



# INDIVIDUAL STUDENT SAFETY PLAN PROTOCOLS

<p><b>Purpose</b></p>	<p>To establish and maintain consistent measures for school personnel to follow in cases when a student displays unsafe behavior AND is considered at risk for future unsafe behavior (i.e., threat to self or others including suicidal or homicidal ideation, cutting, firesetting, inappropriate sexual touching, pre-adjudicated by Youth Authority with court imposed safety plans, or returning from treatment with community imposed safety plans).</p> <p>An individual student safety plan is generally short-term and it, unlike a typical behavior plan, addresses specific behavior that is dangerous to the student and/or others.</p>
<p><b>Process</b></p>	<ol style="list-style-type: none"> <li>1. Create a plan considering student need, as well as school schedules and resources:             <ul style="list-style-type: none"> <li>• Who will do what?</li> <li>• How will plan be monitored?</li> <li>• What is the review schedule (plans should be working documents that are reviewed regularly and modified as indicated by student behavior or information from a qualified mental health provider)</li> <li>• How will the decision be made to terminate the plan?</li> </ul> </li> <li>2. Principal/designee completes PPS Individual Student Safety Plan online (<a href="http://www.pps.k12.or.us/departments/student-services/573.htm">http://www.pps.k12.or.us/departments/student-services/573.htm</a>) using all available information (with participation of student, family, and relevant school personnel). If student safety needs are beyond the school's ability to provide for, Senior Director should be contacted immediately. If the student is special education identified, contact the school's assigned Program Administrator.</li> <li>3. Principal/designee shares plan with all persons responsible for carrying out the plan (including substitutes and others who may supervise the student) in order that everyone understands their role in ensuring the student's safety.</li> <li>4. Once Safety Plan is submitted online, an "Alert" will be placed on the student's eSIS record. The yellow Alert tab will have the following message: "Alert: Student has supervision record(s)." Specific information will not be entered in this location.</li> <li>5. Individual Student Safety Plans are to be stored in the student's cum file and also in a notebook held in the principal's office in an easily accessible and confidential location for the duration of the plan. Summaries of the Plan will automatically be sent to Student Services through the online process.</li> <li>6. Unless otherwise specified, the plan will be terminated at the end of the school year.</li> </ol>
<p><b>Project Management</b></p>	<p>Role and Responsibility of Safety Plan Coordinator:</p> <ul style="list-style-type: none"> <li>▪ To establish Safety Planning meetings</li> <li>▪ Monitor the plan and oversee the gathering of information</li> <li>▪ Ensure communication lines are clear between involved parties (including families and community based partners)</li> </ul> <p>Questions? Contact Student Services, via email: <a href="mailto:studentservices@pps.net">studentservices@pps.net</a> or by calling 503.916.5460 if you have questions or concerns.</p>