



PARENTS FOR SAFER SCHOOLS

A School-based Volunteer Program for
Parents and Caregivers

Safe and Sound Schools



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P.O. Box 173
Newtown, CT 06470

www.safeandsoundschools.org

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A photograph of a woman and a young boy looking at a laptop screen together. The woman is on the left, resting her chin on her hand, and the boy is on the right, looking intently at the screen. The image is overlaid with a semi-transparent blue filter.

CHAPTER 1:

Introduction

Introduction

Dear Parents and Caregivers,

At Safe and Sound Schools we wholeheartedly believe school safety is not one person's responsibility, it is a responsibility that belongs to all of us. As parents or caregivers of students, you have the power to help make your student's school community a safer place.

From the time we founded Safe and Sound Schools, parents of school-aged children have shared that they want to make a hands-on difference in their school communities. Messages shared with us in person, on our social media platforms, and through email have echoed this sentiment. In response, we developed the *Parents for Safer Schools* Program.

In this guide, you'll find detailed information about ways parents/caregivers can become actively engaged in the school safety improvement process. When parents get involved, they add an essential additional layer of safety support to the school community.

According to the Safe and Sound Schools [2018 State of School Safety Report](#), nearly half of the responding parents report worrying about their kids when they are at school. Surveyed parents are concerned about an active shooter or intruder in the school—as well as bullying incidents—yet many don't know what's being done to prevent these safety issues or who is accountable for safety at their child's school.

The more parents get involved with the school, the more they become aware of safety teams, drills, and available resources. Greater communication among caregivers and educators helps bring to light additional vulnerabilities, identify solutions, expedite implementation of safety initiatives, and reduce anxiety associated with lack of knowledge.

We encourage you to share feedback about the work you are doing in your communities. We have much to learn from each other. Together, we can strengthen our network of parents who are dedicated to our most sacred resource—our children.

After all, we, too, are parents for safer schools. We are so glad you are joining in our mission.

Michele Gay & Alissa Parker
Founders of Safe and Sound Schools



The Mission of Safe and Sound Schools

Thank you for joining our network of parents, students, educators, administrators, public safety officials, and community members who care about the safety of their students.

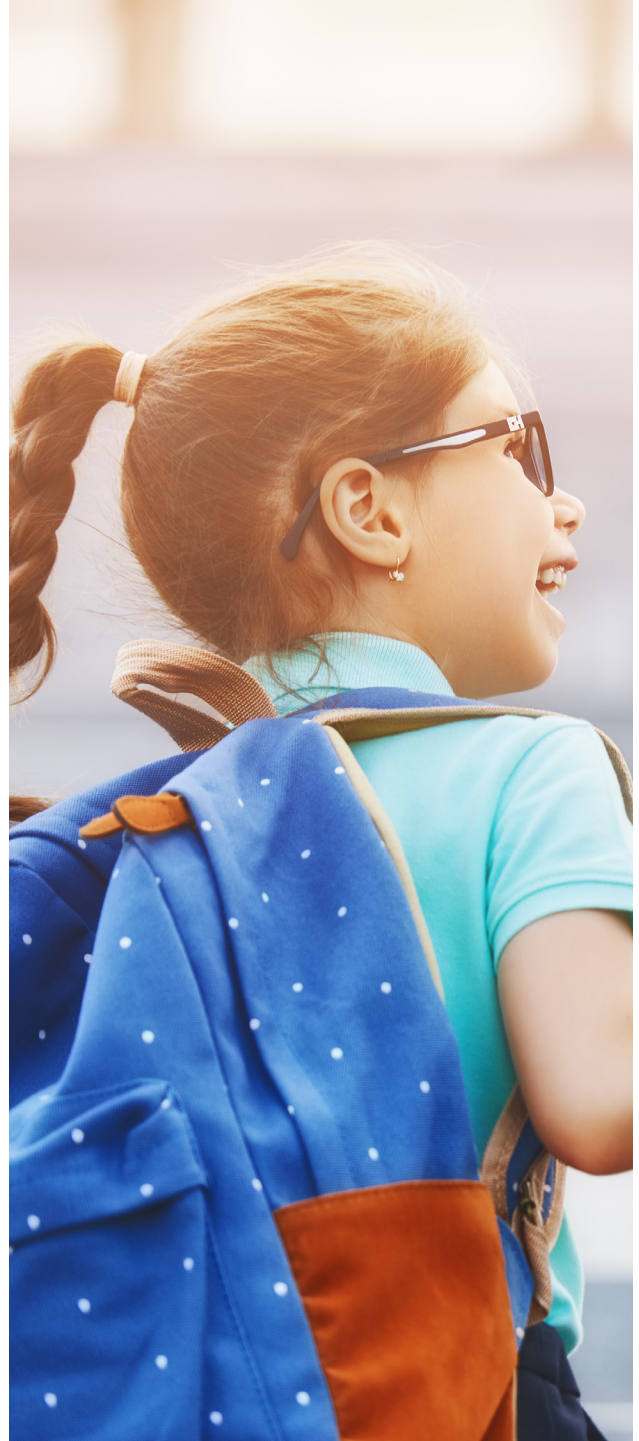
Founded by parents who lost children at Sandy Hook Elementary School, Safe & Sound Schools is dedicated to empowering community members to learn how they can join hands, hearts, and minds to make their schools safer. Despite our sorrow at the loss of our children, colleagues, and teachers, we are united in our mission:

To support school crisis prevention, response, and recovery; and to protect every school and every student, every day.

