



# Implementation Snapshot

## Second Step® Middle School Digital Program

This document is an at-a-glance roadmap of key tasks for **all roles** involved in a schoolwide implementation of the Second Step program. Pages 2–4 provide a more detailed view, specific to each role.

|                    |  | IMPLEMENTATION PLANNING                                                                                                                                                                                                                                                                                                                                                                                                                                                             | KICK-OFF & TRAINING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | TEACHING & REINFORCING                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                            |                                                                                                                                                                                                                     |
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|                    |  | Summer                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Back-to-School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Fall                                                                                                                                                                                                                                                                                                                                                                                | Winter                                                                                                                                                                     | Spring                                                                                                                                                                                                              |
| LEADERSHIP         |  | <ul style="list-style-type: none"> <li>• <b>Review</b> the Principal Toolkit</li> <li>• <b>Form</b> an SEL Leadership Team</li> <li>• <b>Review</b> the Implementation Checklist for Leaders</li> <li>• <b>Decide</b> who will teach Second Step lessons and when, using the Program Roll-Out Decision Guide</li> <li>• <b>Build time</b> for Second Step lessons in your master schedule</li> <li>• <b>Schedule</b> and <b>customize</b> the All-Staff Program Kick-Off</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Add</b> staff as users to your Second Step license</li> <li>• <b>Facilitate</b> the All-Staff Program Kick-Off (30–60 min.)</li> <li>• <b>Review</b> and <b>set</b> expectations for program training</li> <li>• <b>Conduct</b> the Implementation Readiness Survey</li> <li>• <b>Develop</b> an evaluation plan</li> <li>• <b>Schedule</b> and <b>customize</b> the Responding to Bullying and Harassment presentation for all staff prior to Unit 2</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Introduce</b> families to Second Step Middle School during open house</li> <li>• <b>Schedule</b> time for staff to watch the All-Staff Unit Overview videos (8 min. each)</li> <li>• <b>Schedule</b> the Mid-Year Check-In</li> <li>• <b>Facilitate</b> the Responding to Bullying and Harassment presentation for all staff</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Customize</b> and <b>facilitate</b> Mid-Year Check-In (30 min.)</li> <li>• <b>Schedule</b> the End-of-Year Check-In</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Customize</b> and <b>facilitate</b> End-of-Year Check-In (30 min.)</li> <li>• <b>Analyze</b> program evaluation results</li> <li>• <b>Plan</b> for next year</li> </ul> |
|                    |  | <ul style="list-style-type: none"> <li>• <b>Follow</b> the Implementation Checklist for Leaders</li> </ul>                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                            |                                                                                                                                                                                                                     |
| LESSON INSTRUCTORS |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• <b>Attend</b> the All-Staff Program Kick-Off</li> <li>• <b>Create</b> or log in to your account</li> <li>• <b>Complete</b> training on SecondStep.org</li> <li>• <b>Create</b> a class</li> </ul>                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• <b>Review</b> your district's policies and procedures for responding to bullying and harassment</li> </ul>                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• <b>Participate</b> in the Mid-Year Check-In</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>• <b>Participate</b> in the End-Of-Year Check-In</li> </ul>                                                                                                                  |
|                    |  | <ul style="list-style-type: none"> <li>• <b>Prepare</b> for each unit and lesson</li> <li>• <b>Teach</b> weekly lessons</li> <li>• <b>Reinforce learning</b> with advisory activities and family communications</li> </ul>                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                            |                                                                                                                                                                                                                     |
| ALL STAFF          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• <b>Attend</b> the All-Staff Program Kick-Off</li> <li>• <b>Create</b> or log in to your Account</li> <li>• <b>Complete</b> training on SecondStep.org (30 min.)</li> </ul>                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• <b>Review</b> your district's policies and procedures for responding to bullying and harassment</li> </ul>                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• <b>Participate</b> in the Mid-Year Check-In</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>• <b>Participate</b> in the End-Of-Year Check-In</li> </ul>                                                                                                                  |
|                    |  | <ul style="list-style-type: none"> <li>• <b>Watch</b> each All-Staff Unit Overview video</li> <li>• <b>Reinforce</b> Second Step language &amp; skills</li> </ul>                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                            |                                                                                                                                                                                                                     |



