

PINELLAS COUNTY SCHOOLS
SAFETY PLAN PROCESS
Prevention Office 588-6130

The purpose of this plan is to ensure the safety and well-being of a student. All individuals, including the student, family, and staff should provide input and have access to this detailed plan. Safety Plans can be written before an investigation begins, during or after.

There are 4 pages to this plan (2-3135)

- Safety Plan Process (**page 1**).
- Safety Plan (**page 2**) must be completed.
- No Contact Agreement (**page 3**) is optional, but if used page 2 must be completed.
- Stay Away Contract (**page 4**) is optional, but if used page 2 must be completed.

STEPS TO WRITING A SAFETY PLAN

Step 1: Per the Parental Bill of Rights (HB 241) the parent/guardian must be notified and invited to the writing of the Safety Plan meeting. The student **MUST** always be there for the writing of the plan. The parent/guardian do not have to attend but they must be invited. **Add the communication with the parent/guardian into Focus in the Contact Log.**

Step 2: Complete the plan taking into consideration the student's feedback as to what will make them feel safe. For example, look at the student's schedule and any areas of concern including arrival and dismissal. The student will identify 3 trusted adults that they can report to.

Step 3: Anytime a student with a Safety Plan reports a problem, concern, and/or violation to their trusted adult, administration and/or school counselor must be notified. The parent must also be notified within the same day by the administrator or the school counselor or designee. Update the report in www.P3tips.com in the Disposition Tab. **Add the communication with the parent/guardian into Focus in the Contact Log.**

Step 4: The school counselor or designee will upload the completed Safety Plan into Focus by using the below steps.

1. Prior to uploading the plan into Focus, you must first save the Safety Plan to your computer using the following format:
last name first name yyyyymmdd (year month day) see example, Doe John 20220425
2. Find the student's name in Focus.
 - Click on the **Classified Tab**
 - Click on the **Upload** button in the Safety Plan field
 - Click on the box above **Has Safety Plan** field
 - Click on the red **Save** button. Refresh the page to ensure the red and white Safety Plan ring is next to the student's name.
**Only staff can see this Safety Plan ring in Focus*

Step 5: An administrator or another member on the Multi-Disciplinary Team (MDT) must log into www.P3tips.com and submit a tip on behalf of the student if this plan is being written for anything bullying/harassment related. If there is already a tip in www.P3tips.com, then click on the **Disposition Tab** and under **Actions Taken/Outcomes** and check off the **Safety Plan** box, and then click the green **Save** button.

Step 6: The Administrator or School Counselor or designee will ensure all staff that have contact with this student will understand and receive a copy. Names will not be redacted when giving copies to school staff and when it is uploaded into Focus. The only redactions of names of other students is when parent/guardian get a copy.

Step 7: To ensure the Safety Plan is working, a follow up meeting and a review of the plan with the student must occur within 2 weeks of the initial writing of the plan. Per the Parental Bill of Rights (HB 241) the parent/guardian must be notified and invited to the review of the Safety Plan. The review meeting can be in person, phone or virtual conference. **Add the communication with the parent/guardian into Focus in the Contact Log.**

Step 8: If the Safety Plan is no longer needed, do not delete the plan. You will uncheck the box that states **Has Safety Plan** and click on the red **Save** button. This will remove the icon next to the student's name in Focus but will not delete the plan. If needed, more than one plan can be uploaded in Focus, but all plans must stay for documentation purposes. The only time the icon can be seen in Focus is if the plan is active.

Step 9: At the end of the school year, the school counselor or designee is responsible for contacting the parent/guardian with the student, that has active Safety Plans. This will ensure if the plan is still needed, any updates, and/or schedule changes for the new school year. If the student is going to a new school, make sure you contact the school counselor or designee. The receiving school counselor or designee **MUST** be contacted for any students going from 5th grade to 6th grade, or 8th grade to 9th grade who still need the Safety Plan prior to the end of the school year. **Add the communication with the parent/guardian into Focus in the Contact Log.**

PINELLAS COUNTY SCHOOLS

SAFETY PLAN

To Avoid Bullying/Harassment Related, Teen Dating Violence and Abuse or Threats of Violence
Prevention Office 588-6130

This individualized student Safety Plan should be used to outline procedures and processes to ensure that a student involved in a report of Bullying/Harassment Related, Teen Dating Violence and Abuse, or Threats of Violence whether **substantiated or unsubstantiated/credible or not credible**, remains physically and emotionally safe. **Complete this plan in its entirety and sign below.** This plan does not replace an IEP or a Behavior Support Plan.

