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| **PART 4 QUESTAR III TEMPLATE FOR DEVELOPING A STUDENT ACTION PLAN**  This **sample** plan is designed to provide ideas and should be customized to address each unique situation. The options below are suggestions for supporting students and are intended to provide ideas for how the school can take prompt actions, reasonably calculated to end the harassment, bullying, or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student(s) against whom such behavior was directed.  These are only a guide, please use your judgment and sensitivity when deciding which options are best. |

**Students Name:** Click or tap here to enter text. **Primary Staff Contact:** Click or tap here to enter text. **Plan Start Date:** Click or tap to enter a date. **Proposed Follow-up Review Date:** Click or tap to enter a date.

**A. School/Staff:**

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|  | All school staff will be apprised of this action plan and will make every effort to implement it successfully. Staff will be informed about indicators of possible future incidents involving this student, and what they can look-for that might indicate an incident has occurred. |
|  | Any school staff who witness or are otherwise made aware of any harassment, discrimination, bullying, or cyberbullying directed toward the student will intervene immediately and will report such behavior to the principal or designee. Staff will be informed about what is an appropriate and timely response. |

**Please summarize the action steps which will be taken in response to this incident:**Click or tap here to enter text.

**B. School Actions** *(Each situation and program is unique. Please utilize your teams to create action steps. Below are suggestions but you are not limited to these):*

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|  | Designate a student’s primary point of contact (trusted adult). |
|  | Keep the students separated in the classroom and during class activities. |
|  | Student mediation. |
|  | Classroom teachers will keep the students involved and separated in and out of the classroom and during class activities. |
|  | Staff will be visible in the hall and will monitor the student during all passing times. |
|  | Check in time: Arrangements will be made for the student will visit with a designated staff person (i.e., teacher, the school counselor, nurse, principal, AP) |
|  | The school will immediately report any harassment, discrimination, bullying, or cyberbullying to the student’s parents/persons in parental relation. |
|  | Other:Click or tap here to enter text. |

**C. Student Actions** *(choose the relevant options)***:**

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|  | Check in time: The student agrees to check in with designated staff person. |
|  | The student will report any challenges or issues with this plan to his/her parents/person in parental relation, designated trusted adult, teacher, or other staff person immediately. |
|  | The student will also report any such behavior which occurs as a result of this plan off school property and/or outside of the regular school day. |
|  | Other:  Click or tap here to enter text. |

**D. Parents/persons in parental relation:**

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|  | Parents/persons in parental relation agree to monitor and support the student with this action plan, monitor the student’s use of technologies, and contact school if the problem persists. |
|  | Parents are welcome to contact the school at any time to check on the effectiveness of the plan. |
|  | Other:  Click or tap here to enter text. |

**Were parents/person(s) in parental relation notified?** Yes   
 No (If no, why?):  
 Click or tap here to enter text.

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| **This plan is in place from** Click or tap to enter a date. **through** Click or tap to enter a date.**, at which time it will be reviewed, revised, or continued, if necessary.** |

Who needs to be informed about the plan *(respect confidentiality)*?

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| Students | Administration | School Staff | Other: Click or tap here to enter text. |