

# SOUTH HARRISON COMMUNITY SCHOOL CORPORATION

## DIVERSITY PLAN FOR THE 2016-2017 SCHOOL YEAR

### STRATEGIC PLANNING TEMPLATE

**VISION:** *We envision schools where all students are empowered, inspired, and engaged in equitable, safe and inclusive learning environments.*

<b>GOAL</b>	Ensure safe and inclusive learning environments that are free of bullying and harassment for every child and adult in the District by 2016.		
<i>Objective 1.1</i>	<i>Every school in the District has a comprehensive plan for preventing and addressing instances of bullying that reflects sound, research-based practices, by the 2016-17 school year.</i>		
<b>Intended Outcomes</b>	Students will...have an active role in providing ongoing input toward, and in the development of district- based, comprehensive plan, through student survey and student representation on district and school based committees.	<b>Key Indicators</b>	<ol style="list-style-type: none"> <li>1.) At least 85% of the student total enrollment population will complete a student school climate survey.</li> <li>2.) 100% of district/school-based safe and inclusive schools planning committee participants will include diverse student representation.</li> <li>3.) Student will actively participate in committee discussions and decision-making during district/school based committees as indicated by meeting minutes,</li> <li>4.) 100% of the student body will receive a draft copy of the district's and school's comprehensive plan and will have the opportunity to provide feedback as evidenced by informational pamphlet/handout with attached feedback form and instructions for submitting feedback to the planning committees.</li> </ol>

<b>GOAL</b> Ensure safe and inclusive learning environments that are free of bullying and harassment for every child and adult in the District by 2016.		
	<p>Staff will have an active role in providing ongoing input toward and in the development of the district-based, comprehensive plan, through student survey and student representation on district and school-based committees.</p>	<ol style="list-style-type: none"> <li>1.) 100% of district/school-based safe and inclusive schools planning committee will include faculty and staff representing diverse roles, grade-levels and departments.</li> <li>2.) Faculty and staff will actively participate in committee discussions and decision-making during district/school based committees as indicated by meeting minutes,</li> <li>3.) 100% of the faculty and staff will receive a draft copy of the district's and school's comprehensive plan and will have the opportunity to provide feedback as evidenced by informational pamphlet/handout with attached feedback form and instructions for submitting feedback to the planning committees.</li> </ol>
	<p>Parents will...have an active role in providing ongoing input toward, and in the development of district-based, comprehensive plan, through representation on district and school-based committees and review of district documents.</p>	<ol style="list-style-type: none"> <li>1.) 100% of district/school-based safe and inclusive schools planning committee participants will include parent/caregivers and/or community members representing diverse racial, ethnic and economic backgrounds</li> <li>2.) Parents/caregivers and/or community members will actively participate in committee discussions and decision-making during district/school based committees as indicated by meeting minutes,</li> <li>3.) 100% of all parents/caregivers will be sent a draft copy of the district's and school's comprehensive plan and will have the opportunity to provide feedback as evidenced by informational pamphlet/handout with attached feedback form and instructions for submitting feedback to the planning committees</li> </ol>
<b>STRATEGIES</b>		
1.1.1. Each school develops a committee at the building level that includes diverse staff, admin., parents/caregivers, and students focused on developing a Safe and Inclusive Learning Environment Plan		
1.1.2. Develop brief, clear objectives for school based committee that centers on completion of plan		
1.1.3. Utilize current school based data/climate survey data, bullying and harassment complaints, office referral data and other relevant data to identify areas in need of improvement and embed them in plan		
1.1.4 Develop and implement a communication and plan dissemination process to ensure staff, admin, students and parents/caregivers have access to draft district and school-based plans and the opportunity to submit feedback prior to plan finalization		

<b>GOAL</b>	Ensure safe and inclusive learning environments that are free of bullying and harassment for every child and adult in the District by 2016.		
<i>Objective 1.2</i>	<i>Every school in the District has a comprehensive plan for monitoring instances of bullying and harassment that reflect sound, research-based practices, by the.....</i>		
<b>Intended Outcomes</b>	Students will.... report any bully/harassment instances to an adult staff member	<b>Key Indicators</b>	An elementary/secondary district wide form will be use to report instances (student data will be collected and shared quarterly). Students will sign-off on a form indicating they have read and understand the student handbook, specifically the bullying and harassment plan.
	Staff will.... report the instance using the proper form. The counselor will verify that the form has been completed and then investigate the instance		The staff will follow the protocol as indicated in the school handbook. Staff will sign-off on a form indicating they have read and understood the student handbook, specifically the bullying and harassment plan.
	Parents will.... report any instances to the school counselor and/or administrator.		The parents will use the established protocol as outlined for the specific school on the district website. Parents will sign-off on a form indicating they have read and understand the student handbook, specifically the bullying and harassment plan.
<b>STRATEGIES</b>			
1.2.1.Develop a comprehensive plan to include the process for: reporting, investigating, notifying parents/guardians, assigning consequences, documenting, filing)			
1.2.2. Develop a common reporting document (paper and electronic)			
1.2.3.Share the comprehensive plan			

