

# Unit Tracking Form

The following action items were intentionally sequenced to assist PBS Teams in the implementation of this unit, *Active Supervision*. It is strongly recommended that each item be thoughtfully reviewed and addressed. Once all relevant Action Items have been implemented, forward the completed *Unit Tracking Form* to district PBS Coaches.



<b>Action Items:</b> <b><i>Active Supervision</i></b>	<b>Pages</b>	<b>Person(s) Responsible</b>	<b>Date Completed</b>
<b>Action Item 1: Conduct first team meeting</b> <ul style="list-style-type: none"> <li>• Assign: <i>PBS Professional Reading (Team) — Active Supervision of the Common Areas</i></li> <li>• Schedule District PBS Coaches to meet with PBS Team: <i>PBS Department Contact Information</i></li> </ul>	<b>9</b>  <b>10</b>		
<b>Action Item 2: Meet with PBS Coaches</b> <ul style="list-style-type: none"> <li>• Review:               <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Essential Unit Outcomes</i></li> <li><input type="checkbox"/> <i>Positive Behavior Support (PBS) Framework — Data-Based Decision Making, Managing Common Areas</i></li> </ul> </li> <li>• Discuss: <i>PBS Professional Reading (Team) — Active Supervision of the Common Areas</i></li> <li>• Introduce PPTs:               <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>What is Bullying?</i></li> <li><input type="checkbox"/> <i>Cafeteria Supervision</i></li> <li><input type="checkbox"/> <i>Playground Supervision</i></li> </ul> </li> <li>• Review PPT:               <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Supervision — Chore? Or Opportunity?</i></li> </ul> </li> </ul>	<b>1</b> <b>13-15</b>  <b>9</b> <b>16-18</b>  <b>19-23</b>		Date of meeting with PBS Coaches:
<b>Action Item 3: Understand bullying dynamics</b> <ul style="list-style-type: none"> <li>• Review PPT: <i>What is Bullying?</i></li> <li>• Complete: <i>Bullying In Our School: Student Survey</i></li> <li>• Review and analyze student survey results</li> </ul>	<b>27-32</b> <b>33</b>		Survey date: (student)
<b>Action Item 4: Evaluate the common areas</b> <ul style="list-style-type: none"> <li>• Complete: <i>Understanding Student Behavior in the Common Areas</i></li> <li>• Review: <i>Sample Supervision Locations — Before &amp; After School</i></li> <li>• Distribute: <i>Supervision — Staff Survey</i></li> <li>• Complete:               <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Supervision Staff Survey — Tally Sheet</i></li> </ul> </li> <li>• Complete: <i>Proactive vs. Reactive Supervision</i></li> <li>• Review and analyze results</li> </ul>	<b>37</b> <b>38</b> <b>39</b> <b>40</b> <b>41-42</b>		Survey date: (certificated and classified)
<b>Action Item 5: Evaluate the cafeteria</b> <ul style="list-style-type: none"> <li>• Review PPT: <i>Cafeteria Supervision</i></li> <li>• Complete: <i>Cafeteria Problem Behavior Checklist</i></li> <li>• Complete: <i>Cafeteria Evaluation — Sample &amp; Template</i></li> <li>• Review and analyze results</li> </ul>	<b>45-50</b>		

