

Erika's Lighthouse School Implementation Plan



School: _____

Step 1: Planning and Designating Leads (Weeks 1-3)

Assign Pillar Leads: Identify appropriate staff members to lead each area. Recommended leads include Teachers, School Counselors, or Social Workers.

- Classroom: _____
- Staff: _____
- Family: _____

*Ensure classroom leads prepare the school plan for teaching the classroom curriculum. They must:

- Review online content.
- Create/share draft plan for classroom instruction in alignment with the following guidelines:
 - Target Grade Levels: Grades 4/5, 7/8, and 9/10
 - Timing: Taught during the school day
 - Primary Instructor(s): Teachers, School Counselors, or Social Workers: _____
 - Pre/Post Assessment: Data collection
 - Calendar Dates/Times: Classroom instruction schedule (must include a schoolwide lesson before winter break and a schoolwide lesson before summer break.)

Phase 2: Staff Training & Protocol Review (Weeks 3-4)

- Staff Training: Administrators should host the on-demand Virtual Staff Training for all staff. This covers the signs and symptoms of depression, how to be a trusted adult, and how to manage a mental health crisis.
- Encourage staff to use the AI role-playing tool to practice judgment-free conversations about mental health with students, which will help build their confidence.
- Bring the staff together to formally discuss depression, suicide, and the responsibilities of being a Trusted Adult.
- Administrators must ensure a solid plan is in place for self-referrals. This includes having counselors, social workers, or other appropriate staff available on the days the curriculum is taught.

Phase 3: Communication and Pre-Implementation (Weeks 4-8)

- Family Engagement: Distribute the Family Letter to parents and caregivers prior to teaching the classroom modules. You have the option to host a Family Workshop on Adolescent Depression & Suicide using turn-key resources.
- Scheduling: Administrators should review the teaching schedule:
 - Ensure lessons occur during the school day.
 - Verify that a schoolwide lesson is designated before winter break and summer break.
 - Ensure standard lessons are not taking place on a Friday, at the very end of the school day, or directly before a break so students have time to seek help.

Phase 4: Program Launch and Evaluation (Weeks 9-10+)

- Roll out the 4-lesson curriculum to grades 4/5, 7/8, and 9/10 during the school day (delivered by Social Workers, Counselors, or Teachers). Remind all staff to be prepared for an increase in students seeking help or turning in self-referral cards.
- Ensure students receive Family Engagement Bookmarks to take home during the classroom education phase.
- Administrators should partner with staff to evaluate the program's effectiveness and complete the "Report on Impact Form".