

Unit Tracking Form

The following action items were intentionally sequenced to assist PBS Teams in the implementation of this unit, *Universal Expectations*. 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.



Action Items: <i>Universal Expectations</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) — Using Precorrection to Manage Inappropriate Academic and Social Behaviors</i> • Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Why Adopt Universal Expectations?</i> <input type="checkbox"/> <i>Why Teach Behavior?</i> • Schedule district PBS Coaches to meet with the PBS Team: <i>PBS Department Contact Information</i> 	9 10-11 12		
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 — Universal Expectations & Rules</i> • Discuss: <ul style="list-style-type: none"> <input type="checkbox"/> <i>PBS Professional Reading (Team) — Using Precorrection to Manage Inappropriate Academic and Social Behaviors</i> <input type="checkbox"/> <i>Why Adopt Universal Expectations?</i> <input type="checkbox"/> <i>Why Teach Behavior?</i> 	1 15-17 9-11		Date of meeting with PBS Coaches:
Action Item 3: Introduce unit concepts to staff <ul style="list-style-type: none"> • Assign/discuss: <i>PBS Professional Reading (Staff) — Using Positive Behavior Support to Design Effective Classrooms</i> • Present PPT: <i>Why Teach Behavior Skills?</i> • Distribute/review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Why Adopt Universal Expectations?</i> <input type="checkbox"/> <i>Why Teach Behavior?</i> • Formally adopt 3-5 positively stated expectations: <i>Be Safe, Be Responsible, Be Respectful</i> 	21 22-25 10-11 26		Date of staff presentation:
Action Item 4: Define school-wide expectations <ul style="list-style-type: none"> • Review: <i>Expectations By Location — Samples & Templates</i> • Develop a set of expectations for all common areas <p>Note: 1) Each teacher will have the opportunity to develop their own classroom expectations, 2) Seek input from all relevant staff when developing expectations for each common area (custodians, office staff, cafeteria staff, etc.)</p>	29-44		

Action Items: <i>Universal Expectations</i>	Pages	Person(s) Responsible	Date Completed
<p>Action Item 5: Introduce expectations to staff</p> <ul style="list-style-type: none"> • Distribute proposed common area expectations for review/input • Distribute a <i>Classroom Expectations</i> template and sample to all teachers — announce the date by which personalized classroom expectations must be returned <p>Return date: ___/___/___</p> <p>Note: Teachers who do not return a set of personalized classroom expectations will be provided a copy of the sample <i>Classroom Expectations</i> to post in their rooms</p>	47-48		Date of staff presentation:
<p>Action Item 6: Establish a method and schedule to teach the expectations</p> <ul style="list-style-type: none"> • Review: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Creative Ways to Teach Behavior</i> <input type="checkbox"/> <i>Prioritizing Behavior Lessons</i> <input type="checkbox"/> <i>School-Wide Behavior Lessons</i> <input type="checkbox"/> <i>Behavior Lesson PowerPoints</i> <input type="checkbox"/> <i>Sample Daily Announcement of the Behavior Lesson</i> <input type="checkbox"/> <i>Sample School-wide Behavior Quiz: Hallways</i> <input type="checkbox"/> <i>Sample School-wide Behavior Lesson Schedule</i> • Complete: <i>Planning Worksheet —Teaching Behavior School-Wide</i> 	51-68 69		
<p>Action Item 7: Formalize expectations with staff</p> <ul style="list-style-type: none"> • Ensure expectations have been completed for all common areas and classrooms • Create a master copy of expectations for staff — See sample: <i>Expectations for All Common Areas</i> • Create expectations posters <p>Note: Seeking student input regarding the design, production, and posting of school rules provides an excellent way to promote participation</p> <ul style="list-style-type: none"> • Distribute <i>Classroom Expectations</i> posters to teachers • Post expectations posters in all common areas 	73		Date of staff presentation:
<p>Action Item 8: Formalize the school-wide behavior instruction process with staff</p> <ul style="list-style-type: none"> • Distribute: <ul style="list-style-type: none"> <input type="checkbox"/> School-wide teaching schedule <input type="checkbox"/> All necessary materials 			Date of staff presentation:
<p>Action Item 9: Ensure behavior lessons are being systematically taught</p> <ul style="list-style-type: none"> • Complete one or both of the following: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Audit: School-Wide Behavior Instruction</i> <input type="checkbox"/> <i>Ensuring Behavior Instruction Occurs with Integrity</i> <p>Note: If >20% of students are unable to state and give examples of the behavior or the week, generate solutions</p> <ul style="list-style-type: none"> • Present results and proposed solutions to staff 	79-81		Date of audit and/or review: Date of staff presentation:

Action Items: <i>Universal Expectations</i>	Pages	Person(s) Responsible	Date Completed
Action Item 10: Include a PBS statement in the student handbook <ul style="list-style-type: none"> Review: <i>Student Handbook — Sample PBS Description</i> 	85		
Action Item 11: Provide a means to inform new students of the school-wide expectations <ul style="list-style-type: none"> Review PPT: <i>Welcome to PBS Middle School</i> 	89-93		
Action Item 12: Provide a means to inform parents of the school-wide expectations <ul style="list-style-type: none"> Review PPT: <i>Positive Behavior Supports — From School to Home</i> 	97-99		
Action Item 13: Review <i>PBS Framework</i> category <ul style="list-style-type: none"> <input type="checkbox"/> <i>Universal Expectations & Rules</i> 	103-105		

On-Going Action Items: <i>Universal Expectations</i>	Pages	Person(s) Responsible	Date Completed
Throughout each academic year — <ul style="list-style-type: none"> Ensure expectations posters are visible in all relevant locations and are well-maintained Conduct audits to ensure students are learning the behavioral expectations 	79-81		
At the end/beginning of each academic year — <ul style="list-style-type: none"> Review expectations to ensure they are relevant and enforceable Create a school-wide behavior lesson schedule Distribute schedules and materials to teaching staff Ensure all new staff members and students receive information regarding the school-wide expectations 			