

## Module One Handouts – Day 1 Contents and Descriptions

Item	Description of Handout Uses	School may want to revise example or generate own version
<b>PBS Action Plan</b>	Work plan that guides PBS team throughout the year	No
<b>PBS Team Roles and Responsibilities</b>	Description of team roles	Yes
<b>Team Contact Information</b>	For keeping track of team member contact information to facilitate effective communication	Yes
<b>Team Meeting Schedule</b>	To track meeting dates, cancellations and rescheduling	Yes
<b>PBS Team Sign-In Sheet</b>	For tracking team attendance	Yes
<b>PBS Team Meeting Resources</b>  <b>Sample Agendas/ Agenda Template(s)</b>	Templates and Samples for use in organizing content of team meetings	Yes
<b>PBS Team Meeting Evaluation(s)</b>  <b>Team Meeting Evaluation and Process Evaluation</b>	To evaluate the effectiveness of meetings. Team can use feedback as needed to adjust team process.	No
<b>Implementation Checklist</b>	To assess a “big picture” overview of current efforts underway and next steps (to be used 1x/quarter)	No

<b>Problem Behavior Process Flow Chart Examples</b>	Sample behavior referral process Major Incidents/Minor Incidents	Yes
<b>SWIS Compatibility Checklist</b>	Tool for assessing referral form compatibility with SWIS system	No
<b>SWIS Referral Form: Example A</b>	Sample referral form	Yes
<b>SWIS Referral Form: Example B</b>	Sample referral form	Yes
<b>SWIS Referral Form: Example C</b>	Sample referral form	Yes