





# Implementation Snapshot

MIDDLE SCHOOL : YEAR 1

GRADES  
**6-8**

	SUMMER	BACK-TO-SCHOOL	FALL	WINTER	SPRING
<b>Leadership</b>	<ol style="list-style-type: none"> <li>Build 25 minutes weekly for Second Step into master schedule</li> <li>Decide who will teach Second Step</li> <li>Follow setup procedures</li> <li>Invite implementers to create classes</li> <li>Communicate alignment between school needs and program goals</li> <li>Establish Program Training expectations for the year</li> <li>Develop program evaluation plan</li> <li>Plan ongoing communications:               <ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Families</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Schedule and support program</li> <li>Facilitate <b>Staff Overview Presentation</b></li> <li>Begin collecting baseline data</li> </ol>	<ol style="list-style-type: none"> <li>Monitor lesson completion in the Reports section</li> <li>Review your district's policies and procedures for responding to bullying and harassment. Communicate this information to your school staff prior to teaching Unit 2.</li> </ol>	<ol style="list-style-type: none"> <li>Facilitate <b>Mid-Year Staff Check-In</b></li> <li>Use lesson progress in the Reports tab as a basis for training or refresher conversations</li> </ol>	<ol style="list-style-type: none"> <li>Analyze end-of-year lesson completion data in the Reports section</li> <li>Prepare for next year using year 1 data</li> </ol>
<b>All Staff</b>	Add <a href="http://www.SecondStep.org">www.SecondStep.org</a> as a safe sender to receive these emails	Reinforce Second Step common language and skills in all areas of the school  	Review your district's policies and procedures for responding to bullying and harassment. Make sure you know what to do if a student reports bullying or harassment before teaching Unit 2.		
<b>Classroom Implementers (Teachers)</b>	<ol style="list-style-type: none"> <li>Follow setup procedures</li> <li>Create classes to view curriculum</li> </ol>	Watch the <b>Teaching Unit 1</b> video  <ol style="list-style-type: none"> <li>Prep for each lesson (~5-10 minutes)               <ul style="list-style-type: none"> <li>Print and read the lesson plan</li> <li>Preview the lesson screens and videos</li> <li>Print a class set of the student handouts</li> </ul> </li> <li>Teach weekly lessons</li> <li>Evaluate student progress</li> </ol>	Watch the <b>Teaching Unit 2</b> video	Watch the <b>Teaching Unit 3</b> video	Watch the <b>Teaching Unit 4</b> video
<b>Weekly Student Lessons</b>		<b>Unit 1</b> Mindsets & Goals	<b>Unit 2</b> Recognizing Bullying & Harassment	<b>Unit 3</b> Thoughts, Emotions, & Decisions	<b>Unit 4</b> Managing Relationships & Social Conflict
<b>Engaging Families</b>		<ul style="list-style-type: none"> <li>Introduce SEL at Open House</li> <li>Family Letter</li> </ul>	Weekly Family Communications		

**YEAR 1 GOAL**  
Teach all the lessons in order, one per week