

Outstanding Academic Achievement for All Students



Student Safety Action Plan



November 2016



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

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STUDENT SAFETY ACTION PLAN

The Student Safety Action Plan is a comprehensive plan to address student safety based on recommendations offered by the Student Safety Task Force in May, 2016.

The Task Force, comprised of representatives from non-profit, private sector, public safety organizations, colleges, and universities, and local government, was formed to conduct an extensive review of Prince George's County Public Schools (PGCPS) policies, procedures, processes, and practices and recommend best practices to proactively support student safety and the prevention of child sexual abuse.

The Student Safety Action Plan addresses recommendations, considerations, and suggestions that were offered by the Task Force in 4 critical areas.

STUDENT SAFETY ACTION PLAN: **Four Critical Areas**





Culture and Climate

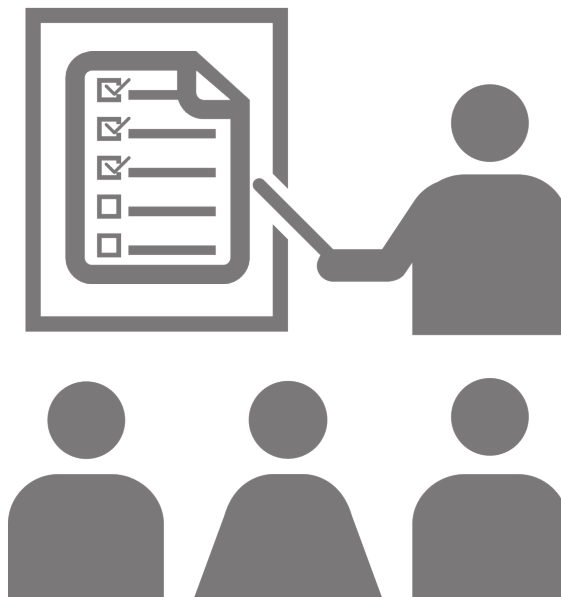
- Revise safety administrative procedures
- Review policies and procedures relevant to child sexual abuse annually to reinforce consistent communication and uniform implementation of administrative procedures
- Increase accountability of all staff to ensure that procedures are implemented reliably
- Provide resources and training to parents, vendors, contractors, and community stakeholders
- Conduct safety assessments in school buildings



2

Reporting and Training

- Revise mandatory training program on reporting suspected child abuse and preventing child abuse
- Track and analyze mandatory training on mandated reporting of suspected child abuse, neglect and sexual abuse
- Track and analyze employee reporting to identify patterns of behavior that may be putting students at risk
- Train parents on signs of child sexual abuse
- Deliver annual report
- Conduct school safety assessments
- Evaluate systems practices based on best practices



3

Screening of Employees, Volunteers, Contractors, and Vendors

- Conduct fingerprint/background and Child Protective Services (CPS) clearance checks on newly hired employees, volunteers, and contractors/vendors
- Adopt formal guidelines for evaluation of information from background checks to restrict or limit hiring, volunteering and contracting
- Create a central data base for fingerprinting/background and CPS clearance checks of employees, volunteers, and contractors
- Provide an income-based mechanism for assisting eligible parent volunteers with the fingerprint/background check costs.



4

Curriculum and Counseling

- Consult with experts in the development of child sexual abuse prevention curriculum for teachers and counselors
- Develop a training program for teachers and counselors who teach the child sexual abuse prevention curriculum
- Provide oversight in the implementation of the curriculum
- Provide parent training on the dangers facing children and how to prevent them
- Include school counselors in the efforts to prevent child sexual abuse and define the role of the school counselor
- Develop a formal relationship with governmental- and community-based service providers
- Expand peer support and counselor-support services at the high schools for students experiencing trauma



STUDENT SAFETY ACTION PLAN

An internal steering committee convened to determine which considerations from the Task Force Report will be addressed and to develop a timeline for the completion of the recommendations and considerations. The internal steering committee consists of a wide variety of staff from many of the offices and departments of Prince George's County Public Schools. The committee has developed a timeline for completion of the work which will be addressed in four phases.

