

Unit Tracking Form

The following action items were intentionally sequenced to assist PBS Teams in the implementation of this unit, *School-Wide Social Skills Instruction*. 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>School-Wide Social Skills Instruction</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) — Social Skills: Promoting Positive Behavior, Academic Success, and School Safety</i> • Schedule district PBS Coaches to meet with PBS Team: <i>PBS Department Contact Information</i> 	7 8		
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 — School-Wide Social Skills Instruction</i> • Review PPT: <i>Why Teach Social Skills?</i> • Discuss: <i>PBS Professional Reading (Team) — Social Skills: Promoting Positive Behavior, Academic Success, and School Safety</i> 	1 11-13 14-18 7		Date of meeting with PBS Coaches:
Action Item 3: Obtain developmentally appropriate social skills curricula <ul style="list-style-type: none"> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Social Skills Curricula—Ordering Information</i> <input type="checkbox"/> <i>Social Skills Curricula—Obtaining Weekly Lesson Plans (Elementary)</i> <input type="checkbox"/> <i>Social Skills Curricula — Obtaining Lesson Plans & PowerPoints (Secondary)</i> <input type="checkbox"/> <i>Sample School-Wide Behavior Instruction Schedule (Elementary)</i> <input type="checkbox"/> <i>Sample School-Wide Behavior Instruction Schedule (Secondary)</i> 	21-25		
Action Item 4: Establish a method and schedule to teach developmentally appropriate social skills <ul style="list-style-type: none"> • Complete: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Planning Worksheet—School-Wide Social Skills Instruction (Elementary) OR</i> <input type="checkbox"/> <i>Planning Worksheet—School-Wide Social Skills Instruction (Secondary)</i> 	29-30		

Action Items: School-Wide Social Skills Instruction	Pages	Person(s) Responsible	Date Completed
Action Item 5: Introduce unit concepts to staff <ul style="list-style-type: none"> • Assign: <i>PBS Professional Reading (Staff) — Social Skills: Promoting Positive Behavior, Academic Success, and School Safety</i> • Present PPT: <i>Why Teach Social Skills?</i> • Distribute: social skill schedules and lessons 	33 34		Date of staff presentation: Date of distribution:
Action Item 6: Ensure developmentally appropriate social skills are being routinely taught school-wide <ul style="list-style-type: none"> • Conduct: <ul style="list-style-type: none"> □ <i>Audit—Developmentally Appropriate Social Skills Instruction (Elementary), OR</i> □ <i>Audit—Developmentally Appropriate Social Skills Instruction (Secondary)</i> • Present audit results to staff NOTE: If >20% of assigned staff are not routinely teaching the designated social skills lessons, generate solutions.	37-38		Audit Date: Date of staff presentation:
Action Item 7: Review PBS Framework category <ul style="list-style-type: none"> □ <i>School-Wide Social Skills Instruction</i> 	41-43		

On-Going Action Items: School-Wide Social Skills Instruction	Pages	Person(s) Responsible	Date Completed
Throughout each academic year — Evaluate the integrity of school-wide social skills instruction <ul style="list-style-type: none"> • Conduct: <ul style="list-style-type: none"> □ <i>Audit—Developmentally Appropriate Social Skills Instruction (Elementary), OR</i> □ <i>Audit—Developmentally Appropriate Social Skills Instruction (Secondary)</i> 	37-38		
At the beginning of each academic year — Re-establish a school-wide behavior instruction schedule and distribute necessary materials <ul style="list-style-type: none"> • Present PPT: <i>Why Teach Social Skills?</i> • Review: <i>Sample Staff Letter—Teaching Appropriate Behavior</i> • Distribute: social skill schedules and lessons 	14-18 46		