



## SAFE SCHOOLS ACTION PLAN



School Name: Westminster Central P.S.

Date: June 12, 2018

**Safe School Action Team Composition - Please indicate the number of representatives in the following categories:**

Students: 2 Teaching Staff: 1 Non-Teaching Staff: 1 Parents: 1 Community: 1 Admin: 1

**Points for Consideration:**

<p><b>Effective Action Plans consider the following sources of information:</b></p> <ul style="list-style-type: none"> <li>• Sustainable Strategies information and checklist</li> <li>• Current survey results and analysis</li> <li>• Survey trends</li> <li>• Suspension reports</li> <li>• Feedback about Safe Schools initiatives</li> <li>• Feedback from staff about school climate</li> <li>• Focus groups of students and educational partners</li> <li>• Audits of physical plant</li> <li>• Review of existing programs and policies</li> <li>• Information and input from community members and parents</li> <li>• Violent incident reports</li> <li>• Office referrals</li> </ul>	<p><b>Effective Safe Schools Programs:</b></p> <ul style="list-style-type: none"> <li>• Are comprehensive in nature</li> <li>• Focus on skills</li> <li>• Select appropriate targets for change</li> <li>• Include peers in the delivery of the program</li> <li>• Include parents</li> <li>• Attempt to change the larger environment</li> <li>• Attend to the implementation issues</li> </ul>
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After completing the **School Assessment Checklist**, Identify your schools **Stage of Change**

	Total Score	Stage
Prevention		2
Policy and Procedures		2
Intervention		2
School Climate		2

After completing the Safe Schools Assessment Checklist, examining the survey data with your team, and reviewing other sources of information consider some of the following questions to help guide discussion and move you towards developing and selecting your school goal(s).

1. In what ways is Safe Schools imbedded into your school's curricular programs? Are programs evidence based and age appropriate? Do gaps by grade or subject area exist?
2. Does staff know and consistently apply policies and procedures in line with Ministry of Education requirements? What type of ongoing training is available?
3. Do all stakeholders feel welcome and involved in your school and its activities? What gaps, if any, are evident?
4. Overall, is there sustainability to Safe Schools initiatives/ programs? Consider the number of "one off" programs versus continuous initiatives / programs. What programs appear to have buy-in and are showing success? Which programs need to be reviewed?
5. What is the anonymous reporting system at your school? Do you feel this method is working well for your students? What evidence do you have to support this?
6. In what ways are stakeholders involved in the plan's development, implementation and review of outcomes?

Based on the information gathered from the points for consideration on page one, the Safe Schools Reflection completed in Spring 2011, identify **up to 3 goals** the school plans to implement. Complete the template below for each goal the team has identified.

<b>Goal #1 Anonymous reporting system for students and parents</b>			
<p>Specific Goal: Sharing of our on-line reporting survey linked to School Website with direct report back to School email.</p> <p>Continued support with the Chatter Box.</p>	<p>Specific Implementation Strategies:</p> <p>Present online survey and model how to fill it out in each classroom yearly. Present online survey and model how to fill it out at Parent Council meeting yearly.</p> <p>Students can place feedback about school, unfairness, bullying, mental health concerns, etc. Reminders about the "Chatter Box" will be presented to the students at all assemblies, with reminders on the announcements throughout the years.</p>	<p>Timelines:</p> <p>Sept. 2018 Sept. 2018 Sept. 2018</p>	<p>Indicators of Success:</p> <p>Increased awareness of survey</p> <p>Checking the "Chatter Box" regularly and addressing issues as soon as they arise</p>
<p>Is this goal related to:</p> <p>Prevention _____ Policy &amp; Procedure <input checked="" type="checkbox"/> _____ Intervention <input checked="" type="checkbox"/> _____ School Climate _____</p>	<p>Stakeholders involved in the implementation and outcome of this goal:</p> <p>Teachers <input checked="" type="checkbox"/> _____ Students <input checked="" type="checkbox"/> _____ Support Staff _____ Parents <input checked="" type="checkbox"/> _____ Admin <input checked="" type="checkbox"/> _____ Community <input checked="" type="checkbox"/> _____</p>	<p>How will you communicate this goal to stakeholders:</p> <ul style="list-style-type: none"> <li>- September whole school assembly</li> <li>- September Parent Council</li> <li>- Classroom presentations about online survey</li> </ul>	

<b>Goal #2 Student Awareness</b>			
<p>Specific Goal:</p> <p>Raise awareness of appropriate behaviours and steps to resolve conflict.</p> <p>Address what bullying is with student leaders</p> <p>Community circles in classroom</p>	<p>Specific Implementation Strategies:</p> <p>School wide monthly assemblies focused on character trait, students recognized by their photo being placed in the powerpoint presentation for each month. In their colour house group have a task that relates to the character trait that students complete (collaborative games, cheer/song, create skit).</p> <p>Present skits on bullying and strategies at October assembly with the help of grade 7 and 8's</p> <p>Discuss the use of community circle and benefits in classrooms. 4-A Response: Process for Handling Reports to be shared with staff (to be shared with students in community circles)</p>	<p>Timelines:</p> <p>Sept – June 2018 2019</p> <p>Oct. 2018</p> <p>June P.D. Day for staff (2018)</p>	<p>Indicators of Success:</p> <p>Involvement of staff and students in each assembly.</p> <p>Increased awareness of bullying and prevention</p> <p>Mr. Rabbitts will share with staff at June P.D. Day. 4-A Response: Process for Handling Reports to begin first part of September 2018. Will be scanned and e-mailed to all staff.</p>

Is this goal related to: Prevention <input checked="" type="checkbox"/> _____ Policy & Procedure _____ Intervention _____ School Climate <input checked="" type="checkbox"/> _____	Stakeholders involved in this plan: Teachers <input checked="" type="checkbox"/> _____ Students <input checked="" type="checkbox"/> _____ Support Staff <input checked="" type="checkbox"/> _____ Parents <input checked="" type="checkbox"/> _____ Admin <input checked="" type="checkbox"/> _____ Community <input checked="" type="checkbox"/> _____	How will you communicate this goal to stakeholders: - To staff at June P.D. Day - At monthly assemblies Community Circles to be implemented in September 2018
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<b>Goal #3 Parent Awareness</b>			
Specific Goal:  Educate parent community about definition of bullying/cyber bullying and how to address these issues with children.	Specific Implementation Strategies:  Presentation tied to a fun school event (dinner)  Flowchart of reporting to be presented to parent community via newsletter. (September newsletter).	Timelines:  After elections of parent council and before the end of the year (2018)	Indicators of Success:  - Increased parent awareness and involvement in parent learning opportunities
Is this goal related to: Prevention <input checked="" type="checkbox"/> _____ Policy & Procedure <input checked="" type="checkbox"/> _____ Intervention <input checked="" type="checkbox"/> _____ School Climate <input checked="" type="checkbox"/> _____	Stakeholders involved in this plan: Teachers <input checked="" type="checkbox"/> _____ Students <input checked="" type="checkbox"/> _____ Support Staff <input checked="" type="checkbox"/> _____ Parents <input checked="" type="checkbox"/> _____ Admin <input checked="" type="checkbox"/> _____ Community <input checked="" type="checkbox"/> _____	How will you communicate this goal to stakeholders: Assemblies SeeSaw Parent Engagement Night	

Next Safe Schools Action Team Meeting Dates:

- #2- \_\_\_\_\_
- #3- \_\_\_\_\_

Reminder: Safe Schools will provide ½ day coverage for meetings within the school day for a maximum of 2 Safe Schools Action Plan meetings.