MUST receive your Purchase Order to proceed.**
5	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.
6	The graphic designer will produce a full set of PDF proofs of your PBIS materials. The Print Shop support staff will email these to you for your review.
7	If you have any edits, contact the Print Shop to discuss them.
8	Once the files are correct and you emailed us stating your approval, they will go to print.
9	You will be invoiced for the materials when the order is complete.
10	The materials will be available for pick up in the WRESA Print Shop from 7:30 AM – 4:30 PM, Monday through Friday.
11	Your materials will be kept on file for reprinting. If you choose to reprint the document in the future, there will be no design charge as long as no edits are required.

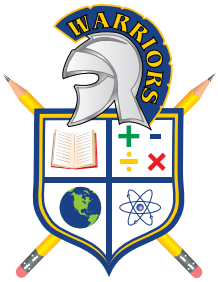


Grant Positive Behavior Expectations

	Classrooms	Office	Cafeteria	Arrival/Departure	Hallways	Recess/ Playground	Bathrooms	Bus
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	• Stay within designated areas • Play by the rules • Use equipment properly • Keep hands and feet to yourself	• 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 proceed with any work unless your PBIS matrix is complete.*** Please email the matrix to us in an electronic format (MS Word or Excel). ***Please note, we cannot accept Publisher files.***

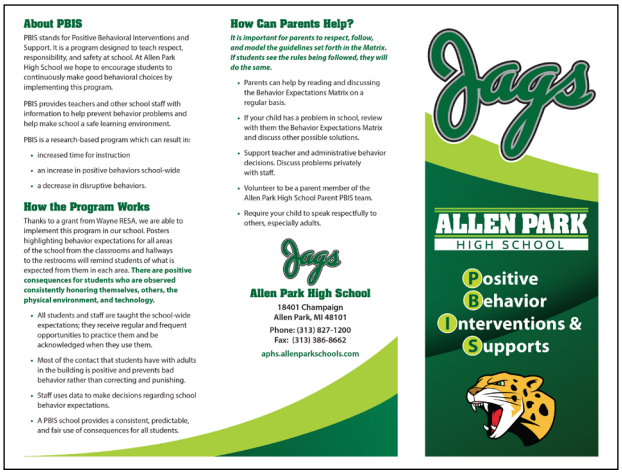


SCHOOL COLORS AND LOGO

Please email your school colors and logo to the support staff.. The logo should be as high a resolution (large and crisp) file as possible. Acceptible 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 acknowledgment 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.



About PBIS

PBIS stands for Positive Behavioral Interventions and Support. It is a program designed to teach respect, responsibility, and safety at school. At Allen Park High School we hope to encourage students to continuously make good behavioral choices by implementing this program.

PBIS provides teachers and other school staff with information to help prevent behavior problems and help make school a safe learning environment.

PBIS is a research-based program which can result in:

- increased time for instruction
- an increase in positive behaviors school-wide
- a decrease in disruptive behaviors.

How the Program Works

Thanks to a grant from Wayne RESA, we are able to implement this program in our school. Posters highlighting behavior expectations for all areas of the school from the classrooms and hallways to the restrooms will remind students of what is expected from them in each area. **There are positive consequences for students who are observed consistently honoring themselves, others, the physical environment, and technology.**

- All students and staff are taught the school-wide expectations; they receive regular and frequent opportunities to practice them and be acknowledged when they use them.
- Most of the contact that students have with adults in the building is positive and prevents bad behavior rather than correcting and punishing.
- Staff uses data to make decisions regarding school behavior expectations.
- A PBIS school provides a consistent, predictable, and fair use of consequences for all students.

How Can Parents Help?

It is important for parents to respect, follow, and model the guidelines set forth in the Matrix. If students see the rules being followed, they will do the same.

- Parents can help by reading and discussing the Behavior Expectations Matrix on a regular basis.
- If your child has a problem in school, review with them the Behavior Expectations Matrix and discuss other possible solutions.
- Support teacher and administrative behavior decisions. Discuss problems privately with staff.
- Volunteer to be a parent member of the Allen Park High School Parent PBIS team.
- Require your child to speak respectfully to others, especially adults.