We have always—and only—focused on school safety. Firm in our mission and firm in our resolve, we will continue to provide research-based education, tools, and resources to ensure the safest possible learning environment for our nation's youth.

It is because of caring and committed people like you that we can improve the safety and security of schools through discussion; collaboration; planning; and sharing of information, tools, and resources. Thank you for joining this important cause.

Together we can make a difference. Together we can make our schools safe and sound.





About Parents for Safer Schools

Parents for Safer Schools is a volunteer program created by Safe and Sound Schools to support parents who want to make a difference in the safety of their child's school.

The program provides ideas, resources, and access to Safe and Sound Schools leadership to help parents/caregivers organize, communicate, and collaborate with their school communities to:

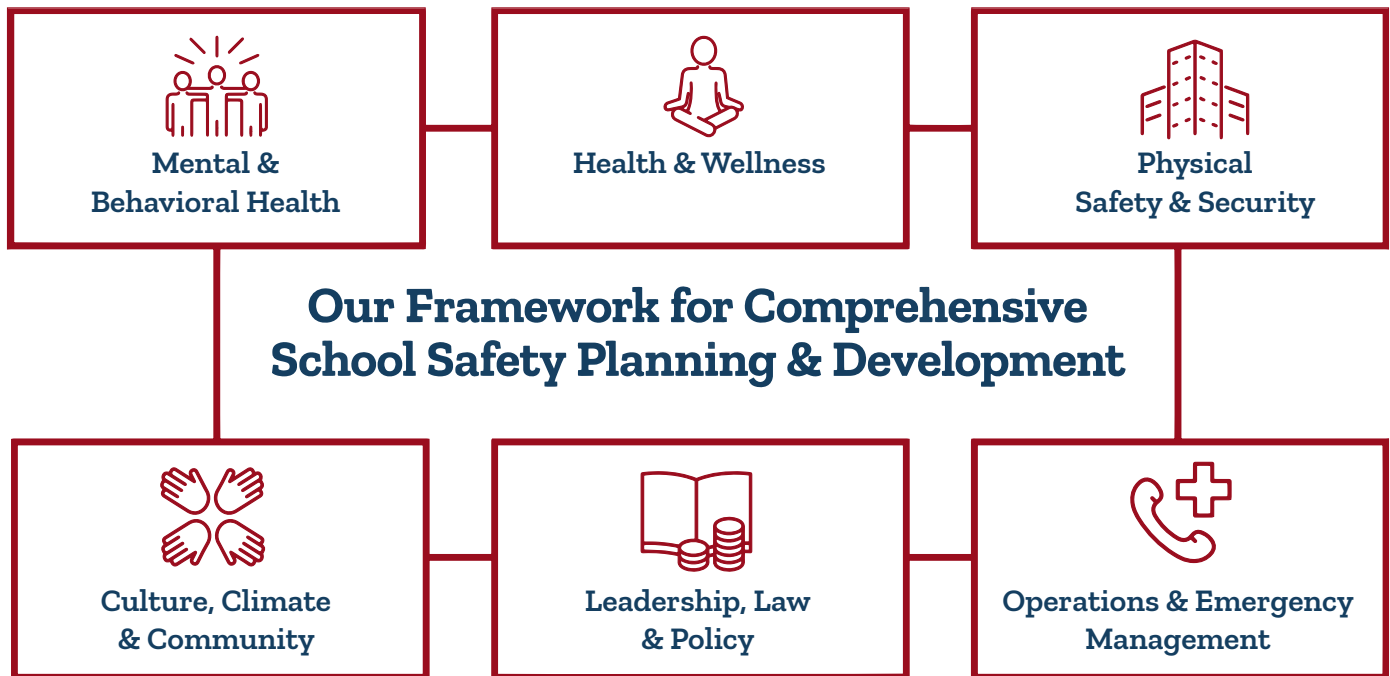
- **Initiate and sustain discussions about school safety.**
- **Foster awareness about the roles parents can play in creating safer schools.**
- **Design and complete education, service, and fundraising projects to improve their schools' safety preparedness.**
- **Build partnerships with teachers, administrators, parent volunteers, students, and community leaders.**
- **Serve as advocates for our youth by emphasizing the importance of a safe environment to ensure learning and growth.**

From the casual volunteer to the community leader, we need families involved, working with the school administrators, teachers, school-based mental health professionals, students, and public safety officials keeping our schools safe. The more we can build a relationship with our schools, the easier it will be to collaborate together. It is time to get involved and channel our worry into action.

