**ANNUAL STAFF PROFESSIONAL DEVELOPMENT AND STUDENT EDUCATION PLANNING TOOL**

The following table serves to provide districts and/or co-ops with an example of professional development and student education planning. This does not indicate requirements from KSDE. Utilize the blank copy of this tool on the next page to create your own plan.

**STAFF EDUCATION**

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| **RESPONSIBLE PARTY** | **TRAINING** | **TIMELINE** | **CONTACT INFORMATION** | **ATTENDEES** |
| School District | [ ]  Suicide Awareness and Prevention | See KSDE requirements | See KSDE requirements | All administrators and staff |
| School Mental Health Team (SMHT) | [ ]  District suicide awareness and prevention policies[ ]  Suicide Prevention, Intervention, Re-Integration, and Postvention: A Toolkit for Kansas Schools | Prior to the start of the school year during professional development | SMHT Coordinator or building-level principal | All building-level staff members |
| School Mental Health Team (SMHT) | [ ]  Risk and protective factors for youth suicide | 1-2 weeks prior to winter break | SMHT member | All building-level staff members |

**STUDENT EDUCATION**

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| **RESPONSIBLE PARTY** | **TRAINING** | **TIMELINE** | **CONTACT INFORMATION** | **ATTENDEES** |
| School Mental Health Team (SMHT) | [ ]  Available mental health supports within the school[ ]  Seeking help for self or peer | Beginning of the school year | SMHT member | All grades\*Adjust content appropriately by grade-level |
| School Mental Health Team (SMHT) | [ ]  Risk factors[ ]  Warning signs | First quarter | SMHT member | All grades\*Adjust content appropriately by grade-level |

*Continued on next page.*

**CAREGIVER EDUCATION**

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| **RESPONSIBLE PARTY** | **TRAINING** | **TIMELINE** | **CONTACT INFORMATION** | **ATTENDEES** |
| School Mental Health Team (SMHT) | [ ]  Student safety event | Beginning of the school year | SMHT member | All caregivers |

**STAFF EDUCATION**

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| **RESPONSIBLE PARTY** | **TRAINING** | **TIMELINE** | **CONTACT INFORMATION** | **ATTENDEES** |
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**STUDENT EDUCATION**

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**CAREGIVER EDUCATION**

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| **RESPONSIBLE PARTY** | **TRAINING** | **TIMELINE** | **CONTACT INFORMATION** | **ATTENDEES** |
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