Jags

Allen Park High School

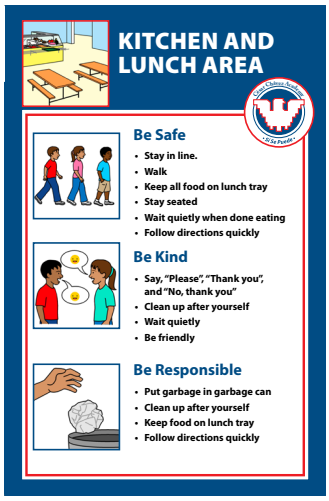
18401 Champaign
Allen Park, MI 48101
Phone: (313) 827-1200
Fax: (313) 386-8662
aphs.allenparkschools.com

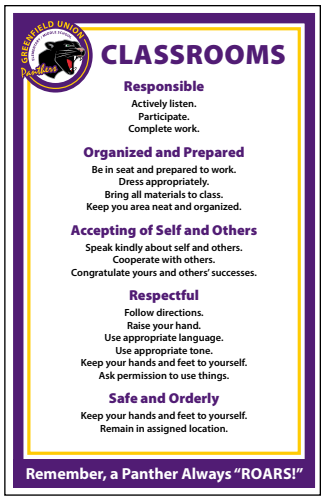
Jags
ALLEN PARK
HIGH SCHOOL
Positive
Behavior
Interventions &
Supports

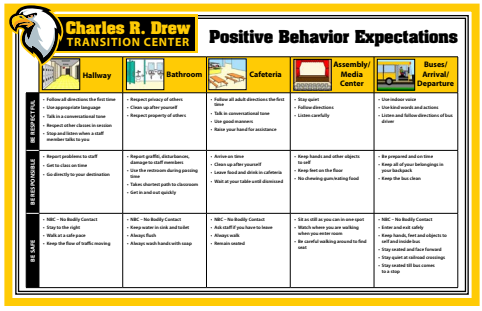
PARENT BROCHURE

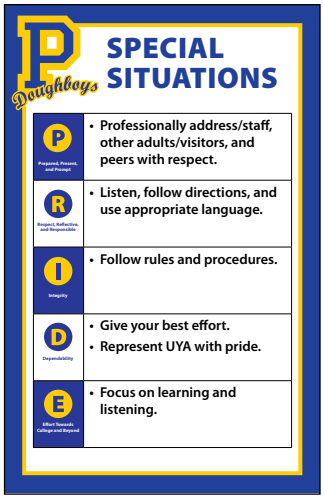
Parent brochures are letter-sized trifolds (8.5x11" sheet) or legal-sized quadfolds (8.5x14" sheet), depending on the size of your matrix and whether or not you would like to include a parent contract section.

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. Additional brochure examples can be found on the WRESA PBIS page under "Tier One".









BEHAVIOR EXPECTATION POSTERS

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. At the 24x36" size, the price of vinyl is very similar to paper.

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.

GOOD NEWS POSTCARDS

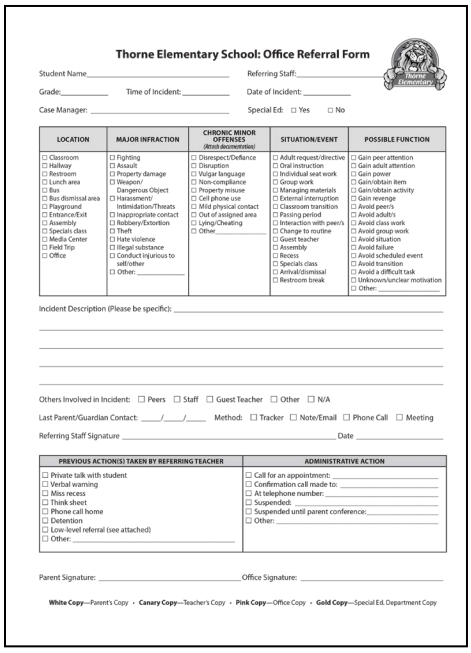
The WRESA Print Shop can create customized postcards that can either be mailed or handed out. The back can be kept blank for a teacher's handwritten message or can contain a positive behavior checklist.