Our Approach: Rethinking School Safety Together

At Safe and Sound Schools, **we advocate for a collaborative, community-wide approach** to school safety. We believe that we are safer when we join together. Only through collaboration can we provide a truly comprehensive approach to school safety. By including the perspectives and expertise of all community members—from students and emergency responders to educators and parents—we can improve the safety of our schools and the future of our communities.

School safety also needs to be comprehensive, with preparedness strategies that address all safety needs and hazards. Schools must **consider all areas of school safety** relevant to their site and community. It is essential to **include representatives from each stakeholder group** when creating an individualized safety plan.



To learn more about any of these school safety topics, visit our Rethinking School Safety webpage: <https://www.safeandsoundschools.org/comprehensive-school-safety/>

Straight-A Safety Improvement Model

We think the best results are achieved through a three-step process. We call this the *Straight-A Safety Improvement Model*. While educators and school administrators may use this process at a macro level, it works just as well when applied to any work *Parents for Safer Schools* might conduct.



Here's how the *Straight-A Safety Improvement Model* could be applied to *Parents for Safe Schools* work:

STEP 1: ASSESS

The first step in any project is to understand the broader context. Likely, your school already has some safety plans, protocols and teams in place. Your first step would be to find out what already exists and work with your school to identify needs and opportunities. Then, when you know where you stand, you can continue with the process and use our [Straight-A Safety Improvement Toolkits](#) in the way that makes the most sense for your situation.

- For some schools, this will be fairly easy, as the administration and staff will be grateful for parent involvement and support. In these cases, access to relevant information and a wish-list of activities will be easy to access.
- For others, the schools may not be as much of an open book. Therefore, a group of parents can align with the existing parent teacher association or school safety team to learn more.
- If that fails, your best bet is to team up with other caring parents to request a meeting with your principal, safety/security director, school resource/security officer, and school-based mental health professionals (either individually or as a group). By joining ranks with other adults, you have more power to ask questions and try to understand your school's situation.
- Still other schools may avoid talking about safety altogether and shut down requests for a collaboration. In this case, you may not be able to assess safety needs, but you have a good idea of where to start: communication. It's clear in this case that more communication between families and the school is important.

STEP 2: ACT

During the Act phase, your team builds on the results of its assessments, working with the school and PTA/PTO leadership team to choose areas of focus. Together and with those priorities in place, your team will create a plan of action—whether refining existing protocols, supporting new safety improvements, **promoting communication among stakeholders**, or fundraising to get the resources to make necessary enhancements. The Menu of Project Ideas section (p. 19) will give you a lot of inspiration on how you may take action.

We can't stress this enough:

Parents and caregivers alone cannot change the school. Implementing your plan will involve brainstorming and collaboration with school administrators, faculty, other parents, and students.

Additionally, it is important to remember that progress happens continually and one step at a time. For some, that first step might be to improve the flow of communication, and on the other end of the spectrum, it might be to support the school's rollout of a new safety initiative. Working collaboratively with all stakeholders is more important than the volume of changes accomplished in a given year.

In many ways, this work of taking action never ends for Safe and Sound Schools. We will always continue to develop ways to improve school safety. Each step we take brings us closer to a safer school.

STEP 3: AUDIT

After you complete a project, before diving into the next one, it is important to step back and examine — or audit — your progress. To make the most of any initiative, we need to take an inventory of what went well, what could be improved, and key lessons learned. The Reporting and Next Steps portion of this kit (p. 32) gives you concrete steps you can take to audit your progress and success.

As your team completes each project, it is essential to self-evaluate how it has gone. Reflect back on the plan's objectives and check if they have been achieved. Was this a one-time program or something you should consider running again in the future? Did you gain involvement from other parents? Could you do more to bring others into the effort?

It is important that any audit include input from school leaders, the PTA/PTO, parent volunteers, students, and others affected by your project. Note any successes and adjustments to help inform future work.



CHAPTER 2:

Getting Started with the Program

Getting Started with the Program

QUICK OVERVIEW



1. Form a team. Recruit other parents and collaborate with school stakeholders to support school safety efforts.



2. Create leadership structure. Determine how you will structure your team by assigning roles and responsibilities to team members.



3. Build a communication plan. Develop a plan to help members stay connected, organized, informed, and accountable during the year.



4. Determine your project. Ask school leaders/administrators about their goals and where they can use your support before diving in. Review the Menu of Project Ideas for inspiration and direction.

1. Form a Team

Because school safety is all of our responsibility, it is important that each chapter of *Parents for Safer Schools* collaborate with school stakeholders. Here are some recommendations:

- Teaming up with a school staff member or administrator (such as the principal, assistant principal, or safety lead) to serve as the sponsor and help represent the voice of the school.
- Connect with other parents, reach out to the school's parent-teacher association/organization for their input and support.
- Communication with other *Parents for Safer Schools* participants (through Safe and Sound Schools' social media channels) to share inspiration and get new ideas.

Some parents find it is easiest to operate as a committee within the PTA/PTO. Others have created a *Parents for Safer Schools* committee that reports directly to school administrators. Some have teamed up at the district level to create a network that spans multiple schools in the area. However you decide to organize, as long as you are connected with the other stakeholders who are working on school safety, you'll be part of a larger movement and have

2. Create Leadership Structure

As you form your team of likeminded individuals who share your passion and commitment, also determine how you will assign roles (e.g. finances, meetings, recruitment).

