

SEL APPENDIX B

SOCIAL AND EMOTIONAL LEARNING STANDARDS IMPLEMENTATION: INSTRUCTIONS FOR COMPLETING THE THREE-YEAR PLAN

All Social and Emotional Learning (SEL) Implementation Teams are required to develop a three-year plan moving toward the comprehensive integration of the SEL standards into the participating schools' overall educational program, including classroom instruction, classroom and schoolwide learning environments, mental health supports, and school-family-community partnerships. These plans should encompass approaches, activities, and curriculum that address the needs of all students in each participating school.

Team Preparation and Technical Assistance for Completing the Plan

The attached planning tool is intended to help guide the SEL implementation action steps your team and school will take over the next two years and should also reflect activities that have occurred during the first two grant periods. Before you begin to complete this plan, be sure as a team to review the following documents:

1. The FY09 Continuation Application Background Information that can be found at: http://www.isbe.net/spec-ed/html/grant_info.htm

2. The Implementation Guide and Toolkit (*Sustainable Schoolwide Social and Emotional Learning*): Read Part III – “Implementation: Toward Successful SEL Programming” (pages 47-115). Also review all tools in the Toolkit, particularly the following:

Rubric: CASEL Practice Rubric for Schoolwide Implementation

Tool 4: Steps to SEL Implementation: One-year Planning Worksheet

Tool 8: Checklist for Establishing an SEL Steering Committee

Tool 13: SEL-Assessment Tool for Schools: Identifying Existing SEL Programming and Practices

Tool 14: Reviewing Existing Policies and Practices

Tool 15: Identifying Existing Data Collection Efforts

Tool 16: Developing Goals and Objectives

Tool 17: Sample School Improvement Plan and District Strategic Plan that Incorporate SEL

Tool 22: Program Expansion Planning Worksheet

Tool 23: Sample Staff Development Plan over a Five-Year SEL Programming Cycle

Tool 28: Sample Evaluation Plan over a Five-Year SEL Programming Cycle

Tool 39: Developing a Communications Plan

3. The most recent rubric rating your school team completed.

In the weeks ahead, your coach will provide technical assistance to help you complete this planning process, including sharing the CASEL list of “best SEL implementation and sustainability practices” your school might consider for each of the ten steps that must be completed on the journey towards schoolwide SEL. It is important that your plan address every step outlined. Remember that the plan should focus on the implementation of Illinois’ SEL Standards, not only general SEL activities.

Completing the Planning Tool

1. Record the name and address of your school.
2. Identify a primary contact person including his/her name, email, and phone number in case we need to follow up on information shared in the plan.
3. List the names and positions of SEL Implementation Team members who completed this three-year plan. Team members must include an administrator, teacher, and family representative.
4. There are 10 implementation steps in the SEL Implementation Cycle. For each step: (a) list **at least two action steps per year** and tools to be used (where applicable), (b) person(s) responsible for carrying out the action steps, (c) resources needed, (d) anticipated cost of the resources, and (e) dates by which each action step will be completed. Specify key action steps for Year 1, Year 2, and Year 3.
5. When listing the action steps for each implementation step, please remember to highlight how the following six sustainability factors will be incorporated: (a) Providing Ongoing Professional Development, (b) Evaluating Practice and Outcomes for Continuous Improvement, (c) Developing an Infrastructure to Support SEL Programming, (d) Integrating SEL Framework and Practices Schoolwide, (e) Nurturing Partnerships with Families and the Community, and (f) Communicating with All Members of the School Community about SEL Programming.
6. Your coach must sign off on the three-year plan as part of the preliminary review process.