

Unit Tracking Form

The following action items were intentionally sequenced to assist PBS Teams in the implementation of this unit, *Safe & Welcoming Culture*. 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 Forms* to district PBS Coaches.



Action Items: <i>Safe & Welcoming Culture</i>	Pages	Person(s) Responsible	Date Completed
Action Item 1: Conduct first team meeting <ul style="list-style-type: none"> • Assign: <i>PBS Professional Reading (Team) — Tips for School Administrators for Reinforcing School Safety</i> • Schedule district PBS Coaches to meet with PBS Team: <i>PBS Department Contact Information</i> 	9 10		
Action Item 2: Meet with PBS Coaches <ul style="list-style-type: none"> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Essential Unit Outcomes</i> <input type="checkbox"/> <i>Positive Behavior Support (PBS) Framework — Communication Systems, School-Wide PBS Trainings, Individual Behavior Support Planning, Behavior Emergency Procedures</i> • Review PPTs: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Safe & Welcoming Culture</i> <input type="checkbox"/> <i>The Importance of Mentoring</i> <input type="checkbox"/> <i>Verbal De-escalation — Choose Your Dance Partners Wisely</i> • Discuss: <i>PBS Professional Reading (Team) — Tips for School Administrators for Reinforcing School Safety</i> 	1 13-15 16-30 9		Date of meeting with PBS Coaches:
Action Item 3: Evaluate the school culture <ul style="list-style-type: none"> • Conduct: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Classroom & Common Area Climate Review</i> <input type="checkbox"/> <i>PBS Team Survey</i> <input type="checkbox"/> <i>Staff Survey</i> <input type="checkbox"/> <i>Student Survey</i> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Safe & Welcoming Culture (Brochure)</i> <input type="checkbox"/> <i>ABC Middle School's Commitment to Establishing a Safe & Welcoming Culture</i> 	33-41 42-44		
Action Item 4: Introduce unit concepts to staff <ul style="list-style-type: none"> • Assign: <ul style="list-style-type: none"> <input type="checkbox"/> <i>PBS Professional Reading (Staff) — School Culture: The Hidden Curriculum</i> • Present PPT: <i>Safe & Welcoming Culture</i> • Present: observation and survey results 	47 48		Date of presentation:

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Action Item 5: Establish procedures for welcoming parents/visitors <ul style="list-style-type: none"> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Features of a Customer Friendly School</i> <input type="checkbox"/> <i>Let's Work Together (Brochure)</i> — English/Spanish <input type="checkbox"/> <i>Riley Elementary School — PBS Newsletter</i> • Create: visitor sign-in logs, visitor badges, school map 	51-57		Date of staff presentation:
Action Item 6: Establish procedures for welcoming new students <ul style="list-style-type: none"> • Review: <i>Welcoming New Students — Things to Consider</i> • Review PPT: <i>Welcome to PBS Middle School</i> 	61 62-66		Date of staff presentation:
Action Item 7: Establish procedures for welcoming Guest Teachers <ul style="list-style-type: none"> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Sample Guest Teacher Letter</i> <input type="checkbox"/> <i>Preparing for a Guest Teacher (Lesson)</i> <input type="checkbox"/> <i>Guest Teacher Lesson</i> <input type="checkbox"/> <i>Sample Correspondence — Guest Teacher → Teacher</i> • Create: Guest Teacher packet for distribution 	69-72		Date of staff presentation:
Action Item 8: Establish a mentoring program <ul style="list-style-type: none"> • Present PPT: <i>The Importance of Mentoring</i> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Behavior Contract</i> <input type="checkbox"/> <i>Mentor Log</i> <input type="checkbox"/> <i>Mentor Program — Student Information Sheet</i> <input type="checkbox"/> <i>Functional Behavioral Assessment (FBA)</i> <input type="checkbox"/> <i>Behavior Support Plan (BSP) Template</i> 	75 76-84		Date of staff presentation:
Action Item 9: Establish procedures for addressing behavioral emergencies <ul style="list-style-type: none"> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Planning Worksheet — Behavior Emergency Procedures</i> <input type="checkbox"/> <i>Organizing the Behavior Emergency Team</i> <input type="checkbox"/> <i>Behavior Incident Report Form</i> • Create & Distribute: staff behavior emergency procedures handbook 	87-89		Date of staff presentation:
Action Item 10: Form a student PBS Team <ul style="list-style-type: none"> • Review: <i>Planning Worksheet — Student PBS Team</i> 	93		

Action Items: <i>Safe & Welcoming Culture</i>	Pages	Person(s) Responsible	Date Completed
Action Item 11: Re-evaluate the school culture <ul style="list-style-type: none"> • Conduct: <i>Classroom & Common Area Climate Review</i> • Present: climate review results • Present PPT: <i>Verbal De-escalation — Choose Your Dance Partners Wisely</i> • Distribute: <i>Management vs. Control</i> 	97-100 101 102		Date of staff presentation:
Action Item 12: Review PBS Framework categories <ul style="list-style-type: none"> <input type="checkbox"/> <i>Communication Systems</i> <input type="checkbox"/> <i>School-Wide PBS Trainings</i> <input type="checkbox"/> <i>Individual Behavior Support Planning</i> <input type="checkbox"/> <i>Behavior Emergency Procedures</i> 	105-107		

On-Going Action Items: <i>Safe & Welcoming Culture</i>	Pages	Person(s) Responsible	Date Completed
Throughout each academic year — Ensure procedures are in place to welcome new students, parents, and Guest Teachers Ensure at-risk students are assigned mentors in a timely manner Ensure behavioral emergency procedures are being utilized by staff			
At the beginning of each academic year — Update and inform staff of the procedures in place to systematically welcome new students, parents/visitors, and Guest Teachers Ensure adult mentors are selected and trained Select students for the Student PBS Team Update and distribute copies of the behavioral emergency procedure handbook to all staff			