<b>Action Items:</b> <b><i>Active Supervision</i></b>	<b>Pages</b>	<b>Person(s) Responsible</b>	<b>Date Completed</b>
<b>Action Item 6: Evaluate the playground</b> <ul style="list-style-type: none"> <li>• Review PPT: <i>Playground Supervision</i></li> <li>• Review: <i>Playground Facts</i></li> <li>• Conduct: <i>Non-Classroom Management Self-Assessment &amp; Observation</i></li> <li>• Review and analyze results</li> </ul>	<b>53-55</b> <b>56-57</b> <b>58-62</b>		Self-Assessment & Observation date:
<b>Action Item 7: Present unit concepts to staff</b> <ul style="list-style-type: none"> <li>• Assign: <i>PBS Professional Reading (Staff) — Active Supervision of the Common Areas</i></li> <li>• Present: referral/suspension data, survey, and observation results</li> <li>• Present PPT: <i>Supervision — Chore? Or Opportunity?</i></li> </ul>	<b>65</b> <b>66</b>		Date of staff presentation:
<b>Action Item 8: Based on analysis of collected data and discussion with staff, modify current supervision practices</b> <ul style="list-style-type: none"> <li>• Review:               <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Supervision — Determining Next Steps</i></li> <li><input type="checkbox"/> <i>Supervision Responsibilities by Location</i></li> <li><input type="checkbox"/> <i>Sample Supervision Schedule: Middle School</i></li> <li><input type="checkbox"/> <i>Sample Supervision Policy Statement</i></li> <li><input type="checkbox"/> <i>Sample Letter from a Middle School Who Revised the Cafeteria Procedures</i></li> <li><input type="checkbox"/> <i>Sample Cafeteria Procedures — Map</i></li> <li><input type="checkbox"/> <i>Good Supervising!</i></li> </ul> </li> </ul>	<b>69-75</b>		
<b>Action Item 9: Present updated supervision procedures to staff</b> <ul style="list-style-type: none"> <li>• Distribute:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Duty locations, schedules, responsibilities</li> <li><input type="checkbox"/> <i>Effective Supervision Practices</i></li> <li><input type="checkbox"/> <i>Why Do We ALL Have to Supervise ALL the Time?</i></li> </ul> </li> <li>• Present PPT (if applicable):               <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>What is Bullying? AND/OR</i></li> <li><input type="checkbox"/> <i>Cafeteria Supervision AND/OR</i></li> <li><input type="checkbox"/> <i>Playground Supervision</i></li> </ul> </li> </ul>	<b>79-80</b> <b>81-83</b>		Date of staff presentation:
<b>Action Item 10: Evaluate the effectiveness of supervision</b> <ul style="list-style-type: none"> <li>• Conduct: <i>Non-Classroom Management Self-Assessment &amp; Observation</i></li> <li>• Review and analyze observation results</li> <li>• Determine next steps: Modify current policies and procedures? Provide whole staff training? Provide selected staff training?</li> </ul>	<b>87-91</b>		Self-Assessment & Observation date:
<b>Action Item 11: Establish a student PBS Team</b> <ul style="list-style-type: none"> <li>• <i>Student PBS Team — Sample Description</i></li> <li>• <i>Student PBS Team — Sample Nomination Form</i></li> </ul>	<b>95-96</b>		
<b>Action Item 12: Review PBS Framework categories</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Data-Based Decision Making</i></li> <li><input type="checkbox"/> <i>Managing Common Areas</i></li> </ul>	<b>99-101</b>		

**Unit: Active Supervision**

<b>On-Going Action Items: <i>Active Supervision</i></b>	<b>Pages</b>	<b>Person(s) Responsible</b>	<b>Date Completed</b>
<p><b>Throughout each academic year –</b>  <b>Ensure all staff are actively supervising the common areas</b></p> <ul style="list-style-type: none"> <li>• Resources: <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Cafeteria Evaluation — Sample &amp; Template</i></li> <li><input type="checkbox"/> <i>Non-Classroom Management Self-Assessment &amp; Observation</i></li> <li><input type="checkbox"/> <i>Proactive vs. Reactive Supervision</i></li> <li><input type="checkbox"/> <i>Supervision — Staff Survey</i></li> <li><input type="checkbox"/> <i>Understanding Student Behavior in the Common Areas</i></li> </ul> </li> </ul>	<p><b>49-50</b>  <b>58-62</b>  <b>41-42</b>  <b>39</b>  <b>37</b></p>		
<p><b>At the beginning of each academic year –</b>  <b>Provide necessary staff development</b></p> <ul style="list-style-type: none"> <li>• PPT Resources: <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Cafeteria Supervision</i></li> <li><input type="checkbox"/> <i>Playground Supervision</i></li> <li><input type="checkbox"/> <i>Supervision — Chore? Or Opportunity?</i></li> <li><input type="checkbox"/> <i>What is Bullying?</i></li> </ul> </li> </ul> <p><b>Re-evaluate supervision practices, make necessary modifications</b></p> <ul style="list-style-type: none"> <li>• Resources: <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Bullying in Our School: Student Survey</i></li> <li><input type="checkbox"/> <i>Cafeteria Evaluation — Sample &amp; Template</i></li> <li><input type="checkbox"/> <i>Cafeteria Problem Behavior Checklist</i></li> <li><input type="checkbox"/> <i>Non-Classroom Management Self-Assessment &amp; Observation</i></li> <li><input type="checkbox"/> <i>Proactive vs. Reactive Supervision</i></li> <li><input type="checkbox"/> <i>Supervision — Staff Survey</i></li> <li><input type="checkbox"/> <i>Understanding Student Behavior in the Common Areas</i></li> </ul> </li> </ul>	<p><b>45-47</b>  <b>53-55</b>  <b>20-23</b>  <b>27-32</b>    <b>33</b>  <b>49-50</b>  <b>48</b>  <b>58-62</b>  <b>41-42</b>  <b>39</b>  <b>37</b></p>		