

Sandy Hook Promise

SAY SOMETHING PROGRAM ACTION PLANNING GUIDE & TEMPLATES



What impact do you want your SAVE Promise Club to have on your school and community?

- Help students feel included.
- Help students/Community feel safe
- Stop bullying
- Make sure everyone's voice is heard

to unify the student body!

- Giving students a voice
- make ppl feel safe
- For them to feel welcomed and protected

- make everyone feel safe in their community

Making our school a safe place

Make sure all students and staff feel safe, included and important

To make people realize that they are heard and



I PROMISE to Say Something Because...
I can help someone in need. - Amber O.

HELP Someone!!



SAY Something Brainstorm

- Play for Lunch
- another sign week
- Say Something App
- A tree
- Recognize the signs of an assembly
- Make assembly messages for people and have a title on for people to write for others or someone who needs it.
- Calm down kits
- Trusted adult badges
- Cookies w/ a cap
- Don't be mean
- More posters
- Microsoft meeting
- Conversations that should take 5 minutes



IN A NUTSHELL

In the fewest number of words as possible, what's the main issue you'd like to solve for or improve at your school?



SAY SOMETHING PROGRAM CYCLE ACTION PLAN

Who? When? How? What? What Else?

What's our **BIG ISSUE** we're trying to solve with *Say Something*? In a **NUTSHELL**, what do we want to improve in our school community?

Program Cycle Stage	Action Items with Guiding Questions		Action Step
PLAN Use this planning template as an additional resource	Who	Who is responsible for creating this plan to bring the <i>Say Something</i> program to your school? (SEL educators, SAVE Promise Club, Administration, School Counselors)	
	When	When will you complete the action plan? When will you meet to revisit the action plan and use the action plan checklist?	
	How	How will we share our action plan with others at our school? How will we communicate and build excitement about our action plan? How will you co-design and co-create this plan with youth leaders?	
	What	What resources do we need to make sure our action plan is successful? What challenges might we face? What additional support will we need?	
	Anything Else?		

Program Cycle Stage	Action Items with Guiding Questions		Action Step
TRAIN	Who	<p>Who are the decision makers who determine the who/what/where/how your school will train students in <i>Say Something</i>?</p> <p>Who will be trained? (whole school, grade-levels, certain department, academy, or small learning community?)</p> <p>Who is delivering the student training?</p>	
	When	<p>When is the best time for student training (advisory, homeroom, morning meeting, Health class, activity period)?</p> <p>When will the training take place? Include specific time and place.</p>	
	How	<p>How will the training be implemented across grade levels? Teacher-led, counselor-led, whole school?</p> <p>How will you get youth involved in the training?</p>	
	What	<p>What resources do you need to conduct the student training? (space such as an auditorium, A/V equipment, flyers to promote the training, kindness notes for a post-training activity)</p> <p>What method of training will you use?</p> <ol style="list-style-type: none"> 1. Middle/High School: A <i>Say Something</i> slideshow with talking points 2. Middle/High School: A 25-minute <i>Say Something</i> training video 3. Elementary School: The Slide Into <i>Say Something</i> or Stand Up and <i>Say Something</i> storybook or a slideshow with embedded videos for grades 4-5. 	
	Anything Else?		

Program Cycle Stage	Action Items with Guiding Questions		Action Step
ENGAGE	Who	<p>Who are the decision makers who will give us a thumbs-up, green light, and permission to continue the <i>Say Something</i> program with lesson plans and activities?</p> <p>Who are the educators, school staff, and youth leaders who will be responsible for engaging students in lessons and activities after the training?</p>	
	When	<p>When will educators deliver lessons and activities after the training? (Weekly, monthly, in advisory, in Social Studies classes)?</p>	
	How	<p>How will we provide professional development to our educators to help rollout the lessons and activities?</p> <p>How often will we provide professional development?</p> <p>How will we gather feedback for professional development ideas?</p>	
	What	<p>What lesson plans will you select to teach after the <i>Say Something</i> training? Which classes will participate in the lessons/activities?</p> <p>What CASEL Competencies do we want to focus on?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-management <input type="checkbox"/> Self-awareness <input type="checkbox"/> Responsible decision-making <input type="checkbox"/> Social awareness <input type="checkbox"/> Relationship skills <p>What lessons and activities from the curriculum and Digital Learning Center will the students at your school be most excited about?</p> <p>What lessons and activities from the curriculum and Digital Learning Center are most important to meet your school's school safety needs?</p>	
	Anything Else?		