While the overall approach should be flexible to meet your needs, each chapter of *Parents for Safer Schools* needs a sustainable, documented structure. For example, you might choose to have a traditional president/vice president structure with committee heads for communication, fundraising, and programs. Alternatively, you can think about creating a School Safety Lead as part of existing committees/organizations (e.g. National PTA/PTO).

3. Build a Communication Plan

Face-to-face meetings help members stay connected, inspired, and accountable. We recommend holding 6 to 8 in-person meetings each school year. (Quarterly meetings will not give you enough momentum to do a concrete project.) While you can certainly begin planning in the summer, holding a kick-off meeting at the start of the school year is a great way to get parents involved from the beginning.

TIP: Send a Parents for Safer Schools member as a delegate to attend other existing meetings (e.g. PTA/PTO, school committees, etc.) to stay engaged with other potential resources and school safety projects.

As parents, we are all busy. While we all care about the safety of our students, many of us genuinely cannot attend frequent meetings. With this in mind, think about creating a parent-friendly meeting schedule and how your group will communicate between live meetings.

4. Determine Your Project

Choosing your project may take time as you'll have to coordinate efforts in partnership with school leaders. Ask school leaders and administrators about their goals and where they can use your support before diving in. Keeping their responses in mind, review the Menu of Project Ideas for inspiration and direction.

We find *Parents for Safer Schools* projects all involve some level of education, fundraising, and community engagement. Remember, true change takes time and money, but in the long run will have sustainability. Getting the groundwork in place will make it easy for you to hit the ground running in future school years or terms.

INSPIRATION SPOTLIGHT

It just takes one small step to get started. For Massachusetts mom Joelle Reidy, it was unpropping open exterior doors she found throughout her child's elementary school. That simple, visible act made her children safer, and empowered Joelle to see what else she could do.

Since then, she's worked with her principal to help implement expert-recommended school safety improvements around the school. But Joelle didn't stop there. She has broadened her reach into the community, hosting citizen forums, bringing in school safety speakers, running Facebook conversations, and advocating for more resources across her entire district, from drills to school resource officers.

And to think it all started with one small first step. Joelle didn't have a background in education or school safety. She has school kids she loves, and she wants to make a difference. Just like you. All it takes is one first step. What will yours be?





CHAPTER 3:

Pick Your Projects

Pick Your Project

Select one of Safe and Sound Schools’ project ideas that fits your school community’s needs. Our list of service project ideas will help you find the perfect safety project that fit the specific needs of your school(s). Here are some steps to help you get started.

Step 1: Define Your Goals and Objectives

GOALS

Constructing your school safety goals will provide shape and meaning to your cause and ensure you stay on course. Your goals should clearly state your group’s value systems, standards, and attitudes. Make sure that your definitions fall in line with your school community. (provide two lines to fill in their goals)

OBJECTIVES

The purpose of creating objectives is to break down the specific steps needed in order to achieve your goal. Unlike goals, objectives should be written with specific details that outline your secondary goals.

Step 2: Brainstorm Project Ideas

The menu of project ideas are organized into three main categories.



Service Projects



Awareness & Education Projects



Community Building & Networking

As a group, read through the list of project ideas and list in the space below your top choices.

Step 3: Making Your Final Choice

Read through your goals and objectives to determine as a group which project helps you best achieve the immediate needs of your school - and write down your final choice. You will also want to select alternative projects, in case your first choice falls through.

Notes:

Final Choice:

Alternative Projects



Service Projects

Service Projects

Here are some ideas to get you started. Check our [website](#) for more ideas and inspiration.



Clean it Up!

According to the principles of Crime Prevention Through Environmental Design (CPTED), simple things like landscaping, property maintenance, lighting, and way-finding signs can make a huge difference in community safety. A clean, well-maintained property conveys to visitors that your community is invested in the ownership and care of your campus. Thoughtfully trimmed shrubs and trees provide clear lines of sight for students and staff to quickly notice when something—or someone—is out of place. Way-finding signs inside and outside the building help visitors get to their destinations and prevent wandering/trespassing on school grounds and off-limits areas. Check out “Layers of Security” in our online [Straight-A Safety Toolkits](#) for more insights.

ACTION PLAN: Reach out to your school’s facility manager or custodial staff to see how you can help Clean It Up to increase campus safety!



Raise Funds for Improvement

School leadership and administrators have to make difficult choices about what their budgets can cover. *Parents for Safer Schools* can make a meaningful contribution by raising money to pay for a specific safety resource or improvement that has been prioritized and vetted by the school, district, or safety team. Ask them what is on their wish list!