<b>GOAL</b>	<b>Ensure safe and inclusive learning environments that are free of bullying and harassment for every child and adult in the District by 2016.</b>		
<i>Objective 1.3</i>	<i>Every school in the District establishes behavioral expectations and environmental conditions that safeguard the physical wellbeing, particularly related to acts of physical violence, of all children and adults in the learning community</i>		
<b>Intended Outcomes</b>	Students will.... Students will report potential physical conflict to a staff member or parent and will not contribute to the conflict.	<b>Key Indicators</b>	In the event an altercation takes place, an after action investigation will always include interviews with students, and this will provide necessary qualitative data regarding student reporting.
	Staff will... Staff will monitor student behavior, particularly in unstructured environments, (playground, hallways, restrooms). Staff will report to administration the slightest potential for student conflict to allow for proper interventions to occur.		Staff presence in unstructured areas, to be monitored by admin. Administration establishes a supervision schedule.
	Staff and students trained in bullying and harassment		Training modules and/or schedule of presenters or hired personnel to provide training
	Parents will... Parents will report to any school official the slightest potential for student conflict to allow for proper interventions to occur.		In the event an altercation takes place, an after action investigation will always include conversations with parents/caregivers. This will provide necessary qualitative data regarding student reporting.
<b>STRATEGIES</b>			
1.3.1. The school based committee will develop reporting mechanisms for students, both confidential and unconfidential.			
1.3.2. School administration develops a supervision schedule to provide supervision in problematic and/or unstructured areas.			
1.3.3. School based committee will develop reporting mechanisms for parents, both confidential and unconfidential.			
1.3.4. Anti-bullying training will be provided for staff and students.			

## ACTION PLAN TEMPLATE

Goal #1	Objective 1.1: <i>Every school in the District has a comprehensive plan for preventing and addressing instances of bullying that reflects sound, research-based practices, by the 2016-17 school year.</i>					
Strategies	Timeline		Person (s) Responsible	Resources		Output Targets (i.e., products)
	Start Date	End Date		Internal	External	
1.1.1 Develop school based committee at the building level that includes staff, admin., parents, and students	Aug. 2016	Sept. 2016	Building principal			School based team roster
1.1.2 Develop brief, clear objectives for school based committee that centers on completion of the plan	Sept. 2016	Oct. 2016	School based committee chair			Meeting notes
1.1.3 Utilize current school based data/climate survey data to identify areas in need of improvement	Sept.2016	Nov. 2016	School based Committee			Meeting notes
Goal #1	Objective 1.2: <i>Every school in the District has a comprehensive plan for monitoring instances of bullying and harassment that reflect sound, research-based practices, by the middle of 2016-17 school year</i>					
Actions/Activities	Timeline		Person (s) Responsible	Resources		Output Targets (i.e., products)
	Start Date	End Date		Internal	External	
1.2.1. Develop a comprehensive plan to include the process for: reporting, investigating, notifying parents/guardians, assigning consequences, documenting, filing)	ongoing	ongoing	School based committees			Completed plan template for each school

1.2.2. Develop a common reporting document (paper and electronic)	Complete		Administrative team			Reporting document
1.2.3. Share the comprehensive plan:	Dec. 2016	Jan. 2017	Building principal			Completed plan template for each school
<b>Goal #1</b>	<i>Objective 1.3: Every school in the District establishes behavioral expectations and environmental conditions that safeguard the physical wellbeing, particularly related to acts of physical violence, of all children and adults in the learning community</i>					
Strategies	Timeline		Person (s) Responsible	Resources		Output Targets (i.e., products)
	Start Date	End Date		Internal	External	
1.3.1. The school based committee will develop reporting mechanisms for students, both confidential and non-confidential.	Aug. 2016	Sept. 2016	Committee Chair and/or building principal			Reporting forms (electronic or hard copy)
1.3.2. School administration develop a supervision schedule to provide supervision in problematic and/or unstructured areas.	Aug. 2016	ongoing	Building principal			Supervision schedule
1.3.3. School based committee will develop reporting mechanisms for parents, both confidential and non-confidential.	Aug. 2016	Sept. 2016	Committee Chair and/or building principal			Reporting forms (electronic or hard copy)
1.3.4. Anti-bullying training will be provided for staff and students.	To occur prior to November 2016	To be repeated annually	Administrative council members (building principals, director of exceptional learners)			Training modules, powerpoint slides, etc.