# Implementation Snapshot

## Second Step® Middle School Digital Program

This page is an at-a-glance roadmap of key tasks for **leadership** involved in a schoolwide implementation of the Second Step program.

|                   |  | IMPLEMENTATION PLANNING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | KICK-OFF & TRAINING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | TEACHING & REINFORCING                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                               |                                                                                                                                                                                                                                                                                         |
|-------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |  | Summer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Back-to-School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Fall                                                                                                                                                                                                                                                                                                                                                                            | Winter                                                                                                                                                                        | Spring                                                                                                                                                                                                                                                                                  |
| <b>LEADERSHIP</b> |  | <ul style="list-style-type: none"> <li>• <b>Review</b> the Principal Toolkit on SecondStep.org (prioritize Introduction to the Principal Toolkit and Implement Schoolwide, 30 min.)</li> <li>• <b>Form</b> an SEL Leadership team. Review the SEL Leadership Team Roster, assign roles, and schedule regular meetings</li> <li>• <b>Review</b> the Implementation Checklist for Leaders</li> <li>• <b>Decide</b> who will teach Second Step lessons and when, using the Program Roll-Out Decision Guide</li> <li>• <b>Build time</b> for Second Step lessons in your master schedule and complete the Pacing Guide (25 min. weekly)</li> <li>• <b>Schedule</b> and <b>customize</b> the All-Staff Program Kick-Off (60 min.)</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Add</b> staff as users to your site's Second Step license (note: users will receive an email notification)</li> <li>• <b>Facilitate</b> the All-Staff Program Kick-Off (60 min.)</li> <li>• <b>Review</b> and <b>set</b> expectations for program training on SecondStep.org (30 min. for all staff, 60 min. for lesson instructors)</li> <li>• <b>Conduct</b> the Implementation Readiness Survey (5 min.), analyze results, and review suggested supports for next steps</li> <li>• <b>Develop</b> evaluation plan and collect baseline data</li> <li>• <b>Facilitate</b> the Responding to Bullying and Harassment presentation for all staff prior to Unit 2 (45 min.)               <ul style="list-style-type: none"> <li>• Have staff review your district's policies and procedures for responding to bullying and harassment</li> <li>• Send home the Recognizing Bullying &amp; Harassment Family Letter</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• <b>Introduce</b> families to Second Step Middle School during a family night or open house with the Family Open House Presentation and Flyer (15 min.)</li> <li>• <b>Schedule</b> time before each unit for staff to watch the All-Staff Unit Overview video (8 min. each)</li> <li>• <b>Schedule</b> the Mid-Year Check-In</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Customize</b> and <b>facilitate</b> Mid-Year Check-In (30–45 min.)</li> <li>• <b>Schedule</b> the End-of-Year Check-In</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Customize</b> and <b>facilitate</b> End-of-Year Check-In (30–45 min.)</li> <li>• <b>Analyze</b> and <b>report</b> program evaluation results</li> <li>• <b>Plan</b> for next year using data from the program evaluation results</li> </ul> |
|                   |  | <ul style="list-style-type: none"> <li>• <b>Follow</b> the Implementation Checklist for Leaders</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• <b>Support</b> and <b>coach</b> lesson instructors using the Lesson Observation Rubric</li> <li>• <b>Monitor</b> classroom and schoolwide implementation using the Lesson Progress Report and All-Staff Check-Ins</li> <li>• <b>Follow</b> your site's evaluation plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                               |                                                                                                                                                                                                                                                                                         |



# Implementation Snapshot

## Second Step® Middle School Digital Program

This page is an at-a-glance roadmap of key tasks for **lesson instructors** involved in a schoolwide implementation of the Second Step program.

