



# Roles and Responsibilities

## Administrators

- Champion the use of Closegap on a regular basis, including to district level partners, school staff, and parents
- Support regular reviews regarding the use of Closegap
- Sit on a monthly Wellness Team to review data and student needs
- Report out to district level colleagues on status of student well-being, school-level needs and successes

## Wellness Staff

- Provide coaching/support to teachers on how best to follow-up with students who indicate a need in their check-in
  - Practice and offer guidance to teachers at the beginning of the year as well as after breaks to refresh
- Review check-ins (from your caseload) and follow-up with students as necessary.
- Follow-up with individual students referred by teachers as potentially needing increased support.
- Sit on a monthly Wellness Team to review data, student needs, and identify students who may need increased support
- Notify parents of students' needs as necessary

## Classroom Teachers

- Set a consistent time for all students to check in
- Act as the first contact to students who indicate any signs of distress
  - See our Response Guide for simple sentence stems to respond to students.
- Filter out students who need more than just a quick connection and notify the emotional wellness team to follow up
- Sit on a monthly Wellness Team to review data, student needs, and identify students who may need increased support
- Notify parents of students' needs as necessary

## Students

- Regularly check-in on Closegap to provide honest details about their emotional wellness.
- Older students (5th and up) are given time each week to review and reflect on their check-ins from the week.
- Practice self-guided SEL interventions

## Caregivers

- "Hear" the data and provide care and support to children expressing a need.
- Collaborate and partner with your child(ren) and school staff to improve emotional wellness.

# School Year at a Glance

	Students	Classroom Teachers	Wellness Staff	Administrators
Daily	Complete a check-in	<p>Review educator dashboard and respond to students who express a need</p> <p>Notify wellness staff about students who need increased support based on check-in</p>	<p>Review check-ins of caseload and follow-up as necessary</p> <p>Follow-up with students whose teachers recommend they need increased support</p>	
Weekly	Students (5th grade and up) review and reflect on their check-in history from the week via their profiles	Support your students as they review their weekly check-ins	<p>Wellness Team reviews:</p> <ul style="list-style-type: none"> <li>-Top 10 urgent students from caseload</li> <li>-Top feeling from caseload</li> <li>-Top energy level from caseload</li> </ul>	
Monthly	Students (5th grade and up) review and reflect on their check-in history from the week via their profiles	<p>Teachers, Wellness Team, Administrators attend monthly meeting to:</p> <ul style="list-style-type: none"> <li>• Review data of students and create/adjust support plans, loop in parents as needed</li> <li>• Identify classroom, grade level, schoolwide themes regarding energy level, feelings, and needs</li> <li>• Plan classroom, grade level, and schoolwide interventions matching need</li> </ul>		
Yearly	Review the data visualizations in their profile to see trends. Reflect. Set goals.	Teachers, Wellness Team, Administrators synthesize data to plan interventions, celebrate successes, and provide evidence to key stakeholders (school board, parents, etc.)		