<b>GOAL 2</b> Develop and implement a comprehensive communication and engagement plan related to the district-wide initiative for ensuring safe and inclusive, bullying and harassment free learning environments			
<i>Objective 2.1</i>		<i>South Harrison will continue to organize and support a district level diversity committee. The committee will serve as an advisory committee to the school board by providing information regarding school based efforts to keep all members of the school community safe from bullying and harassment.</i>	
<b>Intended Outcomes</b>	Students will...recognize that South Harrison has an organized and meaningful way to effectively address issues of bullying and harassment in all schools and school related functions/activities.	<b>Key Indicators</b>	Students will be given opportunities to serve on school based teams/committees that have the purpose of preventing bullying and harassment via better communication processes with school staff and administration
	Staff will.... recognize that South Harrison has an organized and meaningful way to effectively address issues of bullying and harassment in all schools and school related functions/activities.		School staff meetings will include reports regarding instances of bullying and harassment at the school and frequent reviews of procedures for reporting bullying and harassment as well as recommendations for systemic improvements. Discussions will be included in meeting notes and on meeting agendas.
	Parents will... recognize that South Harrison has an organized and meaningful way to effectively address issues of bullying and harassment in all schools and school related functions/activities.		Superintendent reports via school board meetings and periodic public letters will include information on South Harrison's efforts on making schools and school activities safe from bullying and harassment.
<b>STRATEGIES</b>			
2.1.1. School district will organize and support a committee to discuss and address issues of bullying and harassment in the schools and school sponsored activities. The committee will meet one time per semester.			
2.1.2. Committee members will present a report for the school board, in public session, regarding school district efforts to realize goal one of the strategic plan to “ensure safe and inclusive learning environments that are free of bullying and harassment for every child and adult in the district...”			

<b>GOAL 2</b>	<b>Develop and implement a comprehensive communication and engagement plan related to the district-wide initiative for ensuring safe and inclusive, bullying and harassment free learning environments</b>		
<i>Objective 2.2.</i>	<i>School based committee's and teams will organize and meet to discuss bullying and harassment prevention and communicate procedures to school stakeholders with regard to reporting bullying and harassment.</i>		
<b>Intended Outcomes</b>	Students will.... recognize that their school has an organized and meaningful way to effectively address issues of bullying and harassment.	<b>Key Indicators</b>	Evidence of school based committees/teams that work toward bullying and harassment free schools listed in school improvement plans
	Staff will... recognize that their school has an organized and meaningful way to effectively address issues of bullying and harassment.		Certified staff member(s) assigned to sponsor committee/team that collects data, generates ideas, and communicates with the student body about issues of bullying and harassment.
	Parents will... recognize that their child's school has an organized and meaningful way to effectively address issues of bullying and harassment.		Parents will volunteer on school based committee that deals with issues of bullying and harassment on school grounds or during school sponsored activities.
<b>STRATEGIES</b>			
2.2.1 Schools will organize and support a committee to discuss and address issues of bullying and harassment in their own school setting. The committee will meet no less than one time per 9 week grading period.			
2.2.2 School based committees will organize awareness/ prevention programs that target bullying and harassment in their school.			
2.3.3 Upon Superintendent's request, school based committees/teams will report to the school board in public session regarding their efforts and programs to "ensure safe and inclusive learning environments that are free of bullying and harassment for every child and adult in the district..."			

**ACTION PLAN TEMPLATE**



**Goal # 2**      *Objective 2.1: South Harrison will continue to organize and support a district level diversity committee. The committee will serve as an advisory committee to the school board by providing information regarding school based efforts to keep all members of the school community safe from bullying and harassment.*

Strategies	Timeline		Person (s) Responsible	Resources		Output Targets (i.e., products)
	Start Date	End Date		Internal	External	
2.1.1. School district will organize and support a committee to discuss and address issues of bullying and harassment in the schools and school sponsored activities. The committee will meet one time per semester.	On-going (already in place)	On-going	Superintendent and Director of Exceptional Learners			Committee roster, meeting notes, discussion slides, etc.
2.1.2. Committee members will present a report for the school board, in public session, regarding school district efforts to realize goal one of the strategic plan to “ensure safe and inclusive learning environments that are free of bullying and harassment for every child and adult in the district...”	July 2016	On-going reports to school board	Superintendent and Director of Exceptional Learners			Presentation materials, school board agenda for May

**Goal # 2**      *Objective 2.2: School based committee’s and teams will organize and meet to discuss bullying and harassment prevention and communicate procedures to school stakeholders with regard to reporting bullying and harassment.*

Actions/Activities	Timeline		Person (s) Responsible	Resources		Output Targets (i.e., products)
	Start Date	End Date		Internal	External	
2.2.1 School committees will discuss and address issues of bullying and harassment in their own school setting. The committee will meet no less than one time per 9 week grading period.	Sept. 2016	Ongoing	Building Principal/ Committee chair			Meeting agenda and meeting minutes
2.2.2 School based committees will organize awareness/ prevention programs that target bullying and harassment in their school.	October 2016	Ongoing	Building Principal/ Committee chair			School posters, flyers, information provided by program presenters, etc.

