**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)