MONTHLY UPDATE ON HPS ACTION PLAN CONCERNING OCA REPORT

Week 1: February 10 - February 17, 2017

Review of Department of Children and Families (DCF) reports and/or outstanding investigations is scheduled at weekly meetings with the Office of Talent Management. This process began upon receipt of the first Office of the Child Advocate report draft.

Press Conference was held jointly with Mayor Luke Bronin and the Office of the Child Advocate at City Hall on February 10.

Website content was developed in English and Spanish, including providing translation support to the Office of the Child Advocate to produce the executive summary of the report in Spanish.

Cabinet and Senior Leadership held a meeting with principals and senior staff upon release of the Office of the Child Advocate Report. The Office of Talent Management and Superintendent Leslie Torres-Rodriguez led the meeting to discuss the Report, the draft Action Plan, and next steps in response to the findings and recommendations of the Child Advocate.

Family/Community Letter was sent to families, staff and partners by email. Hardcopies were sent to schools for student backpacks. Language on student safety was drafted for teachers to read aloud in class, adjusted by grade level.

HPS Information Phone Line is available and actively monitored for questions and concerns about the HPS Action Plan. Calls related to reporting suspected child abuse and neglect or sexual assault will be transferred to the DCF Careline. The Welcome Center is also being monitored pertaining to questions and concerns related to the HPS Action Plan and the Office of the Child Advocate Report. Central Office staff is available to respond to follow-up requests within 24 business hours. As of the drafting of this weekly update, no calls have been received at the information line and no walk-ins to the Welcome Center have raised questions or concerns on the matter.

The Superintendent’s Mail Box is available to any member of our community interested in asking questions about the draft Action Plan, voicing concerns and making suggestions for how best to use community resources, such as grassroots groups, faith-based organizations, Neighborhood Revitalization Zones Committees (NRZs) and other Community Based Organizations (CBOs). Several community leaders have already sent suggestions about communication and made recommendations for professional learning opportunities for HPS staff and inclusive community learning.

Central Office had a Town Hall led by Superintendent Leslie Torres-Rodriguez on Monday, February 13. The Superintendent gave an overview of the Office of the Child Advocate Report and the HPS’s draft Action Plan, highlighting district expectations on mandatory reporting for all staff. Supervisors have met or will conduct meetings with reporting staff accordingly.

Principals held mandatory staff meetings in all schools. A checklist was provided to each principal to guide the discussion.
Community Focus Group was facilitated by Superintendent Leslie Torres-Rodriguez on February 14 to elicit feedback from community partners that will inform HPS community forums.

School Social Workers held a 2-hour emergency mandatory meeting on February 15. The focus of the meeting was to review upcoming relevant trainings, social work responsibilities in regards to mandated reporting, Title IX and implementation of 14-196 and 17-101q regarding sexual assault, awareness and prevention education. Going forward, Attorney Maree Sneed will be providing professional development to school staff in regards to Title IX, the law, investigations and documentation on March 6 and March 17. This will be a full day of professional development for staff dedicated to Title IX.

Community Forums with the Office of the Child Advocate have been scheduled in coordination with community leaders and partners, including the Welcome Center and HPU. Light refreshments, child care and Spanish translation will be provided. Dates below are subject to change. All meetings are scheduled to begin at 5:30 pm:

- Monday, February 27 at HPHS
- Monday, March 6 at Bulkeley High School
- Thursday, March 9 at Rawson School
- Thursday, March 23 at SAND Elementary School


Op-Ed was filed at the Hartford Courant and accepted by the editor. It will run on Sunday’s edition. Language will be repurposed for local newspapers in English and Spanish.

Survey on Climate and Connectedness was extended an extra week. The survey window will be open until March 10 and surveys are to be dropped off as planned, on the 8th floor at 960 Main St. no later than March 17, 2017.

Crisis Prevention Intervention Restraint/Seclusion Training is scheduled for February 23 and February 24, from 9am to 3pm. The two-day training will prioritize on behavioral technicians whose certification has expired, crisis team personnel, Applied Behavior Analysis (ABA) staff, and uncertified RISE Academy staff. Seating is limited to 25 trainees. For full compliance, participants will need to be present both days and pass the test to receive their certification.

Athletics is drafting a framework that includes immediate next steps and required trainings for athletics staff. Final materials will be also distributed to students and their families in English and Spanish.

Board of Education sent a public statement on receiving the Office of the Child Advocate Report and potential adoption of the draft Action Plan at their next regular meeting on Feb. 21, 2017.

