

BTAM Recognize & Report Guidance Planning Template

School Name:	Date:																				
PLANNING “STEPS”																					
<p><u>Students</u> (Specify school, grade level(s), classes, etc.)</p> <p><u>School Staff</u> (Specify school, grade level(s), classes, locations, shifts/work hours, etc.)</p> <ul style="list-style-type: none"> Teachers Office Staff Paraprofessionals Food Services Custodial Bus Drivers Other <p><u>Parents</u></p> <p><u>Community Members</u></p>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a86e8; color: white;"> <th style="width: 25%;">PLANNING “STEPS”</th> <th style="width: 25%;"></th> <th style="width: 25%;"></th> <th style="width: 25%;"></th> </tr> <tr style="background-color: #d9e1f2;"> <th>Stakeholder Group(s)</th> <th>Activity Detailed</th> <th>Responsible Person(s)</th> <th>Date(s) Planned</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Example: Teachers</td> <td style="padding: 5px;">During faculty meeting, show the staff video provided by DCJS, titled “Threat Assessment in Virginia Public Schools”</td> <td style="padding: 5px;">Ms. Ortiz, Principal</td> <td style="padding: 5px;">Week of January 13, 2025</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		PLANNING “STEPS”				Stakeholder Group(s)	Activity Detailed	Responsible Person(s)	Date(s) Planned	Example: Teachers	During faculty meeting, show the staff video provided by DCJS, titled “Threat Assessment in Virginia Public Schools”	Ms. Ortiz, Principal	Week of January 13, 2025								
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