PHASE I: **November 2016**

PHASE II: **January 2017**

PHASE III: **April 2017**

PHASE IV: **Summer 2017**



November 2016						
W	S	M	T	W	T	F
44			1	2	3	4
45	6	7	8	9	10	11
46	13	14	15	16	17	18
47	20	21	22	23	24	25
48	27	28	29	30		

PHASE I: November 2016

Culture and Climate

- Imbed explicit language in Administrative Procedures so that all employees understand their responsibility, accountability, and consequences
- Create a system level document that outlines guidelines for professional interactions between employees and students
- Create an Office of Monitoring, Accountability, and Compliance

Reporting and Training

- Create a partnership with a multi-disciplinary team representing Department of Social Services/Child Protective Services (DSS/CPS), Prince George's County Police Department (PGPD), States Attorney Office (SAO), and Prince George's Hospital - Sexual Assault Center (PGH-SAC) to define who is required to report, when and how to report, and related discipline and civil penalties for failure to report, where applicable
- Ensure that all employees, volunteers and contractors are trained regarding mandated reporting of suspected child abuse and neglect
- Require all employees, volunteers, visitors, vendors, contractors and anyone who regularly enters an educational facility to personally and directly report child sexual abuse, child abuse, and neglect to the appropriate agencies

Screening of Employees, Volunteers, Visitors, Vendors, and Contractors

- Conduct pre-employment screening of all employees, substitutes and anyone receiving a salary or wage from PGCPs, through the FBI, State Criminal Justice information system (CJIS) and the State Child Protective Services databases
- Provide an income-based mechanism for assisting eligible parent volunteers with the cost of a fingerprint background check
- Inform parents/guardians, current and former employees, students, and the public about pre-employment background checks and procedures

January 2017						
W	S	M	T	W	T	F
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PHASE II: January 2017

Culture and Climate

- Individual schools host regularly scheduled opportunities for all employees to discuss Administrative Procedure AP#5145 – Reporting Child Abuse and Neglect and the changes that impact employees' responses, responsibilities, and accountability
- Host opportunities for parents/guardians, volunteers, vendors, contractors and community stakeholders to discuss and learn about AP#5145 – Reporting Child Abuse and Neglect
- Use school safety assessments to address the needs of the building to create and sustain physical environments that support student safety
- Create and implement a system to acknowledge, praise and encourage appropriate behaviors in order to reduce and eliminate fear of retaliation for reporting

Reporting and Training

- Provide regular and consistent opportunities for parents and guardians to receive training, so that they recognize the signs of sexual abuse, know to whom they report, and how to seek assistance for their child if abuse is suspected
- Partner or contract with child safety subject-matter experts to provide training to parents and guardians
- Develop and implement a mechanism for analyzing, monitoring and using relevant data and reports to identify patterns of behavior that may be putting children at risk
- Create an actionable plan to train all PGCPs board members, employees, volunteers, vendors and contractor in both face-to-face and online modalities
- Conduct school safety assessments to identify and resolve all deficiencies, both physically in school facilities and in victim-centered vulnerabilities

January 2017						
W	S	M	T	W	T	F
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PHASE II: January 2017 *continued ...*

Screening of Employees, Volunteers, Visitors, Vendors, and Contractors

- Adopt formal guidelines for evaluating information from criminal background check reports to prohibit the hiring and volunteering of those with certain profiles and develop procedures for gray area decisions to ensure consistent decision-making about potential employees and volunteers
- Develop a plan with CPS to recheck employees after hire against the CPS database, either annually, at set interval or on a rolling basis
- Create or add to any relevant administrative procedures the obligation of contractors/vendors and their subcontractors to have their employees undergo fingerprint background checks before they enter school property
- Create a system for notifying a school when, due to an emergency, a contractor or vendor who has not been cleared must enter a school campus. Ensure precautions are implemented to supervise that individual while on-site

Curriculum and Counseling

- Assure that counselors are well-trained by providing in-person and experiential training



April 2017						
W	S	M	T	W	T	F
13						1
14	2	3	4	5	6	7
15	9	10	11	12	13	14
16	16	17	18	19	20	21
17	23	24	25	26	27	28
18	30					

PHASE III: April 2017

Culture and Climate

- Develop statements that indicate that PGCPs takes student safety seriously and have applicants review and sign that they read the statement prior to proceeding through the interview process
- Institute a system of accountability to determine if practices are being implemented reliably in all schools

Reporting and Training

- Incorporate a centralized mechanism for tracking all allegations or breaches of policy involving interactions between students and employees
- Train identified staff to be facilitators using Darkness to Light's evidence-supported and nationally-evaluated training prevention program, Stewards of Children
- Develop a protocol to evaluate the effectiveness of the training curriculum and delivery model and use the analysis to make changes, as necessary

Screening of Employees, Volunteers, Visitors, Vendors, and Contractors

- Develop a way to identify employees of contractors and vendors who have undergone fingerprint background check and have been approved to work on school campuses

