**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