

CharacterStrong Implementation Checklist #2 October - December



The purpose of this document is to support building leaders and implementation teams in supporting educators to take concrete actions and complete tasks that will assist in their delivery of the CharacterStrong SEL curriculum with high fidelity and work to embed social-emotional learning and character education into daily practice.

OCTOBER		
Outcome: To continue to increase the amount of staff delivering CharacterStrong sessions with quality, competence, and confidence.		
WIN #1		
Timeline	Goal & Task	Complete
October	Goal: <u>Check in with your CS Coach</u> Task: <ul style="list-style-type: none"> <input type="checkbox"/> Schedule a check-in call with CS Coach <input type="checkbox"/> Attend the scheduled meeting with your CS Coach <input type="checkbox"/> Reflect on your progress and work with your coach to identify strategies for continuous improvement 	<input type="checkbox"/> Yes <input type="checkbox"/> No
WIN #2		
Timeline	Goal & Task	Complete
Early October	Goal: <u>Provide prompts, cues, and supportive messages to your staff.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Task: <ul style="list-style-type: none"> <input type="checkbox"/> Access the Booster Emails <ul style="list-style-type: none"> <input type="checkbox"/> Elementary Booster Emails <input type="checkbox"/> Secondary Booster Emails <input type="checkbox"/> Create a plan for sending these messages to staff <ul style="list-style-type: none"> <input type="checkbox"/> Ideas include placing them in a weekly newsletter or scheduling emails to be sent weekly <input type="checkbox"/> Send at least four intentional reminders over the course of the month. 	
WIN #3		
Timeline	Goal & Task	Complete
Early October	Goal: <u>Determine how many of your staff have started delivering sessions and acknowledge these staff.</u> Task: <ul style="list-style-type: none"> <input type="checkbox"/> Use a walk-through tool (example) and/or a staff survey to note how many staff are delivering sessions during the protected time. <input type="checkbox"/> Provide a meaningful acknowledgment to staff who started delivering sessions <ul style="list-style-type: none"> <input type="checkbox"/> Ex: Find ideas in the 27 Ways to Show Appreciation and Boost Staff Morale <input type="checkbox"/> Begin collecting testimonials and/or impact stories from educators who are delivering sessions. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
WIN #4		
Timeline	Goal & Task	Complete
After doing a walk-through	Goal: <u>Support individual staff who have yet to start delivering sessions.</u> Task: <ol style="list-style-type: none"> 1. Develop an internal coaching structure and cadence focused on creating systems of support for your educators: 	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<ul style="list-style-type: none"> <input type="checkbox"/> When will you check in with teachers? <input type="checkbox"/> How will these check-ins happen? <input type="checkbox"/> What will be discussed during these check-ins to make them useful? <p>2. Use this Example Check-In form to guide supporting staff who may be struggling</p> <ul style="list-style-type: none"> a. Talk through successes b. Talk through hurdles c. Action plan around the hurdles and goal set <p>3. You can also support staff who might be struggling with delivering sessions by asking for feedback on what roadblocks they are experiencing and then meet to see how you can support removing those roadblocks.</p>	
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NOVEMBER

Outcome: Keep the momentum going by encouraging reflection and using motivational strategies.

WIN #1

Timeline	Goal & Task	Complete
Early November	<p>Goal: <u>Support your educators in a personal reflection on how engagement in this work has impacted student well-being.</u></p> <p>Task:</p> <ul style="list-style-type: none"> 1. Use the Well Being Reflection to encourage educators to reflect on the following: <ul style="list-style-type: none"> a. What have you noticed so far this year about student well-being? b. Describe each domain of well-being in your own words: mental, emotional, social 2. At a staff meeting, have educators partner up and share their reflections to #1 and #2 in the Well-Being Reflection Activity. 	<input type="checkbox"/> Yes <input type="checkbox"/> No

WIN #2

Timeline	Goal & Task	Complete
November	<p>Goal: <u>Keep the momentum going by supporting your educators with your session delivery.</u></p> <p>Task:</p> <ol style="list-style-type: none"> 1. Access the Quarter 1: Momentum Staff PD resources: <ol style="list-style-type: none"> a. Elementary b. Secondary 2. Use the Quarter 1 Momentum slide deck as a booster during a staff meeting or collaborative time. 3. Copy, edit, and paste the message to your staff after you complete the momentum booster. 	<input type="checkbox"/> Yes <input type="checkbox"/> No

WIN #3

Timeline	Goal & Task	Complete
November	<p>Goal: <u>Deliver targeted support by engaging in intentional check-ins.</u></p> <p>Task:</p> <ol style="list-style-type: none"> 1. Check in with departments and/or PLCs to support the review of planning and problem-solving <ol style="list-style-type: none"> a. Elementary: The PfP Educator: Planning and Problem-Solving Template b. Secondary: The SSEL Educator: Planning & Problem-Solving Template. <ol style="list-style-type: none"> i. Have there been any hurdles to implementation? If so, what are they? ii. Let's work to develop a plan to overcome the hurdles. iii. What support do you need? iv. Set a short-term 	<input type="checkbox"/> Yes <input type="checkbox"/> No

	implementation goal to achieve prior to the next check-in.	
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DECEMBER		
Outcome: Continue to track the delivery of sessions, acknowledge staff and students for efforts, and plan for the early 2024 Booster Training.		
WIN #1		
Timeline	Goal & Task	Complete
December	Goal: <u>Check-in with your CS Coach</u> Task: <ul style="list-style-type: none"> <input type="checkbox"/> Attend the scheduled meeting with your CS Coach <input type="checkbox"/> Reflect on your progress and work with your coach to identify strategies for continuous improvement <input type="checkbox"/> Discuss details for your Mid-Year PD Booster 	<input type="checkbox"/> Yes <input type="checkbox"/> No
WIN #2		
Early December	Goal: <u>Continue to review the proportion of educators that are delivering sessions and provide targeted support for those who have yet to start.</u> Task: <ol style="list-style-type: none"> 1. Use a walk-through tool (example) to note how many staff are delivering sessions during the protected time. 2. Support arranging times for colleagues who may be struggling with session delivery to drop in and observe others with delivery. 3. Encourage the use of a Session Reflection Document for: 	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<ul style="list-style-type: none"> a. Noting observations around classroom culture, instruction, social social-emotional skills. b. Noting an acknowledgment for the educator's session delivery. c. Noting one takeaway they'd like to try during their session delivery. 	
WIN #3		
December	<p>Goal: <u>Encourage staff and students to share their impact stories and provide continuous acknowledgments for students and staff staying the course.</u></p> <p>Task:</p> <ul style="list-style-type: none"> 1. Find a low-burden way to collect stories and testimonials from staff and students. <ul style="list-style-type: none"> a. Ex. Create a "Reflection Box" similar to a suggestion box, where students and staff can write impact stories. b. Ex. Have student leaders drop into advisory or homeroom to capture reflections. 2. Give shout-outs to students and staff in ways that encourage and motivate them. <ul style="list-style-type: none"> a. Ex. Share genuine shout-outs on the daily announcements b. Ex. Use your PBIS reward system to acknowledge students using SEL skills and staff teaching the skills c. Ex. Use a Staff CharacterDare such as 60 Seconds of Kindness or 2nd Hand Compliment to encourage staff to stay the course with session delivery. 	<input type="checkbox"/> Yes <input type="checkbox"/> No