Parent/Guardian Contact Method: Face to Face Virtual Phone Email Date Contacted _____

(Add the communication with the parent/guardian into Focus in the Contact Log)

Student Name _____ Student ID # _____ Date _____

School Name _____ Grade _____ Parent/Guardian Phone Number _____

Teacher(s) or attach a copy of the student's current schedule _____

Purpose/Reason for Plan _____ Tip ID _____

Staff member(s) developing plan with student and parent(s)/guardian(s) _____

The Safety Plan includes the following:

The name of the administrator, and/or school counselor or designee overseeing this plan. This is the person that all reports of any concerns or violations will receive from the student or trusted adult(s) that the student has listed below:

Trusted adults the student has named and can go to and report: _____

Ensure that all named trusted adults and teachers/staff working with this student, are aware and have a copy of this plan and it is uploaded into Focus. A copy of this plan will be sent home with the student to whom it is written for with the first and last name of any other student(s) redacted to protect student confidentiality.

Supports to be put in place: (Check all that apply)

- Plan for specific location(s) (locker, lunch room, PE field, bus circle, etc)
- A student pass in case the student needs to leave the classroom or area and report to their trusted adult.
- Route changes (include places to watch for)
- Resources to be provided (training in social skills, friendship skills, assertiveness skills, mentoring, community resources, etc)
- Schedule changes
- School arrival/dismissal (change in time, entrance, transportation, with whom, etc)
- Other: _____

Additional plan details: _____

This plan will be in place from _____ through _____, at which time it will be reviewed, revised or continued, if necessary. The follow up date should occur within 2 weeks of the initial writing of this plan. Contact the parent/guardian to review the plan with the student. **(Add the communication with the parent/guardian into Focus in the Contact Log)**

Plan Activation Date: Uploaded into Focus and Has Safety Plan Box Checked _____

Plan Deactivation Date: Has Safety Plan Box Unchecked in Focus _____

Choose 1 of the options below if needed: If checked Yes on either one, the other student(s) needs a written Safety Plan

No Contact Agreement No _____ Yes _____

Stay Away Contract No _____ Yes _____

(Applies only to Teen Dating Violence and Abuse Policy)

NO CONTACT AGREEMENT

(Applies only to Bullying and Harassment Related Reports and Threats of Violence)
The second page of the Safety Plan must be included with No Contact Agreements

Parent/Guardian Contact Method: Face to Face Virtual Phone Email Date Contacted _____

(Add the communication with the parent/guardian into Focus in the Contact Log)

This agreement is being entered into by _____ (student) and the administrative staff to ensure safety for the said student and the below student(s).

The terms of this agreement include but are not limited to:

- Any verbal and/or electronic communication with each other.
- Any physical contact with each other.
- Any inappropriate or obscene gestures.
- Any attempts to instigate or involve any outside parties.

In the event that this agreement is violated in any manner, said person(s) will be subjected to consequences deemed appropriate by the administration.

The students agree to inform an administrator, counselor, teacher or specified designated person, should either feel the other is violating this agreement. The complaint will then be directed to the administrator or student services staff who will address this situation.

It is understood that this agreement has been reviewed and explained to all parties involved and that this agreement is binding to the above stated terms and pending consequences of violation. This agreement will be reviewed on _____. This agreement is confidential and as such these students are not permitted to share the information in this agreement or the conversations leading up to and following this agreement with anyone not involved. This agreement should not be shared by these students with their peers.

Print Student Name

Print Administrator Name

Student Signature

Date

Administrator Signature

Date

Parent(s)/Guardian(s) Contacted: Date _____

Method _____

A copy of this agreement should be shared with anyone working with the student during their school day and uploaded into Focus as part of the Safety Plan. A copy of this plan will be sent home with the student to whom it is written for with the first and last name of any other student(s) redacted to protect student confidentiality.

STAY AWAY CONTRACT

(Applies only to Teen Dating Violence and Abuse Report)

The second page of the Safety Plan must be included with Stay Away Contracts

Parent/Guardian Contact Method: Face to Face Virtual Phone Email Date Contacted _____

(Add the communication with the parent/guardian into Focus in the Contact Log)

This contract is being entered into by _____ (Student) and the administrative staff regarding serious allegations of inappropriate interaction between the below student(s):

The terms of this contract include but are not limited to:

- Any verbal and/or electronic communication with each other.
- Any physical contact with each other.
- Any inappropriate or obscene gestures.
- Any attempts to instigate or involve any outside parties.

In the event that this contract is violated in any manner, said person(s) may be subject to:

- Out-of-School suspension (as outlined by PCS Student Code of Conduct and Discipline Code).
- Recommendation for alternative placement or full exclusion from PCS.
- Referral to law enforcement.

It is understood that this contract has been reviewed and explained to all parties involved and that this contract is binding to the above stated terms and pending consequences of violation. This contract will remain in effect for the remainder of the _____ school year.

Print Student Name

Print Administrator Name

Student Signature

Date

Administrator Signature

Date

Parent(s)/Guardian(s) Contacted: Date _____

Method _____

A copy of this agreement should be shared with anyone working with the student during their school day and uploaded into Focus as part of the Safety Plan. A copy of this plan will be sent home with the student to whom it is written for with the first and last name of any other student(s) redacted to protect student confidentiality.