ACTION PLAN: Plan to raise funds for initiatives, projects, books for your library, or facility improvements in your school community, or a neighboring school system in need. Consult your district safety team to learn where funding is most needed. Reach out to school administrators to find out what kind of fundraising activities are allowed (such as car washes, bake sales, 5K races, and online fundraising). Ask other parents if their employers offer donation-matching programs. Other ideas: [fundraising ideas](#)



Pack it Up

A common backpack can become an effective tool in an emergency. You'll find variations of this idea in schools across the country, with features that are unique and essential to each school. What will go in your packs? Ideas include a charged cell phone or two-way radio; teacher's car keys (dropped in the pack each morning); flashlight; batteries; emergency procedures handbook; first-aid kit; school directory; student emergency info; personal-care items; and markers and paper.

ACTION PLAN:

Assemble Teacher Emergency Bags for every classroom in your school. This may require fundraising for purchases and/or a request of donated items (backpacks and/or the contents). It will likely require several work sessions to organize, assemble, and deliver them. This is a project that must be revisited annually to ensure the bags are stocked and in working order. Check out "Teacher's Emergency Bag" in the [Audit Toolkit](#).

TEACHER'S EMERGENCY BAG

	<input type="checkbox"/> 1. Duffle Bag or Backpack
	<input type="checkbox"/> 2. Charged Cell Phone
	<input type="checkbox"/> 3. Teacher's Car Keys
	<input type="checkbox"/> 4. Charged Walkie Talkies
	<input type="checkbox"/> 5. Batteries
	<input type="checkbox"/> 6. First Aid Kit
	<input type="checkbox"/> 7. Non-latex/Allergy Free Gloves
	<input type="checkbox"/> 8. Red 'HELP' / Green 'ALL GOOD'
	<input type="checkbox"/> 9. Emergency Procedures Handbook
	<input type="checkbox"/> 10. School Directory
	<input type="checkbox"/> 11. Student Emergency Information
	<input type="checkbox"/> 12. Extra Paper, Pen, Permanent Marker
	<input type="checkbox"/> 13. Soap and Hand Sanitizer
	<input type="checkbox"/> 14. CPR/Fast Response Chart with ABC's
	<input type="checkbox"/> 15. Books and Games to Quietly Occupy Time
	<input type="checkbox"/> 16. Feminine Products
	<input type="checkbox"/> 17. Flashlight
	<input type="checkbox"/> 18. _____



Survey Says...

To make a meaningful impact on safety at your school, it's important to identify and understand the concerns and issues of your school community. A survey is a great way to hear from many people at your school. With so many digital survey tools available online, it may be the easiest!

ACTION PLAN: Develop a survey to assess safety concerns and needs in your community. Focus on a specific group or several stakeholders (e.g. students, parents, educators, emergency responders). You can use the Safe and Sound Schools [State of School Safety Report](#) as a starting point. Analyze the results to develop a list of priorities and possible projects that you can then present to your school administration.

PLANNING TIP: Be sure to actively involve school leadership or administration before creating or distributing any survey.



Parent Patrol

Launch a volunteer program at your school designed to have more adults on-hand throughout the day or during busy moments such as arrival, dismissal, and lunchtime. Extra adults—trained as indicated by the school—can help spot and report potential safety issues, build relationships, relieve stress for students and staff, and create a feeling of community throughout the school. Look on line to learn more about programs like these: Parents on Patrol, Watchdog Dads, and many others.

ACTION PLAN: Recruit parents to register as school volunteers. This may require criminal history background checks and/or adherence to other local mandates. Work with school officials to identify times when extra adult volunteers would be useful. Recruit parents and develop a schedule. Collaborate with school officials to provide training for volunteers so they understand what to look for, how to help, and how to report incidents or concerns.



There's an App for That?

Using technology to support school safety can be a fun way to get everyone engaged and on the same page! Today, most students, staff, and parents, carry a cell phone at all times. There are apps for safety topics ranging from CPR guidance to emergency notification and communication.

ACTION PLAN: Develop an app or research and recommend an existing app to support your school's established school safety protocols or enhance emergency notification and communication. Some Safe and Sound Schools [partners](#) offer these types of apps.

PLANNING TIP: Work closely with your school administration and local emergency personnel to make informed decisions about the safe use of technology.



Share the Wealth

Your students may be involved in other non-school-based learning settings, such as after-school programs, religious schools, sports teams/clubs, arts/dancing schools, or vacation/summer camp. School-based safety skills of safety translate to every setting in the community. These settings are just as vulnerable to safety threats as a traditional school. As parents, it is our responsibility to educate these organizations and ensure they are addressing the safety of our youth as thoroughly as our schools do.

ACTION PLAN: Before offering materials, ask the organizers of these programs their stance on safety. Showing them Safe and Sound Schools' free materials may spark new ideas about ways to keep kids safe. Any of the *Parents for Safer Schools* ideas would also work in these non-traditional settings.

