

School Name: Hyde Park Elementary School



Trauma-Informed Action Plan: 2024-2025 School Year

Part 1: Goals and Objectives

This portion of the document is for the purpose of indicating your team's goals and objectives for deepening the implementation of trauma-informed educational practices in your building during the 2024-2025 school year. ***Please review and discuss the various assessments completed of your building's trauma-informed knowledge, skills, practices, protocols, and environments to inform your thinking.*** The school Champion team will be responsible for overseeing and leading action items to reach these goals/objectives but may also involve other staff members as needed.

- **Goal #1:** Teachers and staff will participate in quarterly TI-EP related discussions led by toolkit trainers throughout the school year.
- **Goal #2:** Work with staff and students to engage in biweekly self-awareness/check ins through a buddy system.
- **Goal #3:** Facilitate effective monthly communication with families to enhance school engagement and support school-wide trauma-informed practices.

School Name: Hyde Park Elementary School

Use the chart below to indicate **quarterly objectives** that the team will use to *monitor progress* toward the three goals listed on the previous page. Please write your objectives in a **SMART format: specific, measurable, attainable, relevant, and time-bound.**

Deadline	Goal #1: Quarterly TI-EP Discussions for Teachers/Staff	Goal #2: Biweekly self-awareness and check-ins through a buddy system	Goal #3: Effective Communication with Families
October 2024	Toolkit topic: Responding to Transitions Date(s) delivered: 10/1/24	Staff picks a staff buddy Set up parameters using a QR form to collect data	Record and post an introduction video about trauma-informed care to educate families about our trauma initiative.
January 2025	Toolkit topic: Preventing Triggers Date(s) delivered: 1/7/25	Buddies meet at least 5 times by 01/07/25 Successful implementation of collecting data with the QR code	At least 3 videos have been posted to social media providing trauma-informed content to families.
April 2025	Toolkit topic: Sequence of engagement: Regulate Date(s) delivered: 4/1/25	Buddies meet at least 9 times by 04/01/25 Successful implementation of collecting data with the QR code	At least 5 videos have been posted to social media providing trauma-informed content to families.

School Name: Hyde Park Elementary School

<p>June 2025</p>	<p>Toolkit topic: Trauma, Adversity, and Stress</p> <p>Date(s) delivered: 6/3/25</p>	<p>Buddies meet at least 12 times by 06/03/25</p> <p>Successful implementation of collecting data with the QR code</p>	<p>At least 8 videos have been posted to social media providing trauma-informed content to families.</p>
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Part 2: Champion Team Roles

Please use the chart below to indicate which member(s) of the team will have the following Champion team roles during the 2024-2025 school year. All members of the team are expected to have a role. Feel free to add other roles as needed. ***If a role has more than one individual, please designate who is the lead in that role.***

Role	Team Member(s)
<p>Scheduler – responsible for monthly Champion team meetings being on the calendar; responsible for getting a new meeting date if a meeting is cancelled</p>	<p>Ostertag and Touma</p>
<p>Note taker – responsible for taking meeting minutes during scheduled Champion team meetings and disseminating them to the team</p>	<p>Brandy, Huffman, LeBlanc</p>
<p>Facilitator – responsible for monitoring time and ensuring the team stays on task during meetings</p>	<p>Ostertag and Touma</p>
<p>Toolkit trainer – responsible for delivering quarterly TI-EP refreshers based on the schedule outlined in the section above</p>	<p>Giancola, Rawleigh, Strangis</p>

School Name: Hyde Park Elementary School

<p>Communicator – responsible for messaging the TI-EP work the building is doing; responsible for sending out monthly messages designed by the district subcommittee</p>	<p>Diamond, Giancola, Williams</p>
<p>Coordinator – responsible for coordinating between the school Champion team and the district steering committee/ITTIC (updates, check-in meetings, progress monitoring, etc.)</p>	<p>Strangis, Capatosto, Vilardo</p>

Part 3: Monthly Progress Monitoring

The final section of the school plan will be used throughout the school year to monitor progress toward the team's goals and objectives. **Teams are expected to update this document every month after their Champion team meeting and share their updates with the district steering committee and ITTIC.** *Please note that not all goals will necessarily have action steps every month.*

<p>Goal #1: Teachers and staff will participate in quarterly TI-EP related discussions led by toolkit trainers throughout the school year.</p>			
Month	Actions Taken	Actions Planned for Next Month	Person(s) Responsible
<p>August 2024</p>	<p>Decide topics to share with staff about trauma-informed practices.</p>	<p>Meet to prepare introduction of Champion Team and Toolkit trainers to staff.</p>	<p>Rawleigh and Giancola</p>
<p>September 2024</p>	<p>Read and review content being used to present to faculty at next meeting.</p>	<p>Meet to prepare presentation for faculty meeting.</p>	<p>Rawleigh and Giancola</p>

School Name: Hyde Park Elementary School

October 2024			
November 2024			
December 2024			
January 2025			
February 2025			
March 2025			

School Name: Hyde Park Elementary School

April 2025			
May 2025			
June 2025			

Goal #2: Work with staff and students to engage in biweekly self-awareness/check ins through a buddy system.

Month	Actions Taken	Actions Planned for Next Month	Person(s) Responsible
August 2024	Set parameters for student to student buddy system. Develop QR for staff buddy system to record.	Select grade level buddies for students. Select peer buddies for staff.	Champion Team
September 2024	Classes choose buddy class. 5/6 choose a 2 nd /1 st grade class. 3 rd /4 th choose a k/Pre-K. Staff choose buddy staff member.	Teachers will report buddy class using Microsoft Forms to record (QR). Staff will report staff buddy to Microsoft Forms (QR)	Champion Team

School Name: Hyde Park Elementary School

October 2024			
November 2024			
December 2024			
January 2025			
February 2025			
March 2025			

School Name: Hyde Park Elementary School

April 2025			
May 2025			
June 2025			

School Name: Hyde Park Elementary School

Goal #3: Facilitate effective monthly communication with families to enhance school engagement and support school-wide trauma-informed practices.

Month	Actions Taken	Actions Planned for Next Month	Person(s) Responsible
August 2024	Utilize Mindful Monday quotes to determine video content.	Set up location and script for first video.	Champion Team
September 2024	Use Mindful Monday quote for video content. Record and post video to social media.	Choose next quote and video content.	Champion Team
October 2024			
November 2024			
December 2024			

School Name: Hyde Park Elementary School

January 2025			
February 2025			
March 2025			
April 2025			
May 2025			
June 2025			