

In order to ensure a strong start to 2020-2021, school systems should attend to the well-being of students and staff.

The purpose of the sample schedule is to assist school leaders, the [Well-Being Leadership Team \(WBLT\)](#), and teachers in supporting the social, emotional, and behavioral well-being of students. The guidance in this document outlines important considerations for school reentry, continuity, and sustainability of social, emotional and mental health supports for an in-person, virtual distance learning environment, or hybrid approach at the beginning of the school year or in response to a potential school closure.

PRE-OPENING	
Planning Activity	Suggested Implementation Schedule/Timing
<ul style="list-style-type: none"> ● Create a notification letter to inform parents, guardians, caregivers, and families of the school plan and services to support students' social, emotional and behavioral well-being. The letter should be translated and provided in the dominant language of the recipient household, as well as posted to the school website. 	<ul style="list-style-type: none"> ● Week 2 - July 2020: Letter drafted and finalized. ● Week 3 - July 2020: Letter disseminated to parents/guardians/families via postal service, electronically (via email and/or phonetree), and posted to school website.
<ul style="list-style-type: none"> ● Establish plans to partner with community agencies and external service providers, approved by the school system, to proactively identify, provide, and monitor additional supports to students who are struggling socially, emotionally, or behaviorally. 	<ul style="list-style-type: none"> ● Week 3 - July 2020
<ul style="list-style-type: none"> ● Identify roles and a schedule for school based behavioral health providers to address the needs of students: <ul style="list-style-type: none"> ○ School Social Workers - to provide small group counseling and/or interventions, consult and provide home based interventions, and case management. ○ Counselors - to provide day-to-day support for students, individual and small group counseling and/or interventions, and connect with parents and students weekly. ○ School Psychologists - to conduct psychological assessment/evaluations, provide Interpretation of evaluation results, and educational recommendations. 	<ul style="list-style-type: none"> ● Week 3 - July 2020
<ul style="list-style-type: none"> ● Identify policies and procedures that adhere to FERPA, HIPAA, etc., on online and virtual platforms that aid in addressing mental health and wellness supports. 	<ul style="list-style-type: none"> ● Week 3 - July 2020

PRE-OPENING	
Planning Activity	Suggested Implementation Schedule/Timing
<ul style="list-style-type: none"> Plan and prepare to provide parents/guardians/families, during the back-to-school meeting, with an overview of how the school will support the social, emotional and behavioral health of students. Use the back-to-school meeting, either in-person or virtual, to review the parental consent form and obtain signatures if the meeting is in-person. 	<ul style="list-style-type: none"> Week 3 - July 2020
<ul style="list-style-type: none"> Establish plans and personnel to lead professional development and guidance for educators to address the social, emotional and behavioral health needs of students, to build strong relationships, and create supportive learning environments that address all scenarios of best practices in person and in a distance learning format. 	<ul style="list-style-type: none"> Week 3 - July 2020
<ul style="list-style-type: none"> Establish a student support hotline and identify staff and a schedule to support the hotline, as well as a process for the Well-Being Leadership Team (WBLT) to review requests regularly to determine appropriate follow-up and support. 	<ul style="list-style-type: none"> Week 4 - July 2020
<ul style="list-style-type: none"> Counselors, social workers or the WBLT should identify, prior to the start of school, those students and families previously receiving services to assess current needs and meet with the student, parent/guardian/family to determine if additional services are appropriate either through increased sessions, referrals to community based mental health services or telehealth services. 	<ul style="list-style-type: none"> Week 3 - July 2020: Identify students and families previously receiving services. Week 4 - July 2020 through Week 3 - August 2020: Meet with students and parents/guardians/families to assess needs and determine services.
<ul style="list-style-type: none"> Carve out time at the initial professional development opportunity to provide: <ul style="list-style-type: none"> Teachers and staff with expectations for initial conversations with students about their well-being and where to refer students if they have concerns. This exercise should be practiced by teachers and staff in the mandatory before school reopening meeting. Teacher training on how to complete the universal social, emotional, and behavioral screener for every student; the schedule for when screeners should be administered; and the process for post-administration of the screener. The school must 	<ul style="list-style-type: none"> Week 4 - July 2020 or Week 1 - August 2020 (depending upon the Professional Development schedule for back-to-school)

<p>have a parental consent form for students prior to administering the screener and should protect the privacy of the screener after it is populated by either the teacher (elementary grades) or student (for middle and high school).</p>	
<ul style="list-style-type: none"> ● Designate private rooms and/or offices for school health director, counselors, social workers, or other well-being professionals to address student needs and concerns in a confidential manner to comply with all state and federal regulations (i.e. HIPAA, FERPA, student PII etc.). 	<ul style="list-style-type: none"> ● Week 4 - July 2020

OPENING	
Planning Activity	Suggested Implementation Schedule/Timing
<ul style="list-style-type: none"> ● Meet with all students individually either in-person or virtually, and either before school begins or during the first two-weeks of school, to learn about their experiences and needs in the past months. 	<ul style="list-style-type: none"> ● Week 4 - July 2020: Before start of school ● Week 1-3 - August 2020 (depending upon the start date of academic year)
<ul style="list-style-type: none"> ● Establish a process to identify and provide support for students at higher risk for significant stress or trauma (e.g., homeless, identified emotional disorder, experienced loss of family/friend due to COVID, or was unable to participate in distant learning during COVID). 	<ul style="list-style-type: none"> ● Week 4 - July 2020
<ul style="list-style-type: none"> ● Administer a behavioral health screener to all students where a parental consent has been provided. 	<ul style="list-style-type: none"> ● The screener should be administered to all students by week 6 for elementary students, and by week 9 for middle and high school students.
<ul style="list-style-type: none"> ● Interpret screener results and develop individual student plans. 	<ul style="list-style-type: none"> ● To be developed during the first 6-9 weeks of the start of academic year.
<ul style="list-style-type: none"> ● Connect students, parents, and families to external service partners that can provide support in addressing trauma, behavioral health issues and promote well-being. 	<ul style="list-style-type: none"> ● Week 3-4 - August (and ongoing)
<ul style="list-style-type: none"> ● Prepare a system to meet the needs of individual students through one-on-one or small group sessions with students during potential school closures or distance learning. Remember to consider student privacy and security and obtain parental consent to provide services. 	<ul style="list-style-type: none"> ● Week 3-4 - September (possibly sooner with students who exhibit a need in August)

<ul style="list-style-type: none"> • Ensure health and wellness professionals (i.e. nurse, coordinated school health, school counselor, social worker, school psychologist and community behavioral and physical health) are present and visible to provide a stabilizing presence for students and staff. 	<ul style="list-style-type: none"> • Week 1 - August
<ul style="list-style-type: none"> • Counselors and social workers should consider checking in on those students and families previously receiving services to assess current needs and determine if additional services are appropriate either through increased sessions, referrals to community based mental health services or telehealth services. 	<ul style="list-style-type: none"> • Week 1 - August