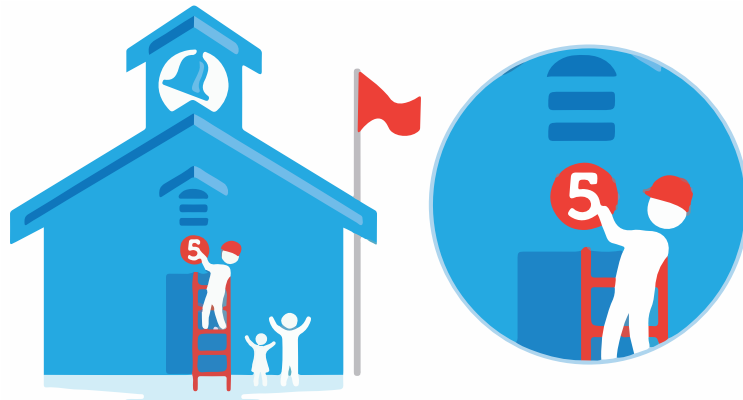


Know Your Exits & Entrances

Across the country, state officials and emergency responders require building blueprints be stored with emergency preparedness protocols so they are easily accessible to first responders. Labeled exit and entry points (inside and outside the building) must match those blueprints. The labeling of all exterior building doors helps first responders quickly get to people who need help. Check out “[Labeled Entry/Exit Points](#)” below. You can also find this ideas in the [Inspiring Ideas Resource](#) section of our website.

ACTION PLAN: With permission from the principal and school district, coordinate the production and delivery of weatherproof number/letter signs for all school exit/entry doors. You may need to fundraise to cover production costs or seek donated services from a local printer. If your building already has these numbers, make sure other schools in your district have them.

LABELLED ENTRY/EXIT POINTS





Cue Cards for Safety

School safety plans should account for developmental abilities, learning differences, individual histories, and special needs. You can take the lead by creating strategies that include and address the unique needs of students who might need more support to understand and comply with the required safety procedures.

To ensure that all teachers of special-needs students have communication tools to support safety, some schools have created small, laminated cue cards that provide prompts to assist students who respond better to visual reminders. Teachers wear the cards on their identification lanyards as a quick tool to help students remember protocols during drills or actual emergencies. Be sure the cue cards you design mirror the procedures used in your school.

ACTION PLAN: With staff direction and supervision, identify what unique student needs exist in your school or elsewhere within your district. Parents can then develop the graphics, laminate, trim, and distribute the cards. Check out the “**Stay Safe Choices**” in the [Act Toolkit](#).

STAY SAFE CHOICES

GET OUT

If it is possible to get away from danger, go to a safe place (as you would do in a fire drill).

Teachers and community helpers (police, firefighters, EMTs) will meet you at your meeting spot or come to find you if you are in a different place.

PLAY PARALLEL: PLAYING TAG



OR

KEEP OUT

If it is not possible to get out or get away, keep danger out by locking and blocking doors (barricading). You may see your teacher or other grown-ups keeping danger out by locking doors or putting furniture in the way.

PLAY PARALLEL: BUILDING FORTS

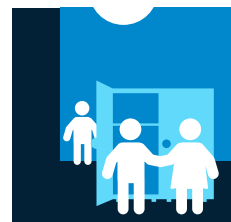


AND

HIDE OUT

Keeping out of sight from danger can also help keep us safe. This is different from what we do in a fire emergency. We must be quiet while we wait, and we must be sure we can “get out” if necessary.

PLAY PARALLEL: PLAYING HIDE AND SEEK



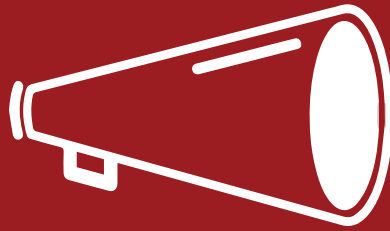


Open Up the Lines

Anonymous Tip Programs can empower stakeholders and help school communities encourage information-sharing about potential dangers/threats.

ACTION PLAN: Research if your state or community has a Tip Program. If there is one in place, find out how you can help students learn about it and conduct an education/awareness campaign. If there is no Tip Program, research existing programs and advocate within your district, community, and/or state for one to be implemented. There are many user-friendly programs; for example, Safe and Sound has partnered with ReportIt and offers a national level team of experts in school-based threat assessment, management, and reporting to offer guidance and technical assistance to school communities.

PLANNING TIP: There are legal aspects to consider when looking for a Tip Program. (Some states do not provide anonymity protection for tipsters, and this can be a deterrent for users. Additionally, many reporting tools claim to offer anonymous reporting despite the traceability of tips. Be sure to verify offers of anonymity.)



