Ci3T Template Emails

Directions. Template sample emails to **Ci3T Leadership Team** members are provided for Session 6.

# Session 6

## Week Before Email

Subject: Ci3T Session 6 [day of the week] [date]

Greetings!

[Personable greeting]. We are looking forward to working with you next week at the sixth and final Ci3T professional learning series session held on **[day of the week, date, start time – end time, location, address].** Check in will begin at **x:xx** AMwith light breakfast items. Thank you in advance for your participation!

In Dropboxyou will find a PowerPoint of all the student created materials from Session 5. The file is titled “**Ci3T Student Session 5 Materials Created**” Very impressive work! Please consider incorporating their designs as you build implementation materials at Session 6 coming up.

**Food**: A light breakfast and lunch will be provided to support or working time together. [lunch food and drink details].

**Preparation**

For this session, please bring:

* laptops or tablets for **each** team member (important for completing the **KCU** post-training measure and building implementation materials)
* your Ci3T interactive eBook
* the books and journal special issues

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* your school’s **Ci3T Blueprint E Secondary (Tier 2) Intervention Grid** and **Ci3T Blueprint F Tertiary (Tier 3) Intervention Grid** with the 4-6 additional interventions completed by each **Ci3T Leadership Team** member who worked with a colleague outside of the team to develop one additional support

By now or before Session 6 each team member should have already:

* worked with a colleague outside of the team to develop one additional tertiary (Tier 3) support to add to your **Ci3T Blueprint F Tertiary (Tier 3) Intervention Grid**
* taken pictures of students (for whom you have releases) in various settings (e.g., classroom, hallway, commons, cafeteria) demonstrating school-wide expectations around your campus
* read the following book chapters and articles:

Read to prepare for Session 6

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|  | Lane, K. L., Oakes, W. P., Cantwell, E. D., & Royer, D. J. (2019). *Building and installing comprehensive, integrated, three-tiered (Ci3T) models of prevention: A practical guide to supporting school success* (v1.3)*.* Phoenix, AZ: KOI Education. (interactive eBook Chapters 7-8) |
|  | Lane, K. L., Menzies, H. M., Oakes, W. P., & Kalberg, J. R. (2019). *Developing a schoolwide framework to prevent and manage learning and behavior problems* (2nd ed.). New York, NY: Guilford Press. (Chapter 8) |

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| Readings for extended learning on themesFixsen, D. L., Naoom, S. F., Blase, K. A., Friedman, R. M. & Wallace, F. (2005). *Implementation research: A synthesis of the literature*. Tampa, FL: University of South Florida, Louis de la Parte Florida Mental Health Institute, The National Implementation Research Network (FMHI Publication #231).(PDF available [online](https://nirn.fpg.unc.edu/sites/nirn.fpg.unc.edu/files/resources/NIRN-MonographFull-01-2005.pdf))Horner, R. H., Ward, C. S., Fixsen, D. L., Sugai, G., McIntosh, K., Putnam, R., & Little, H. D. (2019). Resource leveraging to achieve large-scale implementation of effective educational practices. *Journal of Positive Behavior Interventions, 21*, 67-76. doi:10.1177/1098300718783754 Lane, K. L., Carter, E., Jenkins, A., Magill, L., & Germer, K. (2015). Supporting comprehensive, integrated, three-tiered models of prevention in schools: Administrators’ perspectives. *Journal of Positive Behavior Interventions*, *17*, 209-222. doi:10.1177/1098300715578916Mathews, S., McIntosh, K., Frank, J. L., & May, S. L. (2013). Critical features predicting sustained implementation of school-wide positive behavioral interventions and supports. *Journal of Positive Behavior Interventions, 16,* 168-178. doi:10.1177/1098300713484065McIntosh, K., Filter, K. J., Bennett, J. L., Ryan, C., & Sugai, G. (2010). Principles of sustainable prevention: Designing scale-up of school-wide positive behavior support to promote durable systems. *Psychology in the Schools, 47*, 5-21. doi:10.1002/pits.20448McIntosh, K., Kelm, J. L., & Delabra, A. C. (2015). In search of how principals change: A qualitative study of events that help and hinder administrator support for school-wide PBIS. *Journal of Positive Behavior Interventions, 18*, 100-110. doi:10.1177/1098300715599960McIntosh, K., MacKay, L. D., Hume, A. E., Doolittle, J., Vincent, C. G., Horner, R. H., & Ervin, R. A. (2011). Development and initial validation of a measure to assess factors related to sustainability of school-wide positive behavior support*. Journal of Positive Behavior Interventions,* *13,* 208-218. doi:10.1177/1098300710385348.McIntosh, K., Mercer, S. H., Nese, R. N., Strickland-Cohen, M. K., & Hoselton, R. (2015). Predictors of sustained implementation of school-wide positive behavioral interventions and supports. *Journal of Positive Behavior Interventions, 18*, 209-218. doi:10.1177/1098300715599737Shepley, C., & Grisham-Brown, J. (2019). Multi-tiered systems of support for preschool-aged children: A review and meta-analysis. *Early Childhood Research Quarterly*, *47*, 296-308. doi:10.1016/j.ecresq.2019.01.004 Yeung, A. S., Craven, R. G., Mooney, M., Tracey, D., Barker, K., Power, A., ... & Lewis, T. J. (2016). Positive behavior interventions: The issue of sustainability of positive effects. *Educational Psychology Review, 28*(1), 145-170. doi:10.1007/s10648-015-9305-7 (PDF available [online](https://www.researchgate.net/profile/Brenda_Dobia/publication/275255235_Positive_Behavior_Interventions_the_Issue_of_Sustainability_of_Positive_Effects)) |

Feel free to contact any of us if you or your faculty/staff have questions or concerns. We have definitely enjoyed the last five sessions with you and look forward to seeing you again at the final session **[day of the week, date, start time – end time]** (breakfast and registration start at **x:xx AM**).

