

Tap-In/Tap-Out

About This Strategy

The goal of implementing the Tap-In/Tap-Out system is to create an accessible self-care support that allows educators to take a quick break from their classroom (when needed) to reset themselves and maintain their well-being.

The Tap-In/Tap-Out system is designed to allow teachers to step out of the classroom and take time to recharge (physically and emotionally) when they feel as though they need a moment to recalibrate.

If a teacher feels as though they need extra support to maintain their well-being, someone else is able to come into their classroom and provide coverage. A teacher might request assistance from a colleague when they are having a generally tough day emotionally or if they need a moment to self-regulate after a tense situation.

Instructions:

1. **Set the context.** When first introducing Tap-In /Tap-Out as a new initiative in your school or district, share that this is a system designed to give teachers the ability to call on a peer when they need to take a break for a minute or two. Emphasize that there are many reasons why someone might want to take a moment to self-regulate and that they are all valid. The goal is for teachers to feel supported to maintain their personal and emotional well-being.
2. **Create a communication channel.** Create a group text or an email group that teachers can use to request support from a colleague. If your school already has a group text or already uses another communication tool, you can leverage that for the Tap-In/Tap-Out system.
3. **Identify teachers with complementary schedules** to build a strong support network of options. Consider including support staff members and administrators as options for coverage.
4. **Continually adjust the system.** Use staff meetings or PLCs as opportunities to solicit feedback and ideas for ways to better improve the system.