Awareness & Education Projects

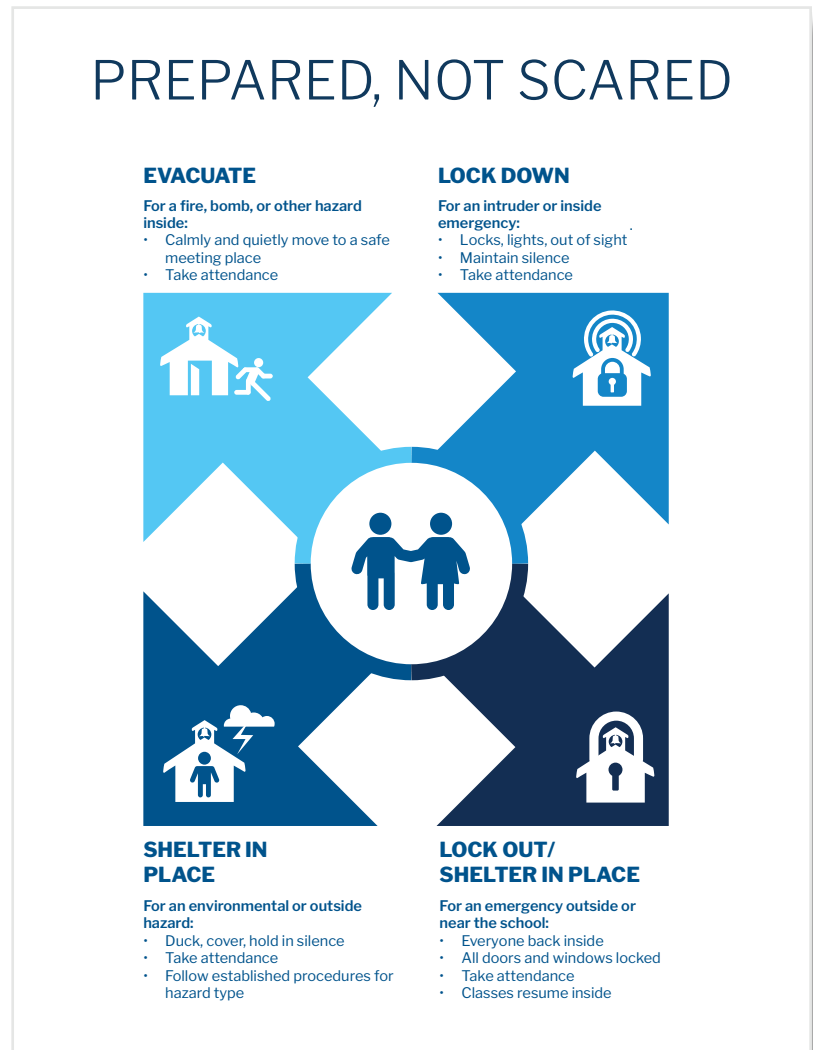


Post It!

We're talking about the old-school posting—on your walls! Catchphrases help remind everyone about your school's safety protocols, promote resources, and reinforce messages that support safety.

ACTION PLAN: Create posters with eye-catching graphics and phrases. Check out our website for downloads, or use our [infographics](#) as inspiration. Some examples:

- “Speak Up for Safety!” with directions for reporting a safety concern in your school.
- “Stomp Out Bullying” with information about your school’s policy about bullying
- “Know Your Options” offering a list of established emergency choices such as the **“Stay Safe Choices”** tool on page 24 of this kit or located in our [Act Toolkit](#).
- **“Prepared, Not Scared,”** our tool (pictured on the right) for teaching basic emergency protocols available in our [Act Toolkit](#).



Source: Prepared, Not Scared is based on the Standard Response Protocol from I Love U Guys Foundation.



Share a Story

When looking for new ways to talk to kids about school safety, take a page out of the experts' books. Literally. Becky Coyle, a school resource officer in Tennessee, has written three illustrated books about school safety. One book is about the role of a school resource officer; another is about lockdown drills; and the third is about intruders in the school (in this case, in the form of an adorable dog). Books like these are excellent tools to help broach the topic of school safety with your children.

ACTION PLAN: Start with a book discussion on these titles after reading through them. Discuss your reactions with fellow parents. Find other relevant books, as well. Secure a few copies of your favorites for the school library. Work with book fair organizers to ensure these titles are included in your book fair.



Summer Safety

Keep the conversation going over the summer. Sure, school is out, but there are plenty of safety tips that are relevant outside of school grounds. From bullying to cyber safety to making smart choices at the playground, your students should have a proactive awareness about making safe choices throughout their lives.

ACTION PLAN: To keep the safety conversation going all summer long, take advantage of Safe and Sound School's [100 Days of Safety](#) summer program on social media (#100DaysOfSafety). Talk about the tips with your children. Turn it into a booklet or calendar to give to teachers, staff, and administrators at the end of the year. Share it with your social networks.



Listen & Learn

Because teachers and administrators have so many academic responsibilities, we hear that safety isn't discussed enough. A meeting or series of forums with interested parents can help your school community make the time to identify what is going well, what needs improvement, and how parents can help.

ACTION PLAN: Talk to school security officers or school resource officers, administrators, and teachers to learn how you can support their efforts and needs. A group of parents can often do the legwork and provide the volunteer hours needed to create a forum where safety information can be thoughtfully discussed by all stakeholders.



Speaker Series

Building on the Coffee and Conversation idea, a Speaker Series would bring in guests from outside the school community. These might be experts in specific safety issues (e.g. bullying, cyber-safety, etc.) or a parent from another district who has a personal experience to share. Some speakers will come for free, others might charge an honorarium. A way to further engage parents would be to hold a webinar or web-based chat, so if parents miss the speaker, they can still see the conversation online.