PBIS BUCKS

The WRESA Print Shop can create customized PBIS "bucks" or coupons. For an additional fee, these can be glued into pads.

PBIS BANNERS

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



Thorne Elementary School: Office Referral Form

Student Name_____ Referring Staff:_____

Grade:_____ Time of Incident:_____ Date of Incident:_____

Case Manager:_____ Special Ed: ☐ Yes ☐ No

LOCATION	MAJOR INFRACTION	CHRONIC MINOR OFFENSES (Attach documentation)	SITUATION/EVENT	POSSIBLE FUNCTION
☐ Classroom ☐ Hallway ☐ Restroom ☐ Lunch area ☐ Bus ☐ Bus dismissal area ☐ Playground ☐ Entrance/Exit ☐ Assembly ☐ Specials class ☐ Media Center ☐ Field Trip ☐ Office	☐ Fighting ☐ Assault ☐ Property damage ☐ Weapon/ Dangerous Object ☐ Harassment/ Intimidation/Threats ☐ Inappropriate contact ☐ Robbery/Extortion ☐ Theft ☐ Hate violence ☐ Illegal substance ☐ Conduct injurious to self/other ☐ Other:_____	☐ Disrespect/Defiance ☐ Disruption ☐ Vulgar language ☐ Non-compliance ☐ Property misuse ☐ Cell phone use ☐ Mild physical contact ☐ Out of assigned area ☐ Lying/Cheating ☐ Other:_____	☐ Adult request/directive ☐ Oral instruction ☐ Individual seat work ☐ Group work ☐ Managing materials ☐ External interruption ☐ Classroom transition ☐ Passing period ☐ Interaction with peer/s ☐ Change to routine ☐ Guest teacher ☐ Assembly ☐ Recess ☐ Specials class ☐ Arrival/dismissal ☐ Restroom break	☐ Gain peer attention ☐ Gain adult attention ☐ Gain power ☐ Gain/obtain item ☐ Gain/obtain activity ☐ Gain revenge ☐ Avoid peer/s ☐ Avoid adult/s ☐ Avoid class work ☐ Avoid group work ☐ Avoid situation ☐ Avoid failure ☐ Avoid scheduled event ☐ Avoid transition ☐ Avoid a difficult task ☐ Unknown/unclear motivation ☐ Other:_____

Incident Description (Please be specific):_____

Others Involved in Incident: ☐ Peers ☐ Staff ☐ Guest Teacher ☐ Other ☐ N/A

Last Parent/Guardian Contact: ____/____/____ Method: ☐ Tracker ☐ Note/Email ☐ Phone Call ☐ Meeting

Referring Staff Signature_____ Date_____

PREVIOUS ACTION(S) TAKEN BY REFERRING TEACHER	ADMINISTRATIVE ACTION
☐ Private talk with student ☐ Verbal warning ☐ Miss recess ☐ Think sheet ☐ Phone call home ☐ Detention ☐ Low-level referral (see attached) ☐ Other:_____	☐ Call for an appointment:_____ ☐ Confirmation call made to:_____ ☐ At telephone number:_____ ☐ Suspended:_____ ☐ Suspended until parent conference:_____ ☐ Other:_____

Parent Signature:_____ Office Signature:_____

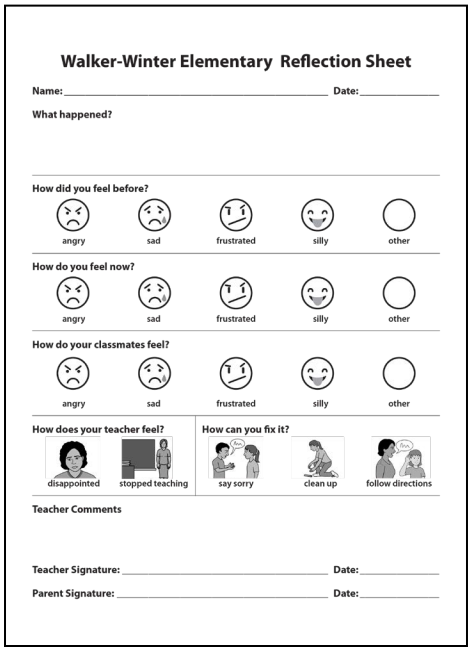
White Copy—Parent's Copy • Canary Copy—Teacher's Copy • Pink Copy—Office Copy • Gold Copy—Special Ed. Department Copy

OFFICE REFERRAL FORMS

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

THINK SHEETS/REFLECTION SHEETS

The WRESA Print Shop can create create Think Sheets/ Reflection Sheets. These can be printed on regular paper or on carbonless paper (duplicate or triplicate forms). They can be primarily text based or image based, depending on the school population.



