

APPENDIX B

MODEL SAFETY PLAN AND POSSIBLE INTERVENTIONS

Student's Name: _____

Parent's Name: _____

Parent's Contact Information: Phone _____ Email: _____

Primary Staff Contact: _____

Classroom/Homeroom Teacher: _____

Grade Level: _____ Room Number: _____

Plan start date: _____ Proposed End date: _____

The following safety plan has been developed for the student named above. The sample interventions offered are not intended to be exclusive or all-inclusive. Schools should design a Student Safety Plan that reflects their unique circumstances and resources. This plan does NOT replace an IEP or a Behavior Support Plan. If the student has an IEP, then defer to that plan.

Note: Administrative staff should develop this plan **with** the student experiencing bullying/ harassment, in an effort to empower them and keep them safe. A safety plan needs to be individualized, as every student who has experienced bullying/harassment has unique needs and challenges.

A. BACKGROUND

Brief description of the bullying/harassment student has experienced

How long has the conduct been taking place?

Are there certain locations where the conduct frequently takes place?

Are there certain times when the conduct frequently takes place?

Are there events/factors that frequently trigger the conduct (i.e.: does the conduct happen after the student answers a question in class or when the student is alone?)

A. RESPONSIBILITIES AND ROLES

Staff Responsibilities

☐ The following teachers will be apprised of this safety plan and will make every effort to implement it successfully:

☐ The following administrators and school personnel will be apprised of this safety plan and will make every effort to implement it successfully:

☐ Any staff who witness or are made aware of any harassing, intimidating or bullying behavior directed toward the student will intervene immediately and will report such behavior to _____

Parent/Family Responsibilities

☐ Parents and other family members agree to monitor and support the student with this Safety Plan, monitor the student's use of technologies, and contact school if the problem persists.

☐ The school will immediately report any harassing, intimidating or bullying behavior which it is made aware of to the student's parents.

☐ The school will meet with the parents _____ [date or frequency] to discuss and review this plan.

☐ Parents are welcome to contact the school at any time to check on the effectiveness of the plan.

Student Responsibilities

☐ The student will make reasonable attempts to not have face-to-face contact or online contact with the aggressor while this plan is in effect.

☐ The student will report any breach of this plan, on or off school grounds, to his/her parents, designated point of contact, or other teacher/staff person immediately.

Counselor Responsibilities

- ☐ The school will perform a *functional behavior assessment* of the student to determine if the student needs additional services to help him/her improve social skills, better engage in conflict resolution, and/or effectively problem solve during emergency situations.
- ☐ The student will meet with the school counselor to discuss ways he/she will react and deal with conflict and emergency situations in the future, including where the student should go, who they should talk to, and what strategies they can employ.

B. INTERVENTIONS

Point of Contact and Trusted Peers:

- ☐ Mr./Ms./Mx. _____ will be designated as the student's primary point of contact (trusted adult) on staff.
- ☐ The primary point of contact will be responsible for checking in with the student on a _____ [daily/weekly/biweekly] basis to ensure the safety plan is working. The student is NOT responsible for locating or making contact with the staff member. Conversations should occur in a private location.
- ☐ The student is responsible for checking in with the primary point of contact to ensure the safety plan is working. The student will report to the primary point of contact's office/classroom at _____ [time and dates].
- ☐ Mr./Ms./Mx. _____ is designated as the student's backup point of contact. The backup point of contact has all the same responsibilities as the primary point of contact when that person is absent or unavailable. The primary point of contact is responsible for informing the backup point of contact when they are absent.
- ☐ The student can request to meet with the primary point of contact at any time if he/she feels unsafe. If the primary point of contact is not available the student will either be able to meet with the backup point of contact or _____

- ☐ The school and/or student have identified the following students as trusted peers: _____.

Classroom Times:

- ☐ The student's schedule will be changed in the following ways (attach new schedule) _____

☐ The following teachers will keep the student and his/her aggressor separated in the classroom and during class activities: _____

☐ The student will be seated near one or more of their trusted peers in all classes.

☐ Teachers will address any bullying, intimidation, harassment and/or retaliation immediately and will report such conduct to _____ as soon as possible.

Passing Times:

☐ The student will be able to transition before/after [circle one] other students or at the front/back [circle one] of the line and will be separated from his/her aggressor.

☐ The student will be able to transition between classes with one or more of their trusted peers.

☐ The student will take the following route when transitioning between classes:

☐ Mr./Ms./Mx. _____ is designated as the student's hallway monitor and will be visible and available during hallway transitions.

☐ The student's locker will be changed to a different location.

☐ The student will have special bathroom privileges in order to avoid contact with aggressors in the restrooms. These privileges include:

☐ Use of a single stall/staff restroom

☐ Ability to visit the restroom with a trusted peer

☐ Ability to use the bathroom at certain times of the day

☐ Other _____

Lunch and Recess:

☐ Mr./Ms./Mx. _____ is designated as the student's lunch monitor and will be visible and available during lunch.

☐ Mr./Ms./Mx. _____ is designated as the student's recess monitor and will be visible and available during recess.

☐ The student and his/her aggressor separated during lunch and recess.

☐ The student will be seated near one or more of their trusted peers during lunch.

Bus/Transportation:

- ☐ The bus driver will be instructed to intervene immediately and to report any bus incidents immediately to the school principal.
- ☐ The bus driver will keep the student and his/her aggressor separated on the bus.
- ☐ The student will have an assigned seat on the bus near one or more of their trusted and separate from his/her aggressor.
- ☐ The student's transportation will be changed in the following ways:

- ☐ Student will be dropped off at school at the following entrance and by the following people:

- ☐ Student will be picked up at school at the following entrance and by the following people:

Other Interventions:

☐

☐

☐

This plan is in place from _____ through _____, at which time it will be reviewed, revised or continued, if necessary.

WE AGREE TO THE SAFETY PLAN AS STATED ABOVE.

Student

Date

Parent

Date

Principal/Administrator

Date

Teacher(s)/Counselor

Date

Completed / Modified / Extended:

_____ *(Date & Signatures)*