ACTION PLAN: Work with the PTA/PTO to scope out what funding may exist or what existing relationships with experts are already in place to bring in guest speakers. Ask your parent network for ideas on guest speakers in the community you could invite. Browse Safe and Sound's panel of [national safety speakers](#) to get some additional ideas for types of experts in your area.



Community Building & Networking Projects







Social Influence

Help increase the overall school safety literacy of those in your community by sharing credible and practical content. Safe and Sound Schools vets the content we share on our social media platforms, so you know you can trust posted material to share on your social networks.

ACTION PLAN: Seek out credible sources of school safety news and follow them on social media. We suggest: [Safe and Sound Schools](#), [National Association of School Psychologists](#), [National Association of School Resource Officers](#), [National Center for Missing and Exploited Children](#), [Crime Stoppers](#), [Save the Children](#), and the [Federal Emergency Management Association](#). Then, share updates with your network to help increase your community's safety literacy.

Our Social Media Channels:

-  @SafeSchoolsOrg
-  Safe and Sound Schools
-  safeandsoundschools
-  Safe and Sound Schools



Call on the Kids!

Play a leadership role by bringing middle- and high-school students into the school safety discussion. Help raise awareness of the [Safe and Sound Student Club](#) opportunity as, both, a leadership and a safety initiative. The *Safe and Sound Student Club* helps students take action toward making their schools safer. These students help start and sustain conversations about safety, raise awareness about the roles students can play, organize and implement service projects, build partnerships with community members and school leaders, and serve as a role model through their actions. Research shows that when students work together to improve their school community, they feel good about using their creativity, leadership, and critical thinking to improve the world around them.

ACTION PLAN: Work with school leaders to introduce the *Safe and Sound Student Club* program as a student program opportunity. This can be done through announcements, helping to find a faculty advisor, or conducting an education campaign to recruit participants.



Coffee & Conversation

Hold an event just for parents where you can discuss various safety topics among parents and school officials. You can find out what concerns are on the minds of parents so you can prioritize topics/guests and even turn it into a regular series.

ACTION PLAN: Work with the PTA/PTO to plan an event just for parents. With some light refreshments and conversation starters, you can facilitate an engaging discussion by hearing from other parents. Some conversation starters include: What about our school makes you feel like your children are safe? What aspects of school safety do you wish you understood better? What do you do if you have a safety concern? Make sure you have someone recording parent questions and feedback.



Host It!

It's easier for people to follow safety plans when they have hands-on experience to refer back to. Communicating in multiple ways with all school community members gives everyone a sense of empowerment and preparation in the event of an emergency.

ACTION PLAN: Organize and host a Safety Day, School Safety Social, or Campus Safety Fair. Invite community leaders and safety professionals (such as school resource officers, school nurses, counselors, EMTs, police officers, and firefighters) to speak about safety topics like CPR, first aid, bullying prevention, cyber-safety, security, fire safety, and their careers as professionals in these areas. Check out “**A Welcome Invitation**” in the [Audit Toolkit](#) for an example.



CHAPTER 4:

Reporting and Next Steps

Reporting and Next Steps

Audit Project Progress

Aim to “audit” activities throughout the year. We recommend conducting a **three-step audit**:

- 1. Check Productivity.** This is an evaluation of how well the team is working together. Look at communication, collaboration, timeliness, and budget efficiencies. Are the right people involved? Has the process been as smooth as it can be?
- 2. Analyze Outputs.** Take a step back and analyze your project’s progress. Do you need rethink your approach or make any modifications? Is there anything else you need to do to see the project through? Are there any recommendations for future work or teams?
- 3. Measure Impact.** Aim to capture the effect of your work by collecting quantitative and qualitative data. Remember to gather input from school leaders, the PTA/PTO, parent volunteers, students, and any others affected by your project. You can do this as a survey or even a feedback forum.

Communicate Results

- 1. Host quarterly meetings with school stakeholders.** Seek feedback on efforts and projects, as well as desires for future programs. Share your impact—for example, how many people you reached, reactions from those affected, and lasting contributions to your school’s safety preparedness.
- 2. Recap initiatives after they happen.** Use school-based communications such as emails home, school bulletin boards, PTA/PTO meetings, school newsletters, websites, and school board meetings to keep the larger community informed.
- 3. Share successes (and learning opportunities).** Share with the Safe and Sound Schools community so other chapters can benefit and be even more successful with their programs. Document your challenges and successes. You can even share relevant photos, documents or video clips.

By keeping the school community updated with your progress, you will help raise overall safety awareness and strengthen trust among the teachers, administrators, students, other parents, and the greater public safety community.

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- Lisa Coffey, Ed.S., Nationally Certified School Psychologist (NCSP), National Association of School Psychologists School Safety and Crisis Response Committee Member
- Benjamin S. Fernandez, MS Ed., Coordinator of Prevention Services, Loudoun County Public Schools, VA
- Jessica Gonzalez, Safe and Sound Schools Parent Liaison, South Carolina
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If you have additional ideas about ways to help parents play a greater role in school safety, please email us at info@safeandsoundschools.org.