



Implementation Snapshot

K-5 SUITE : YEAR 1

K-5

		SUMMER	BACK TO SCHOOL	FALL	WINTER	SPRING
Leadership (Principal and SEL Team)		<ol style="list-style-type: none"> Build Second Step into master schedule Assign SEL team roles Conduct PTK* Staff Orientations 1 and 2 Develop program evaluation plan Communicate alignment between school needs and program goals Plan ongoing communications: <ul style="list-style-type: none"> Staff Students 	<ol style="list-style-type: none"> Host student kick-off assembly Begin collecting baseline data Complete online BPU* Principals and Program Coordinators Training Module (45-60 minutes) Complete online CPU* Leadership Training Module (75-90 minutes) Facilitate PTK monthly staff meeting activities Use PTK morning announcements 	<ol style="list-style-type: none"> Schedule and conduct BPU All-Staff Online Training (75-90 minutes) <p style="text-align: center;">REMEMBER October is Bullying Prevention Month!</p> <ol style="list-style-type: none"> Provide coaching for classroom implementers 	<ol style="list-style-type: none"> Facilitate midyear staff check-in Schedule and conduct CPU All-Staff Online Training (75-90 minutes) 	<ol style="list-style-type: none"> Analyze and report program evaluation results Prepare for next year using year 1 data <p style="text-align: center;">YEAR 2 GOALS Daily Practice; Reinforcement; Academic Integration</p>
All Staff		Complete PTK Staff Orientations 1 and 2	Reinforce Second Step common language and skills in all areas of the school	Complete BPU All-Staff Online Training (75-90 minutes)	Complete CPU All-Staff Online Training (75-90 minutes)	
Classroom Implementers (Users)		<ol style="list-style-type: none"> Activate kits to gain access to valuable online resources: Streaming Lesson Media, Spanish language materials, formative assessments, etc. Complete online SEL teacher training (60 minutes) Set up classroom materials 	<ol style="list-style-type: none"> Teach weekly lessons Reinforce lesson objectives using Brain Builders, songs, and posters Evaluate student progress using Second Step formative assessments 	Complete online BPU Teachers and Counselors Module (45-60 minutes)	Complete online CPU Teachers and Counselors Module (45-60 minutes)	<ol style="list-style-type: none"> Conduct end-of-year Second Step summative assessments Contribute to building-level program evaluation
Weekly Student Lessons	K-1: 20 Min 2-3: 30 Min 4-5: 35 Min	<p style="text-align: center;">YEAR 1 GOAL Teach all the lessons in order, one per week</p>	SEL Unit 1 SEL Unit 1 SEL Unit 1, Lessons 1-4	BPU	SEL Unit 2; SEL Unit 3	CPU; SEL Unit 4 CPU; SEL Unit 4 CPU; SEL Unit 3
Engaging Families			<ul style="list-style-type: none"> Open House Second Step Overview Family Letters Home Links 			

* **KEY** PTK: Principal Toolkit BPU: Bullying Prevention Unit CPU: Child Protection Unit