

Unit Tracking Form

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



Action Items: <i>School-Wide Acknowledgement System</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) — Reinforcing Positive Student Behavior to Prevent School Violence: Enhancing the Role of School Safety Agents</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 — Data-Based Decision Making, School-Wide Acknowledgement System</i> • Discuss: <i>PBS Professional Reading (Team) — Reinforcing Positive Student Behavior to Prevent School Violence: Enhancing the Role of School Safety Agents</i> 	1 13-15 9		Date of meeting with PBS Coaches:
Action Item 3: Observe selected common areas to evaluate the school climate <ul style="list-style-type: none"> • Complete: <i>School Climate Observation</i> • Tally and analyze observation results • Distribute/post: <i>50 Opportunities to Say "You're Terrific!"</i> 	19-20 21		School Climate observation date:
Action Item 4: Establish the need for an acknowledgement system <ul style="list-style-type: none"> • Distribute: <i>Incentive Survey — Staff</i> • Tally and analyze survey results • Distribute/post: <i>Building Positive Relationships</i> • Assign: <i>PBS Professional Reading (Staff) — Reinforcing Positive Student Behavior to Prevent School Violence: Enhancing the Role of School Safety Agents</i> 	25 26 27		Survey date:
Action Item 5: Introduce unit concepts to staff <ul style="list-style-type: none"> • Review with staff: Observation and survey results • Present PPT: <i>Positive Reinforcement</i> • Distribute/post: <i>Types of Reinforcers</i> 	31-36 37		Date of staff presentation:

Action Items: <i>School-Wide Acknowledgement System</i>	Pages	Person(s) Responsible	Date Completed
Action Item 6: Develop student and staff incentive programs <ul style="list-style-type: none"> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Acknowledging Students — Frequently Asked Questions</i> <input type="checkbox"/> <i>School-Wide Acknowledgement System — Rationale, Definition, & Procedures</i> <input type="checkbox"/> <i>Understanding Student Incentives — High Frequency</i> <input type="checkbox"/> <i>Understanding Student Incentives — Low Frequency</i> <input type="checkbox"/> <i>Understanding Staff Incentives</i> • Complete: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Planning Worksheet — Student and Staff Incentive Programs</i> • Ensure school is adequately resourced to maintain a school-wide incentive program (personnel, tokens, inventory, etc.) 	<p style="text-align: center;">41-45</p> <p style="text-align: center;">46</p>		
Action Item 7: Present incentive programs to staff <ul style="list-style-type: none"> • Distribute: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Acknowledging Students — Frequently Asked Questions</i> <input type="checkbox"/> <i>School-Wide Acknowledgement System: Rationale, Definition, & Procedures</i> <input type="checkbox"/> <i>Incentives — coupons, tokens, chips</i> • Post: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Effective Environments — Critical Factors</i> 	<p style="text-align: center;">41-42</p> <p style="text-align: center;">49</p>		Date of staff presentation:
Action Item 8: Formalize student and staff incentive programs <ul style="list-style-type: none"> • Select: student incentive program start date • Post: notification of start date — refer to <i>Sample Student Poster</i> • Select: staff incentive program start date • Post: notification of start date — refer to <i>Sample Staff Poster</i> 	<p style="text-align: center;">53</p> <p style="text-align: center;">54</p>		Start date (student): Start date (staff):
Action Item 9: Ensure incentive programs are utilized by staff <ul style="list-style-type: none"> • Conduct: <i>Audit—Student & Staff Incentive Programs</i> • Present: audit results to staff; brainstorm solutions, if necessary 	<p style="text-align: center;">57-58</p>		Audit date: Date of staff presentation:
Action Item 10: Review <i>PBS Framework</i> categories <ul style="list-style-type: none"> <input type="checkbox"/> <i>Data-Based Decision Making</i> <input type="checkbox"/> <i>School-Wide Acknowledgement System</i> 	<p style="text-align: center;">61-63</p>		

On-Going Action Items: <i>School-Wide Acknowledgement System</i>	Pages	Person(s) Responsible	Date Completed
Throughout each academic year – Ensure both staff and student incentive programs are effective			
At the beginning of each academic year – Re-evaluate incentive programs and make necessary modifications <ul style="list-style-type: none"> • Complete: <i>Evaluating the Student & Staff Incentive Programs</i> Introduce incentive programs to new staff and students <ul style="list-style-type: none"> • Review PPT: <i>Positive Reinforcement</i> 	<p style="text-align: center;">67</p> <p style="text-align: center;">31-36</p>		