# Safe and Supportive Schools (S3) Initiative Sustainability Workshop

## Sustainability Assessment and Planning Tool for State S3 Teams

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| Goal 1: Strengthen S3 initiative characteristics | | | | | |
| **Benchmarks to be major areas of focus**  **(check all you selected)** | \_\_\_\_ 1. Developed overarching vision, goals, objectives, desired outcomes, action steps and guidelines for the proposed initiative.  \_\_\_\_ 2. Developed plans to sustain the initiative beyond initial launch.  \_\_\_\_ 4. Developed a logic model (a.k.a. theory of change) and list of indicators.  \_\_\_\_ 7. Developed school climate team(s), comprised of LEA/school leadership, student support personnel, teaching staff representatives, school climate specialists/coaches, families, and students. | | | | |
| Goal 1 Action Item | Priority | Mark of Success | Action Steps 3-4 months | Action Steps 12-18 months | Resources needed |
| * 1. Align initiative with needs of state LEAs.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Ensure compatibility of initiative with current state Department of Education goals and priorities.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |

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| Goal 1 Action Item | Priority | Mark of Success | Action Steps 3-4 months | Action Steps 12-18 months | Resources needed |
| * 1. Stated goals and outcomes of S3 initiative have been achieved.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Build and maintain relationships among key stakeholders.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Ensure stakeholder ownership.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |

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| Goal 2: Strengthen infrastructure | | | | | |
| **Benchmarks to be major areas of focus**  **(check all you selected)** | \_\_\_\_ 2. Developed plans to sustain the initiative beyond initial launch.  \_\_\_\_ 3. Identified the office/department/individual in the state, district, or local administrative structure that will oversee the initiative and the way other offices relate to the work.  \_\_\_\_ 6. Developed a shared understanding among stakeholders (people or groups who cared about school and student issues) regarding the importance of positive school climate, its various dimensions, and best practices in improving school climate.  \_\_\_\_ 11. Developed a plan to engage all stakeholders throughout the various stages of the process to review data and contribute to the process of selecting programmatic intervention(s).  \_\_\_\_ 12. After first data collection only, confirmed the reliability of scales (if new) and revised instrument as was necessary. | | | | |
| Goal 2 Action Item | Priority | Mark of Success | Action Steps 3-4 months | Action Steps 12-18 months | Resources needed |
| * 1. Administrative structures and formal relationships, including: * Sound administrative & fiscal management practices * Structures helping the initiative manage itself **OR** embed itself effectively in current state efforts * Inter-organizational networks and other linkages that aid cooperation * Collaboration among state Dept. of Ed. branches addressing topics central to S3.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |

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| Goal 2 Action Item | Priority | Mark of Success | Action Steps 3-4 months | Action Steps 12-18 months | Resources needed |
| * 1. Champions and leaders supporting the work of the initiative, including: * Administrators from state superintendent to district level * Opinion leaders in organizations * Influential advocates * Decision makers   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Adequate resources, including: * Diverse funding streams * Human, physical, technological, and information sources * Staff * Volunteers * Training capability * Technical sources * Needs assessment data for planning purposes * Evaluation data * Marketing and communications resources   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |

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| Goal 2 Action Item | Priority | Mark of Success | Action Steps 3-4 months | Action Steps 12-18 months | Resources needed |
| 4. Administrative policies and procedures that support initiative work in such areas as:   * Conducting needs assessments * Implementing evidence-based programs/activities * Monitoring and evaluating program performance * Including values important to the initiative   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| 5. State-level expertise for the following:   * Planning, implementation, and evaluation * Selection and use of evidence-based programs/activities * Training   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |

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| Goal 3: Routinize key initiative practices | | | | | |
| **Benchmarks to be major areas of focus**  **(check all you selected)** | \_\_\_\_ 2. Developed plans to sustain the initiative beyond initial launch.  \_\_\_\_ 5. Developed a written plan for disseminating a summary of school climate data.  \_\_\_\_ 8. Conducted a series of staff meetings or other orientation activities for all personnel.  \_\_\_\_ 9. Conducted orientation activities for students.  \_\_\_\_10. Conducted orientation activities with additional stakeholders, including families, as well as community members or youth serving organizations that work with students and schools.  \_\_\_\_13. Prepared and disseminated a summary of findings in user-friendly formats to students, staff, families, and community stakeholders.  \_\_\_\_14. Reviewed the summary of findings from the data analysis.  \_\_\_\_15. Conducted and documented an evaluation of whether current programs were satisfactorily addressing current concerns, leading to plans to continue, modify, or replace them based on needs and priorities revealed by the data.  \_\_\_\_16. Planned a process for ensuring fidelity of program implementation or appropriate adaptations.  \_\_\_\_17. Participating schools implemented programs and interventions and fidelity of implementation monitoring.  \_\_\_\_18. Revisited and updated sustainability plans as needed.  \_\_\_\_19. Effectiveness of various elements of the School Climate Initiative were reviewed, including climate surveys, data analysis, reporting and dissemination, and recently added or modified programmatic interventions.  \_\_\_\_20. Prepared annual year-end performance or results reports for funder (if applicable) and community/stakeholders. | | | | |
| Goal 3 Action Item | Priority | Mark of Success | Action Steps 3-4 months | Action Steps 12-18 months | Resources needed |
| * 1. Integrate key activities associated with implementing and evaluating the state initiative into job descriptions, responsibilities, and staff assessments.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |

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| Goal 3 Action Item | Priority | Mark of Success | Action Steps 3-4 months | Action Steps 12-18 months | Resources needed |
| * 1. Retain staff and leaders responsible for key initiative tasks **OR** find ways to integrate tasks into other existing initiatives.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Incorporate staff training, technical assistance, and continuing education into ongoing operations, including developing co-training events for leadership pairs/teams.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Make the skills needed to implement and evaluate the initiative part of state-level expectations for LEAs.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |

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| Goal 3 Action Item | Priority | Mark of Success | Action Steps 3-4 months | Action Steps 12-18 months | Resources needed |
| * 1. Integrate the initiative into manuals, procedures, and regulations of the Department of Education.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Integrate an implementation monitoring process into the state initiative’s on-going process evaluation activities.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Establish and maintain on-going outcome evaluation activities.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |

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| **Goal 3 Action Item** | **Priority** | **Mark of Success** | **Action Steps 3-4 months** | **Action Steps 12-18 months** | **Resources needed** |
| * 1. Routinely communicate evaluation data to a variety of audiences in order to garner community support.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Ensure the support of the initiative through continuous soft or hard money or put a plan into place to provide funding support.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |
| * 1. Ensure initiative survival through annual budget and grant cycles.   **Persons responsible:** | ☐ High ☐ Med ☐ Low  **Because:** |  |  |  |  |