**Permanent Products Notebook Model**

* **Section 1: Introducing the DE PBS Project**
	+ What is PBS? FAQ
	+ Summary of Schoolwide Components
	+ Key Features
	+ Folding DE-PBS into Schools
	+ Securing Staff Involvement
	+ School Improvement Plan Goals
	+ Managing Data Effectively
		- Monthly
			* Data Analysis Guide Sheet
			* Big Five Data Sources
				+ Average Referrals/Day/Month
				+ Referrals by Behavior
				+ Referrals by Location
				+ Referrals by Time of Day
				+ Referrals by Student
			* Other Monthly Data Sources (Gender/Race/Grade Level)
		- Annually
			* End of Year Summary of Big Five Data Sources
			* Delaware Assessment of Strengths and Needs
			* School Climate Prioritized Summaries
			* DE-PBS Key Features School Evaluation
* **Section 2: Implementing Schoolwide PBIS**
	+ Planning for Current and Future Year
		- Before School Starts
			* School/DE-PBS Team Demographics
			* Expectations/Rules Behavior Matrices
			* Kick-Off Plan/Evaluations
			* Acknowledgement Matrices
			* Schedules of Celebrations
		- Monthly
			* DE-PBS Meetings & Notes
			* School DE-PBS Action Plan
		- Spring and Summer
			* End-of-Year Analyses and Plans
			* Recognition Applications
	+ Connecting to District Policy
		- Discipline Materials
		- School Crisis Plan
		- School Improvement Plans
	+ Planning for the Classroom
		- Lesson Plans for Expectations
		- Maintenance Plans for Teaching
		- Behavior Intervention Processes
		- Major vs. Minor Hierarchies
		- Behavior/Office Discipline Referral Forms
* **Section 3: Incorporating Socio-Emotional Learning**
	+ Their chosen curriculum/activities
	+ At the State Level
		- Descriptions of Existing Programs (these descriptions are for informational purposes only and are not officially endorsed by the DE-PBS Project)
	+ At the School Level
		- Plan for Schoolwide Instruction & Integration Across Curricula•
* **Section 4: Involving and Communicating with Families**
	+ Schoolwide Level
		- Evidence of DE-PBS Presentation(s) to Families at School
		- Evidence of On-going Dissemination of School’s DE-PBS Information to Families
		- Evidence of Parent Involvement in School’s DE-PBS Planning at the School Level
	+ Classroom Level
		- Evidence of Positive Staff Contacts to Home
* Section 5: DE-PBS Communication Tools
	+ DE-PBS Printables (Blurbs, Clip Art)
	+ DE-PBS Fast Facts
* Section 6: DE-PBS Information for Subs
	+ Fast Facts about DE-PBS Program
	+ Giving Acknowledgements: Tips and Information
	+ Sample Lesson Plans

**Working Notebook Model**

* Current Action Plan
	+ Data from School Climate, Key Features Evaluation, and DASN
	+ Kick-Off Evaluations
	+ Behavior Referrals
	+ Determine Meeting Schedule
	+ Team Membership List
		- Facilitator/Team Leader
		- Data Coordinator
* Month to Month Team Meeting:
	+ Agendas with Detailed Minutes
		- Analysis of +/- patterns in data
		- Re-teaching Plan of Activities/Calendar
	+ All Data Reviewed
		- Big Five Data
		- DDRT data
		- Other data sources
* End of Year Analysis and Planning
	+ Recognition Application (if team submits)