Walker-Winter Elementary Reflection Sheet

Name:_____ Date:_____

What happened?

How did you feel before?

angry sad frustrated silly other

How do you feel now?

angry sad frustrated silly other

How do your classmates feel?

angry sad frustrated silly other

How does your teacher feel?

disappointed stopped teaching

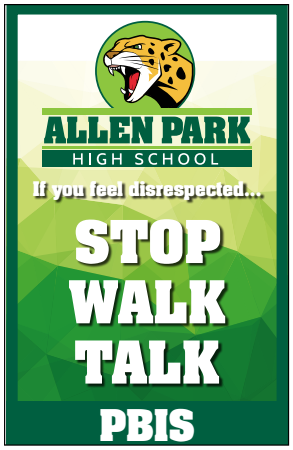
How can you fix it?

say sorry clean up follow directions

Teacher Comments

Teacher Signature:_____ Date:_____

Parent Signature:_____ Date:_____



EXPECT RESPECT/BULLYING PREVENTION POSTERS

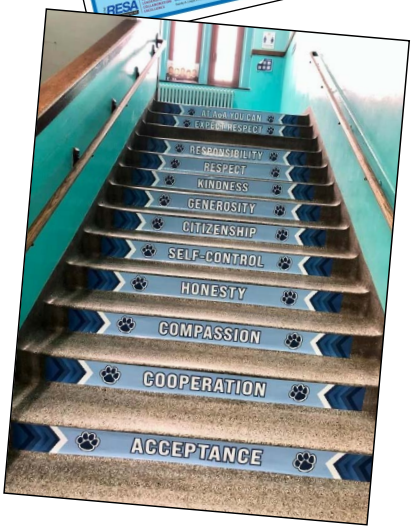
The WRESA Print Shop has a collection of six anti-bullying posters that can be customized with your school's logo and colors. Three are aimed at a primary school audience, three at a secondary audience. Each set contains a poster that speaks to:

- 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.



SPECIAL ORDER ITEMS

Upon request, the WRESA Print Shop can create special order items such as stair risers and floor decals to highlight the positive messages

Before Contacting the WRESA Print Shop

Prior to contacting WRESA Print Shop support staff, please make sure you have the following:

- ☐ **Complete Positive Behavior Expectations Matrix** in an electronic format (Word/Excel or Google Doc/Sheet 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.
- ☐ **Knowledge of your schools PBIS grant funds and printing budget.**
- ☐ **Understanding of how Purchase Orders are obtained in your school and district**

PBIS Materials Checklist and Order Form

You can find the WRESA PBIS Print Shop Request form by clicking here or by scanning the QR code below with your phone.

1. Once you have reached the webpage where the form is located, please make a copy of it.
2. Fill out the form using Google Sheets.
3. Email the form to Wayne RESA Print Shop Support Staff at printshop@resa.net