Program Cycle Stage	Action Items with Guiding Questions		Action Step
CELEBRATE Use the daily themes and activities flyer as inspiration!	Who	<i>Who's</i> in charge of leading up a <i>Say Something</i> celebration week? <i>Who</i> will support the celebration week?	
	When	<i>When</i> will we host our <i>Say Something</i> celebration week? (Check out Sandy Hook Promise's national Say Something Week in March each year.	
	How	<i>How</i> will you celebrate the program messages? <i>How</i> will you celebrate students who are Upstanders? <i>How</i> will you celebrate youth and Trusted Adults who embrace the program messages? <i>How</i> can you generate excitement and enthusiasm for the celebration week? <i>How</i> can you promote the celebration week? (For ideas on how to promote on social media, see this kit .	
	What	<i>What</i> resources will you need to organize and launch a successful celebration week? <i>What</i> types of space will we need for the celebration? Will we need a special location?	
	Anything Else?		

Program Cycle Stage	Action Items with Guiding Questions		Action Step
GROW Use this 'Grow' <u>Template</u>	Who	Who are the new audiences you can train in <i>Say Something</i> ? (incoming Kindergarten, sixth-grade, ninth grade?) Who are the new and/or returning educators who can be trained in <i>Say Something</i> ?	
	When	When will you facilitate the new training? Include possible dates.	
	How	How can you build in more opportunities for students/youth to lead the program training and activities? How can we assess the impact of our work bringing <i>Say Something</i> to our school?	
	What	What new training will you use? <input type="checkbox"/> Prevent Suicide <input type="checkbox"/> Being a Trusted Adult Workshop <input type="checkbox"/> <i>Start With Hello</i> What new engagement activities will you use? What new celebration activities will you use? What accommodations will we need?	
	Anything Else?		

GET READY FOR *SAY SOMETHING!*

Our Action Plan in Eight Points

Who		How	
Point 1		Point 1	
Point 2		Point 2	
When		What	
Point 1		Point 1	
Point 2		Point 2	

ACTION PLAN CHECKLIST

- We presented our action plan to other school staff and gained support for our plan. We talked to the right people, our stakeholders!
- We checked the 'When's' and are on schedule.
- We have included and communicated with the necessary decision makers, educators, and youth leaders to make sure we have support for our action plan.
- We made changes, adjustments, alterations, and accommodations so that we can manage this project.
- We have the resources we need or we made a plan to get the resources needed.
- We've built up some energy and excitement in our school community for *Say Something!*

SAMPLE IMPLEMENTATION PLAN

Month	Main Activity	Program Cycle Stage	Time Needed
August	School Implementation Team, School Lead, or SEL Team Planning Session for: <ul style="list-style-type: none"> <input type="checkbox"/> Sandy Hook Promise <i>Say Something</i> program roll-out. <input type="checkbox"/> Overview and registration on Digital Learning Center. 	Plan	3 hours
September	Inform Trusted Adults about the upcoming training. <ul style="list-style-type: none"> <input type="checkbox"/> Send out an email blast. <input type="checkbox"/> Present at a faculty meeting. <input type="checkbox"/> Give Trusted Adults an 'I'm a Trusted Adult' sign to hang on door or post on a bulletin board. 	Plan	45 minutes
October	<i>Say Something</i> training	Train	45 minutes
November	<i>Say Something</i> training	Train	45 minutes
December	Engage with a <i>Say Something</i> lesson or activity and ask Advisory/Homeroom/SEL Teachers to facilitate a <u>Know the Signs Agreement lesson</u> .	Engage	30 minutes
January	Start the year with an 'Empower Changemakers' theme. Invite students to join/start a SAVE Promise Club.	Engage	2 hours
February	Engage with a <i>Say Something</i> lesson or activity.	Train	45 minutes
March	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in <i>Say Something</i> Week <input type="checkbox"/> Celebrate Upstanders and Trusted Adults <input type="checkbox"/> #Trusted Adult Thursday <input type="checkbox"/> Encourage students to write their Trusted Adults a letter or note using this <u>template</u>. 	Celebrate	1-5 hours
April	<ul style="list-style-type: none"> <input type="checkbox"/> Engage in activities for <u>National Youth Violence Prevention Week</u>. <input type="checkbox"/> Engage with a <i>Say Something</i> lesson or activity. 	Engage	30 minutes
May	<ul style="list-style-type: none"> <input type="checkbox"/> Trusted Adult Seminar: Reflect and Plan for Next Year <input type="checkbox"/> How will you grow the program? 	Grow	2 hours
Summer (Optional)	Encourage your SAVE Promise Club continue to meet over the summer, in person or virtually, to keep the program momentum going.		

MONTHLY IMPLEMENTATION PLAN CALENDAR

Month	Main Activity	Program Cycle Stage	Time Needed
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
Summer (Optional)			