**Permanent Product Notebook**

* **Section 1: DE-PBS Program Development & Evaluation**
	+ [**Delaware PBS Key Features**](http://wordpress.oet.udel.edu/pbs/wp-content/uploads/2011/11/ES_MS_HS_013_DE-PBS_Key_Features.pdf)
	+ Copy of SWPBS Team Training Materials (note location of at least 1 set of training materials that any school team/staff can reference)
	+ Staff PBS Overview to be updated yearly
		- Includes:
			* Global characteristics of PBS programming
			* PBS expectations and program overview
			* School data used in decision-making
			* Role of teacher in school’s PBS program
	+ School Improvement Plan
	+ Archived Data:
		- [**End of Year Summary of Big Five Data Sources**](http://wordpress.oet.udel.edu/pbs/wp-content/uploads/2011/11/ES_MS_HS_007_PBS-Data-Summary-and-maintenance-plan-template.doc) & associated data analysis
		- Delaware Assessment of Strengths and Needs result reports
		- School Climate Survey reports
		- DE-PBS Key Features School Evaluation Report
	+ Involving and Communicating with Families
		- DE-PBS presentation(s) to families at school
		- On-going dissemination of school’s DE-PBS information to families
		- Parent involvement in school’s DE-PBS planning at the school level
		- System for positive staff contacts to home
* **Section 2: Implementing School-wide PBIS**
	+ [**Expectations/Rules Behavior Matrices**](http://wordpress.oet.udel.edu/pbs/wp-content/uploads/2011/11/ES_MS_HS_BehaviorMatrix-Blank.doc)
	+ School-wide Initial PBS Introduction: [**Kick-Off Plan**](http://wordpress.oet.udel.edu/pbs/wp-content/uploads/2011/11/ES_MS_HS_PBS-Kickoffs.doc) (Staff, Student, Family)
		- Teaching event feedback/evaluation notes
	+ School-wide and classroom lesson plans for teaching expectations
		- Maintenance plans for teaching throughout year
	+ [**Acknowledgement Matrices**](http://wordpress.oet.udel.edu/pbs/wp-content/uploads/2011/11/ES_MS_HS_018h_Acknowledgement-Plan-Section.ppt)– documentation of system to reinforce expectations
		- List of past celebration ideas and logistics
	+ DE-PBS Fast Facts for substitutes (Expectations, recognition system)
	+ Archived PBS planning documetns:
		- [**DE-PBS Action Plan**](http://wordpress.oet.udel.edu/pbs/wp-content/uploads/2011/11/ES_MS_HS_Action-Planning-July-2011-Excerpt.ppt)
		- End-of-year analyses and plans
		- Recognition applications
	+ Behavior intervention processes (Tier 2/3 behavior system information)
	+ School crisis plan
* **Section 3: Correcting Problem Behaviors**
	+ Discipline procedure materials
		- Code of Conduct
		- Major vs. Minor behaviors listed and defined
		- Behavioral response procedures for minor and major behaviors
			* [**Major vs. Minor Hierarchies**](http://wordpress.oet.udel.edu/pbs/wp-content/uploads/2011/11/ES_MS_HS_012b_Major-vs.-minor-powerpoint-presentation.ppt)
		- Behavior/Office Discipline Referral Forms
			* [**Major**](http://wordpress.oet.udel.edu/pbs/wp-content/uploads/2011/11/ES_MS_HS_017d_major-referral-form.doc)
			* [**Minor**](http://wordpress.oet.udel.edu/pbs/wp-content/uploads/2011/11/ES_MS_HS_017b_MINOR-referral-form-preschool1.doc)
	+ Materials to support behavioral response procedures
		- Classroom management strategies
		- Reflection/problem solving/skill building tools (reflection sheets, guiding questions)
* **Section 4: Incorporating Socio-Emotional Learning (SEL)**
	+ School-wide SEL curriculum or plan for incorporating SEL into lessons. Resources to support staff in acknowledging students displaying SEL competencies (e.g. – promotion of effort, concern for others, etc.)
	+ Activities used to support SEL
		- Service Learning
		- Peer mentoring
		- Student leadership opportunities (School-wide & Classroom based)
		- Display/bulletin board materials to highlight SEL concepts