Curriculum and Counseling

- Consult with experts on a review of revised health curriculum lessons. Engage productively with the Maryland State Department of Education (MSDE) when related regulations have been issued
- Establish and expand existing peer support and counselor-supported services in high schools for students experiencing trauma

July 2017								August 2017							
W	S	M	T	W	T	F	S	W	S	M	T	W	T	F	S
26							1	31			1	2	3	4	5
27	2	3	4	5	6	7	8	32	6	7	8	9	10	11	12
28	9	10	11	12	13	14	15	33	13	14	15	16	17	18	19
29	16	17	18	19	20	21	22	34	20	21	22	23	24	25	26
30	23	24	25	26	27	28	29	35	27	28	29	30	31		
31	30	31													

PHASE IV: Summer 2017

Culture and Climate

- Review policies and procedures relevant to child sexual abuse annually to reinforce consistent communication and uniform implementation of administrative procedures
- Work with unions to develop a document that formalizes employee expectations and disciplinary consequences

Reporting and Training

- Deliver Darkness to Light's evidence supported and nationally-evaluated training prevention program, Stewards of Children, to principals and school counselors
- Electronically collect, analyze, and report compliance with mandatory in-person and on-line training requirements, including tracking and monitoring and pre- and post- assessments
- Present an annual report on the implementation of strategies, subsequent outcomes, and improvements across the school system for training, reporting, and compliance
- Evaluate evolving best practices regularly to update training and make changes to policies and/or procedures
- Tailor training methodologies for each group in recognition of the various levels of education of all employees, volunteers, vendors and contractors to include the many ways that learning occurs
- Contract with experts in student safety to develop an on-line training program regarding reporting suspected child abuse and the prevention of child abuse that is differentiated and interactive for participants

July 2017								August 2017							
W	S	M	T	W	T	F	S	W	S	M	T	W	T	F	S
26							1	31			1	2	3	4	5
27	2	3	4	5	6	7	8	32	6	7	8	9	10	11	12
28	9	10	11	12	13	14	15	33	13	14	15	16	17	18	19
29	16	17	18	19	20	21	22	34	20	21	22	23	24	25	26
30	23	24	25	26	27	28	29	35	27	28	29	30	31		
31	30	31													

PHASE IV: Summer 2017

continued ...

Screening of Employees, Volunteers, Visitors, Vendors, and Contractors

- Create a centralized database to track fingerprint/background checks, CPS checks and training of volunteers. Provide reports of approved volunteers to schools

Curriculum and Counseling

- Develop and implement a training program for identified teachers and counselors on how to teach sexual abuse prevention
- Develop and implement an oversight approach to assure that teachers and counselors have adequate access to and supports for ongoing training
- Develop a plan for monitoring the delivery of the curriculum content addressing the prevention of child sexual abuse to ensure it is delivered with fidelity in the classroom
- Specify the role of counselors in every school's abuse prevention efforts, making sure the role is communicated to parents
- Develop formal relationships with governmental and community-based service providers with expertise in child experience of trauma



PARENT TRAINING, FINGERPRINT/BACKGROUND CHECKS, AND CPS CLEARANCE CHECKS

Training

Under the umbrella of PGCPs' Family Institute, continuous parent training and information sessions will be offered free of charge to parents across the county. The sessions will be provided by experts and will address current best practices in making sure that our children are in safe environments; how to identify signs of sexual abuse, and reporting suspected child abuse and neglect.

Fingerprinting/Background and CPS Clearance Checks

Fingerprinting/background and CPS clearance checks will be offered to parents from 4-6 p.m. prior to the parent training sessions.

TRAINING DATES, TIMES AND LOCATIONS:

North County Locations

High Point HS	Thursday	November 3	6 - 7:30 p.m.
Thomas Stone ES	Thursday	December 1	6 - 7:30 p.m.

Central County Locations

Judge Sylvania Woods ES	Monday	November 14	6 - 7:30 p.m.
Charles Carroll MS	Thursday	November 17	6 - 7:30 p.m.

South County Locations

Glassmanor ES	Thursday	November 10	6 - 7:30 p.m.
Oxon Hill MS	Thursday	December 8	6 - 7:30 p.m.

QUARTERLY AND ANNUAL REPORTS TO THE BOARD OF EDUCATION

The Chief Executive Officer will report publically each year on system-wide efforts related to student safety.

Quarterly reports and an annual report will be provided to the Board of Education on the following dates:

FIRST REPORT	October 13, 2016
SECOND REPORT	written report provided January 2017
THIRD REPORT	written report provided April 2017
FOURTH AND ANNUAL REPORT	written report provided Summer 2017

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