| IMPLEMENTATION PLANNING   |  | KICK-OFF & TRAINING |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | TEACHING & REINFORCING |                                                                                                                                                                                                                                          |                                                                                                              |                                                                                                                 |
|---------------------------|--|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Summer                    |  | Back-to-School      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Fall                   | Winter                                                                                                                                                                                                                                   | Spring                                                                                                       |                                                                                                                 |
| <b>LESSON INSTRUCTORS</b> |  |                     | <ul style="list-style-type: none"> <li>• <b>Attend</b> the All-Staff Program Kick-Off (30–60 min.)</li> <li>• <b>Create</b> or <b>log in</b> to your account</li> <li>• <b>Complete</b> training on SecondStep.org (60 min., self-paced)               <ul style="list-style-type: none"> <li>• Introduction to the Second Step Middle School Training</li> <li>• Part 1: SEL and the Second Step Program</li> <li>• Part 2: Program Walk-Through</li> <li>• Part 3: Best Practices for Lesson Delivery</li> <li>• Part 4: Teaching Advisory (if applicable)</li> <li>• Wrap Up and Access Lessons</li> </ul> </li> <li>• <b>Create</b> a class to access lessons</li> </ul> |  |                        | <ul style="list-style-type: none"> <li>• <b>Review</b> your district's policies and procedures for responding to bullying and harassment prior to teaching Unit 2</li> </ul>                                                             | <ul style="list-style-type: none"> <li>• <b>Participate</b> in the Mid-Year Check-In (30–45 min.)</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Participate</b> in the End-Of-Year Check-In (30–45 min.)</li> </ul> |
|                           |  |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                        | <b>Prepare for units (10 min.)</b> <ul style="list-style-type: none"> <li>• Watch the Quick-Start Guide video</li> </ul>                                                                                                                 |                                                                                                              |                                                                                                                 |
|                           |  |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                        | <b>Prepare for lessons (15 min.)</b> <ul style="list-style-type: none"> <li>• Read and print the Lesson Plan and Student Handouts</li> <li>• Preview the Lesson Presentation</li> </ul>                                                  |                                                                                                              |                                                                                                                 |
|                           |  |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                        | <b>Teach</b> <ul style="list-style-type: none"> <li>• One lesson per week (25 min. weekly)</li> </ul>                                                                                                                                    |                                                                                                              |                                                                                                                 |
|                           |  |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                        | <b>Reinforce</b> <ul style="list-style-type: none"> <li>• Facilitate ongoing practice with advisory activities (10–15 min.)</li> <li>• Engage families with grade-specific weekly communications and the Unit 2 Family Letter</li> </ul> |                                                                                                              |                                                                                                                 |



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## Second Step® Middle School Digital Program

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|           |  | IMPLEMENTATION PLANNING | KICK-OFF & TRAINING                                                                                                                                                                                                                                                                                                                                                 | TEACHING & REINFORCING                                                                                                                                                                                                                                                   |                                                                                                              |                                                                                                                 |
|-----------|--|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
|           |  | Summer                  | Back-to-School                                                                                                                                                                                                                                                                                                                                                      | Fall                                                                                                                                                                                                                                                                     | Winter                                                                                                       | Spring                                                                                                          |
| ALL STAFF |  |                         | <ul style="list-style-type: none"> <li>• <b>Attend</b> the All-Staff Program Kick-Off (45 min.)</li> <li>• <b>Complete</b> training on SecondStep.org (30 min., self-paced)               <ul style="list-style-type: none"> <li>• Introduction to the Second Step Middle School Training</li> <li>• Part 1: SEL and the Second Step Program</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• <b>Review</b> your district's policies and procedures for responding to bullying and harassment prior to Unit 2</li> </ul>                                                                                                      | <ul style="list-style-type: none"> <li>• <b>Participate</b> in the Mid-Year Check-In (30–45 min.)</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Participate</b> in the End-Of-Year Check-In (30–45 min.)</li> </ul> |
|           |  |                         |                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• <b>Watch</b> the All-Staff Unit Overview videos before each unit for tips to reinforce student learning (8 min. each)</li> <li>• <b>Reinforce</b> Second Step program language and skills in all areas of the school</li> </ul> |                                                                                                              |                                                                                                                 |