Spotlight on Proofing

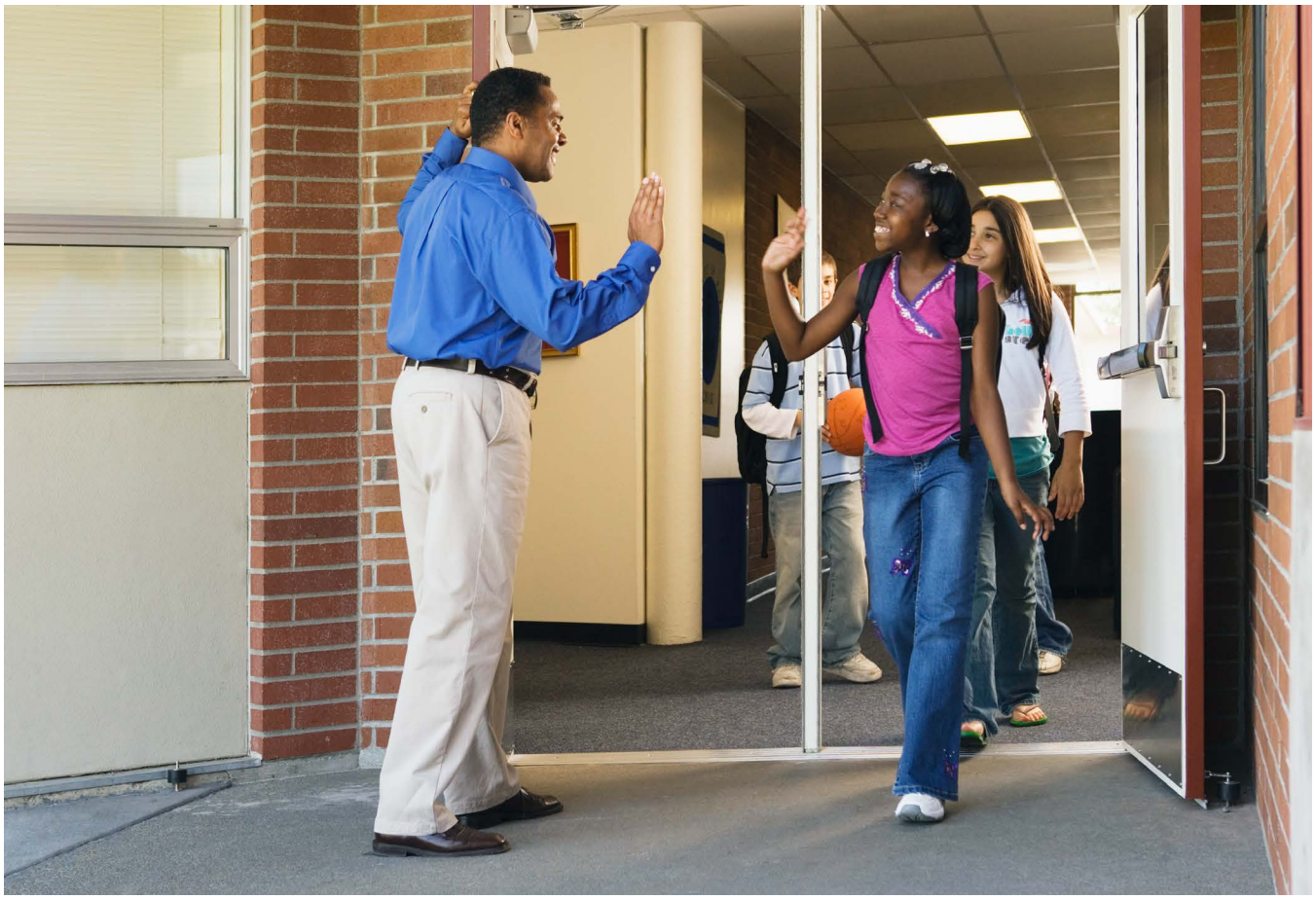
Proofing is an essential part of the PBIS material development process, as outlined on page 1 of this document:

1. The graphic designer will produce a full set of PDF proofs of your PBIS materials. The Print Shop support staff will email these to you for your review.
2. If you have any edits, let the Print Shop support staff know, and these will be made by the graphic designer.
3. Once the files are correct and you emailed us with 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.

Additional Samples

Additional materials created by the Wayne RESA Print Shop can be seen by clicking here or by scanning the QR code with your phone.



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Wayne RESA

33500 Van Born Road • Wayne, MI 48184 • 734.334.1300 • 734.334.1620 FAX • www.resa.net

Board of Education

James S. Beri • Mary E. Blackmon • Danielle Funderburg • Lynda S. Jackson • James Petrie

Superintendent: Daveda J. Colbert, Ph.D.

Wayne RESA is an equal opportunity employer.

Wayne RESA Print Shop

Wayne RESA Print Shop Support · printshop@resa.net · 734.334.1620 fax

***December** 2023*