**Program-Wide Critical Elements Team Implementation Plan**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**External Coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Classroom Coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Team Roster** *Name Role Email* |
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| **Meeting Dates** |
| AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | JULY |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Meeting Time: | Meeting Location: |

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| **Meeting Ground Rules** |
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| **Team’s Mission Statement** |
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**Critical Elements:** Establish Leadership Team; Staff Buy-In, Family Involvement; Program-Wide Expectations; Strategies for Teaching and Acknowledging the Program-Wide Expectations; All Classrooms Demonstrate Implementation of the Pyramid Model; Procedures for Responding to Challenging Behavior; Professional Development and Staff Support Plan; Monitoring Implementation and Outcomes

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| **Critical Element** | **What is the problem/issue/task to be addressed?** | **Action Step/Activity** | **Persons Responsible** | **Follow-Up or Completion Date** |
| **Establish Leadership Team** |  | 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |
| 6.  |  |  |
|  |  |  |  |  |
| **Staff Buy-In** |  | 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |
| 6.  |  |  |
|  |  |  |  |  |
| **Critical Element** | **What is the problem/issue/task to be addressed?** | **Action Step/Activity** | **Persons Responsible** | **Follow-Up or Completion Date** |
| **Family Involvement** |  | 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |
| 6.  |  |  |
|  |  |  |  |  |
| **Program-Wide Expectations**  |  | 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |
| 6.  |  |  |
|  |  |  |  |  |
| **Critical Element** | **What is the problem/issue/task to be addressed?** | **Action Step/Activity** | **Persons Responsible** | **Follow-Up or Completion Date** |
| **Strategies for Teaching and Acknowledging the Program-Wide Expectations**  |  | 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |
| 6.  |  |  |
|  |  |  |  |  |
| **All Classrooms Demonstrate Implementation of the Pyramid Model**  |  | 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |
| 6.  |  |  |
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| **Critical Element** | **What is the problem/issue/task to be addressed?** | **Action Step/Activity** | **Persons Responsible** | **Follow-Up or Completion Date** |
|  **Procedures for Responding to Challenging Behavior** |  | 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |
| 6.  |  |  |
|  |  |  |  |  |
| **Professional Development and Staff Support Plan**  |  | 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |
| 6.  |  |  |
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| **Critical Element** | **What is the problem/issue/task to be addressed?** | **Action Step/Activity** | **Persons Responsible** | **Follow-Up or Completion Date** |
| **Monitoring Implementation and Outcomes** |  | 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5.  |  |  |
| 6.  |  |  |
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