Volunteer policy is under review to ensure safety protocols are in place.

Student Safety Campaign meeting was held by Director of Community Partnerships Sandra Ward and Production Coordinator Deborah Zimmerman on February 16. The next meeting is scheduled for February 27.
Op-Ed was published by the Superintendent on Sunday’s edition of the Hartford Courant. 

Community forums planning strategy was initiated during the weekend by HPS and Hartford Parent University with HPS families, including reach out to Voices of Women of Color, Padres Abriendo Puertas and parents from SAND, Asian Studies, MLK, NWM, Burr, Naylor as well as a group of English Language Learners families. A follow-up meeting will be held on February 28 to review timeline, content and logistics. The tentative date for the first meeting on February 27 was cancelled due to conflict with previously scheduled Weaver meeting.

PowerPoint presentation drafted by HPS and Hartford Parent University, and discussed with the Office of the Child Advocate community engagement team on February 21.

Community partners were approached by HPS. These included the Village, the Child Health and Development Institute, and St. Francis, who have the expertise to offer professional learning, family education and direct services at their centers for families.

Cross-reference of substantiated cases confirmed that the district does not have any current employees with substantiated allegations.

Draft Action Plan was adopted during the Board of Education’s regular meeting on February 21.

Staff meeting held by the Office of Communications, Partnerships and Public Policy, and by the Office of Academics to review Office of the Child Advocate Report and HPS Action Plan. Further meetings for discussion and implementation were/will be held by directors and supervisors with their respective teams.

Athletics held meetings on February 21. One meeting was with faculty and managers of the high schools, the other with middle school staff in charge of implementing interscholastic athletics. There were two DCF employees at the high school meeting for guidance and to answer questions. There was one DCF employee at the middle school meeting for the same purpose. Office of Talent Management’s staff was present at both meetings. All athletics staff will be required to comply annually with DCF’s online training on mandatory reporters. Further compliance will include online training from the National Association of State High School Associations (NFHS) to prepare staff on parent engagement, hazing, inappropriate behavior, signs and things to look for pertaining to sports in school. Hartford Public Schools will make training materials available in Spanish. NFHS training website: http://nfhslearn.com/users/sign_up. An email message was sent on February 23 to Faculty Managers (AD’s) and Athletic Coordinators by Athletic Operations Manager to summarize previous meetings, provide resources and instructions, and establish deadlines. High school faculty managers and middle school athletic Coordinators must complete online training by February 28.

Principals discussed Action Plan implementation on February 23 with Office of Talent Management’s staff during a session at the monthly Administrators Meeting.
**Restraint training** was delivered by Director of School Climate and Culture on February 23 at the Administrators Meeting.

**Emergency Crisis Prevention Intervention Restraint/Seclusion training** was scheduled for February 23 and February 24 to certify behavioral technicians whose certification has expired, crisis team personnel, ABA staff, and uncertified RISE Academy staff. The emergency training was cancelled due to low enrollment. Training was rescheduled for March 23 and March 24. The two-day session is limited to 25 staff members.

**Superintendent sent email message** to all staff on February 24 to reiterate directions received from principals and supervisors regarding staff obligations as mandatory reporters.
**Student Safety Campaign** follow-up meeting was held by HPS Director of Community Partnerships and HPS Production Coordinator on February 27. Participants included the Athletic Program Manager, the Assistant Superintendent for Talent Management, the Director of Pupil Services and the director of Communications. More resources (e.g. Connecticut Clearinghouse) and potential messaging strategies were identified and discussed.

**Direct observations with the Center for Children with Special Needs (CCSN)** began on February 27. Site visits and materials reviews were completed at Naylor ABA Pre-K, Naylor ABA K, and one full ABA classroom at Rawson. The review also included a historical overview of district-wide programming along with program planning materials. The review will conclude with specific program strengths, areas for growth, and next steps.

**Review of restraints and seclusions reports** began on March 3 by the Special Education department in collaboration with the Director of School Climate and Culture. The team normed expectations around the quality and content of reports that should be considered during the review process.

**Title IX training registration** has netted approximately 70 staff members so far for the March 6 and March 17 sessions that will be facilitated by Attorney Maree F. Sneed. Registration remains open. At the conclusion of the training, all HPS Title IX coordinators (along with other staff) will have been trained within the past 12 months.

**Compliance lists for Central Office** mandated reporter training were shared with supervisors on March 1, with 96% of staff reported to have completed training.