Sincerely,

## Day Before Email

Subject: Ci3T Session 6 Tomorrow

Greetings!

We are looking forward to working with you at the sixth and final Ci3T professional learning series session on **[day of the week, date, start time – end time, location, address]**.

* Check in will begin at **x:xx AM** with light breakfast items.
* Dropbox has student created implementation materials (**Ci3T Student Session 5 Materials Created**)!
* Lunch will be [lunch food and drink details].

For this session, please bring

* laptops or tablets for **each** team member (important for completing the **KCU** post-training measure and creating implementation materials)
* your Ci3T interactive eBook
* the books and journal special issues

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* your school’s **Ci3T Blueprint E Secondary (Tier 2) Intervention Grid** and **Ci3T Blueprint F Tertiary (Tier 3) Intervention Grid** with the 4-6 additional interventions completed by each **Ci3T Leadership Team** member who worked with a colleague outside of the team to develop one additional support
* Any student pictures (for whom you have releases) in various school settings to use in building implementation materials like **IM08 Poster: School-wide Expectations**.

Feel free to contact any of us if you or your faculty/staff have questions or concerns. We look forward to seeing you again at the final session **[day of the week, date, start time – end time]** (breakfast and registration start at **x:xx AM**)!

Sincerely,

## Thank you Email

Subject: Ci3T Session 6 Thank You

Dear Ci3T Leadership Team Members,

Thank you for your participation during yesterday’s final Ci3T professional learning series session! We had a great time working with your team to create implementation materials for next year as well as to polish your:

* **Ci3T Blueprint A Primary (Tier 1) Plan**
* **Ci3T Blueprint B Reactive Plan**
* **Ci3T Blueprint C Expectation Matrix**
* **Ci3T Blueprint D Assessment Schedule**
* **Ci3T Blueprint E Secondary (Tier 2) Intervention Grid**
* **Ci3T Blueprint F Tertiary (Tier 3) Intervention Grid**
* **R04 Ci3T Professional Learning Plan**

**Homework**

Congratulations on completing the Ci3T professional learning series! There are a few last things to consider as you wrap up the year, as you may want to:

* finalize all logistics for teaching your **Ci3T Blueprint A Primary (Tier 1) Plan** to faculty and students (kick off)
* polish and finalize all materials to finish building **IM03 Ci3T Implementation Manual**
* complete **IM17 Implementation Calendar** and or add implementation dates to shared calendar (include monthly Ci3T Leadership Team meetings, screening dates, technical assistance trainings to support implementation), and please let us know the day and time you plan to kick off your Ci3T plan with your students
* use **IM01 Implementation Materials Checklist** to create and polish all implementation materials (e.g., tickets, setting posters, bookmarks) – please know we are available and excited to help you with these materials!
* please mark your calendars for the two hours of summer assistance early this summer you scheduled with your **Ci3T Trainer** yesterday

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| School | Date | Time | Liaison |
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* Last, please mark your school calendars for the following professional learning opportunities. Topics will be based on what you listed on **R04 Ci3T Professional Learning Plan**.

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| Ci3T Activities |
| Ci3T Leadership Team Half-Day Professional Learning Refreshers3-hour sessions – [location](x:xx AM – x:xx AM) |
| 1. Topic TBA
 | [date] |
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| Ci3T After School Professional Learning [open to all faculty and staff]2-hour sessions – [location](x:xx PM – x:xx PM) |
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**Summer Readings**

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|  | <http://www.ci3t.org> Videos and tiered supports available. |
|  | <http://www.pbis.org> The Positive Behavioral Interventions and Supports (PBIS) National Technical Assistance Center (OSEP-TAC) has a lot of great info to help sustain your PBIS framework, the behavior component of your Ci3T Blueprint. |

As always, feel free to contact any of us if you or your faculty/staff have questions or concerns. We have enjoyed these six sessions with you and look forward to seeing you again next year as you enter into the implementation phase. We wish you all the best as you move into this next exciting phase!

Sincerely,

## Final Ci3T Implementation Manuals Request

Subject: Ci3T Blueprint (Ci3T Implementation Manual)

Dear School Name Ci3T Leadership Team,

Thank you for your continued hard work and commitment to developing your Ci3T model of prevention! I look forward to receiving your **IM03 Ci3T Implementation Manual** by the end of the day **DAY OF THE WEEK, MONTH DD, YYYY**, which should include final versions of:

* Ci3T Blueprint A Primary (Tier 1) Plan
* Ci3T Blueprint B Reactive Plan
* Ci3T Blueprint C Expectation Matrix
* Ci3T Blueprint D Assessment Schedule
* Ci3T Blueprint E Secondary (Tier 2) Intervention Grid
* Ci3T Blueprint F Tertiary (Tier 3) Intervention Grid

If there are any documents you would like feedback on before **DAY OF THE WEEK, MONTH DD, YYYY**, please let me know and I’d be happy to provide feedback.

Our district graphic designer is excited to get started using your Ci3T Blueprint to build your school’s implementation materials! If you haven’t already, please send me your official **school colors, logos, and mascots** (original high resolution artwork if possible), and slogans that you might like used on the materials by filling in the table below:

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| --- | --- | --- | --- | --- |
| **Primary Color** (please include specific name, color swatch, or attached sample file) | **Secondary Color**(please include specific name, color swatch, or attached sample file) | **Tertiary Color** (optional; please include specific name, color swatch, or attached sample file) | **School Logo**(please attach original artwork file, the higher the resolution the better, e.g., 300 dpi) | **School Slogan** |
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Please let me know if you have any questions.  Thank you!

Sincerely,