

Snow Hill Elementary School - Project Charter

PROJECT NAME: Safety Project, Goal 3	START DATE: July 24, 2018	CURRENT DATE:
PROJECT LEADER(S): Karen Baker/Mary Anne Cooper		
TEAM MEMBERS: All ILT Members		

OPPORTUNITY STATEMENT (PROJECT DEFINITION – what is the project about?)

School safety has to be a priority in order to ensure that students are safe so that the learning environment is optimal. Students, teachers, families and the community has to feel that our school is safe and have an understanding of how to ensure safety.

PROBLEM STATEMENT, OBJECTIVES & SCOPE

(What is the existing problem?, What is the goal of the project?, What does the project aim to accomplish?, What is the scope of the project with regards to those involved and timeframe?)

The goal of this project is to review school safety procedures, ensure that the current Safety Plan is updated and communicate our safety procedures and activities to students, teachers, parents and the community.

This project will help families and communities better understand the increased need for safety measures. This project will help teachers better understand all that is necessary of them in the event of an emergency and what steps and protocols are in place in the event of an emergency . This project will develop a communication plan that will help students, families and the community develop increased understanding and awareness.

Additional projects will address attendance and climate and culture. This project is focusing on safety procedures and protocols.

ASSUMPTIONS (What can we assume, know about related to the problem?)

CONSTRAINTS (What will cause difficulties for the project to be successful?)

Assumptions - SHES has an established emergency plan in place with procedures that have been shared. Now with increased incidents of violence in schools around the country, teachers are worried, scared and want answers and discussions about how to best protect their children.

Constraints – Every situation is different and we can't prepare for what we don't know. We can practice for what ifs hoping that it will provide structure necessary in the event of an emergency.

KEY PERFORMANCE INDICATORS

District Indicators SHES Indicators	BASELINE	Mid Year Data	End of Year Data
KPI – KPI 3.3 – Percentage of parents and students indicating overall satisfaction of their school(s) as measured by an annual climate survey KPI 3.4 – Percentage of parents and students expressing their satisfaction with the safety and security of their school(s) as measured by an annual climate survey KPI 3.5 – Average number of discipline referrals per school bus, per year	Enter Baseline Here	Enter CS Target Here	Enter FS Target Here

SHES Indicator - *Hopefully, we will be able to use the climate survey provided to the district. This is an area that is not yet determined.			
	Enter Baseline Here	Enter CS Target Here	Enter FS Target Here
	Enter Baseline Here	Enter CS Target Here	Enter FS Target Here

FUTURE STATE

Increased safety and perception of safety.

ACTION PLAN (HIGH LEVEL)	WHO	DUE DATE	COMPLETION
Completion of the 2018-2019 Emergency Plan.	Karen Baker	September 4, 2018	Complete
Implementation of Safety Assessment by outside agency.	Karen Baker Mary Anne Cooper	TBD	Select Percentage
Review of SHES Safety Plan by Chief Safety Officer. Request for suggestions for improvement.	Mary Anne Cooper Steve Price	ASAP	Select Percentage
Monthly lessons with students around school safety based on topics from morning meeting. September – Lockdown drills and basic school safety October – Bullying November -	Mary Anne Cooper Karen Baker LaVerne Cray	Monthly	September - Complete
Monthly discussions with grade level and specials teams around behaviors, strategies for behaviors and mental health. Anna Similius to join the discussion to provide support.	Mary Anne Cooper LaVerne Cray	3 rd Wednesday of the month	Select Percentage
Implement all safety drills with opportunity for feedback from participants.	Karen Baker Mary Anne Cooper	TBD	
Implement a lockdown/evacuation drill with law enforcement on sight to provide feedback.	Karen Baker Mary Anne Cooper	TBD	

IMMEDIATE NEXT STEPS

Determine if climate survey is an assessment tool.