2.3.3 Upon Superintendent's request, school based committees/teams will report to the school board in public session regarding their efforts and programs to "ensure safe and inclusive learning environments that are free of bullying and harassment for every child and adult in the district..."	As requested	N/A	Building Principal/ Committee chair			School board meeting agenda and minutes
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<b>GOAL 3</b>	<b>Develop and implement a comprehensive evaluation plan to monitor and evaluate the district-wide initiative for ensuring safe and inclusive, bullying and harassment free learning environments.</b>				
<i>Objective 3.1</i>	Develop measurable means of evaluating and monitoring specific strategies in the comprehensive plan in order to measure its effectiveness.				
<b>Intended Outcomes</b>	A systematic means of measuring the effectiveness of district plan	<b>Key Indicators</b>	Completed action plan template for each strategy in the plan		
	School stakeholders engaged in roles to ensure the plan is implemented with fidelity		Completed action plan template for each strategy in the plan		
<b>STRATEGIES</b>					
3.1.1 Assign key school and district stakeholders to roles of monitoring evaluation plan 3.1.2 Create action template that specifies specific tasks to be completed, timeline for completion, those responsible for seeing that tasks are completed, and resources needed for successful implementation					

<b>GOAL 3</b>	<b>Develop and implement a comprehensive evaluation plan to monitor and evaluate the district-wide initiative for ensuring safe and inclusive, bullying and harassment free learning environments.</b>		
<i>Objective 3.2</i>	Implement district-wide initiative for ensuring safe and inclusive, bullying and harassment free learning environments with fidelity		
<b>Intended Outcomes</b>	Stakeholders assigned roles in program evaluation will understand the importance of implementing the plan with fidelity	<b>Key Indicators</b>	Action plan template timelines met, and products/artifacts from actions and activities are available
	School community will be able to recognize that plan is being implemented with fidelity		Action plan template will be updated quarterly to indicate effective monitoring and will be available for public review quarterly
<b>STRATEGIES</b>			
3.2.1 Quarterly reviews of timelines and products of the evaluation/monitoring plan by district level administrative team 3.2.2 Annual reviews of timelines and products of the evaluation/monitoring plan by school board in public session			

**ACTION PLAN TEMPLATE**

<b>Goal # 3</b>		<b>Objective 3.1: Develop measurable means of evaluating and monitoring specific strategies in the comprehensive plan in order to measure its effectiveness.</b>					
<b>Strategies</b>	<b>Timeline</b>		<b>Person (s) Responsible</b>	<b>Resources</b>		<b>Output Targets (i.e., products)</b>	
	<i>Start Date</i>	<i>End Date</i>		<i>Internal</i>	<i>External</i>		
3.1.1 Assign key school and district stakeholders to roles of monitoring evaluation plan	Aug. 2016	August 2016	District Supt. In conjunction with administrative council			Action plan template info	
3.1.2 Create action template that specifies specific tasks to be completed, timeline for completion, those responsible for seeing that tasks are completed, and resources needed for successful implementation	On going	On going	District Supt. In conjunction with administrative council			Completed action plan template with names and positions of those responsible for implementing key strategies	
<b>Goal # 3</b>		<b>Objective 3.2: Implement district-wide initiative for ensuring safe and inclusive, bullying and harassment free learning environments with fidelity</b>					
<b>Actions/Activities</b>	<b>Timeline</b>		<b>Person (s) Responsible</b>	<b>Resources</b>		<b>Output Targets (i.e., products)</b>	
	<i>Start Date</i>	<i>End Date</i>		<i>Internal</i>	<i>External</i>		
3.2.1 Quarterly reviews of timelines and products of the evaluation/monitoring plan by district level administrative team	Oct. 2016	Ongoing				Action plan templates with progress monitoring notes	
3.2.2 Annual reviews of timelines and products of the evaluation/monitoring plan by school board in public session	May of each school year	On going	Superintendent, District level committee, school board.			Action plan templates with progress monitoring notes, board meeting agenda and minutes	