**Compliance lists for school** mandated reporter training were shared with principals, with 94% of staff reported to have completed training. Most non-compliant personnel are part-time staff or staff on leave.
Office of Talent Management meeting with Safe Schools, and National Safety on March 10 to review potential vendors for training; recommending Safe Schools which aligns to CT DCF and the CT State Regional Educational Service Center’s recommendations.

Review of DCF referrals for special education students and restraint and seclusion reports for special education students were conducted as part of the weekly agenda for the Special Education Directors meeting on March 10.

Observations and program artifacts reviews by representatives from the Center for Children with Special Needs (CCSN) were completed on March 8 at Hartford High in the STEP program and Multiple Disabilities classrooms during the morning with students in attendance. During the afternoon the CCSN conducted program artifact reviews for two ABA classrooms at Rawson.

Title IX training with Attorney Maree Sneed was attended by 39 people on March 6, 2017. There are 29 people registered to attend the March 17 training.

Title IX training for potential Title IX school-based investigators was held and fully attended on March 6, 2017. This PD went over Title IV, Title II, 504 Rehab Act and Title IX laws involving harassment and discrimination. Remediation and rectification was reviewed. How to run a proper investigation and complete a report of the findings was also reviewed.

Risk assessment and management PD for School Social Worker and School Psychologists was held on March 8, 2017. This PD was about suicidal and homicidal ideation, duty to warn, confidentiality and limits, HIPPA, FAPE as well as a review of Title IX, II and 504 Rehab Act as it relates to discrimination and harassment and increasing risks due to trauma.

Check list, template for reports for Title IX investigations was developed with Kim Schulte and reviewed by Attorney Sneed.

All but approximately 12 School Safety Officers (SSOs) in the area of mandatory reporting. These officers were also trained in the legal mandates and requirements for filling out Restraint and Seclusion forms as mandated by the state. The 12 officers NOT attending the above training attended Management of Aggressive Behavior Training for certification. There is a requirement that anyone using restraint is trained in such matters. This fulfills that requirement. Tree of the SSOs at this training were the certified instructors and conducted the course.
MONTHLY ATHLETICS UPDATE ON HPS ACTION PLAN CONCERNING OCA REPORT
February 10 - March 10, 2017

HIGH SCHOOL TIMELINE

3/13/17 High School Coaches Online Training Due
Provide online training information above. All 3 courses must be complete along with proof of completion provided to Faculty Manager. The faculty manager will compile certificates from coaches on 3/13/17 and forward via email to the Office of School Improvement and copied the Athletic Program Manager. See instructions above and below

3/14/17 Coaches/Volunteers Meeting Due
In the event your coaches/volunteers cannot attend due to an emergency, hiring or other reasons; once that coach is available and fully cleared to coach by the Office of Talent Management with a hiring letter you will need to share the online training information with them and ask them to complete before their first practice. Following the training, provide them with the information packet (to be delivered). Keep in mind any volunteer will need to be cleared by the Office of Talent Management. If your volunteer will be coaching in any capacity they must have a coaching permit and also cleared by OTM. You must follow the hiring process by the Office of Talent Management.

On or before 3/31/17 Parent Student-Athlete Meeting Due
At this meeting you must read the student-athlete letter (to be delivered) to parents and students. In the event parents cannot attend; student-athletes must be sent home with an acknowledgement form/pamphlet (to be delivered) signed off by the parent before the first interscholastic competition.

MIDDLE SCHOOL TIMELINE

2/28/17 Athletic Coordinator Online Training Due
Please see information above

3/27/17 Middle School Coaches Online Training Due
Provide online training information above. All 3 courses must be complete along with proof of completion provided to Athletic Coordinator. The Athletic Coordinator will compile certificates from coaches on 3/27/17 and forward via email to the Office of School Improvement and copied the Athletic Program Manager. See instructions above and below

3/28/17 Coaches/Volunteers Meeting Due
In the event your coaches/volunteers cannot attend due to an emergency, hiring or other reasons; once that coach is available and fully cleared to coach by the Office of Talent Management with a hiring letter you will need to share the online training information with them and ask them to complete before their first practice. Following the training, provide them with the information packet (to be delivered). Keep in mind any volunteer will need to be cleared by the Office of Talent Management. If your volunteer will be coaching in any capacity they must have a coaching permit and also cleared by the Office of Talent Management. You must follow the hiring process by the Office of Talent Management.
On or Before 4/19/17 Parent/Student-Athlete Meeting Due
At this meeting you must read the student-athlete letter (to be delivered) to parents and students. In the event parents cannot attend; student-athletes must be sent home with an acknowledgement form (to be delivered) signed off by the parent before the first interscholastic competition.