

Youth Protection Chairman's Guide



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This item is for PTA use only.

PTA Vision

Making every child's potential a reality.

PTA Mission

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

PTA Purposes

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

OVERVIEW

The focus of the Youth Protection Chairman is to raise awareness in the community for the safety of all children and youth. This can be accomplished by networking with PTA committees, school officials, city and county officials, local law enforcement agencies, child welfare agencies, and statewide organizations with whom we share a common concern.

HOW TO USE

Use this guide to acquaint yourself with the duties, responsibilities and general information needed in order to fulfill the position of Youth Protection Chairman.

Go to www.txpta.org for more information and resources to help you work with parents, students, teachers, school administrators and community members to support Youth Protection at home and school.

GOALS

Each year the chairman and the committee should assess the needs and issues facing the youth in their community and plan appropriate activities which address those concerns.

The concerns of this committee might include child abuse; transportation or traffic issues; bicycle safety; seat belt safety; tobacco use; drug and alcohol abuse; violence; gangs; conflict resolution; bullies; juvenile justice issues; divorce; students at risk; mental health issues; undesirable businesses near schools; media influences; and safety in general.

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YOUTH PROTECTION

RESPONSIBILITIES OF CHAIRMAN

- Study the Local PTA bylaws and the Texas and National PTA materials passed to you by the previous Youth Protection chairman. Contact state and Council PTA Youth Protection chairmen and other schools in your area that have strong youth protection programs.
- Complete a Plan of Work to determine your committee's goals and financial needs.
- Organize a committee to develop a plan of action and to carry out the activities.
- Keep the committee informed and involved. Give recognition for their work.
- Evaluate the committee's activities and make recommendations for the following year.
- Keep a procedure book and resource file to pass to your successor.

RESPONSIBILITIES OF COMMITTEE

- Organize a brainstorming meeting to assess the community's concerns. Invite other appropriate officers and chairmen, school personnel, students, law enforcement personnel, city and county officials, and individuals from the community. A diverse committee can provide needed expertise and resources. Use their input to determine the problems or issues to be addressed.
- Work with other PTA officers and chairmen such as Parent Education, Programs, Publicity, etc.
- Plan activities around calendar observances (i.e., October is "Crime Prevention Month;" November is "Child Safety and Protection Month;" May is "National Bike Safety Month;" etc.)
- Inform parents and individuals in the community about the activities through the

news media, school newsletters, and personal contacts. Let them know how they can use their talent, time, and resources to make the community safer for children and youth.

- Share ideas with state, Council and other Local PTA Youth Protection chairmen.
- Coordinate projects with other PTA chairmen to apply for National PTA and Texas PTA awards.

RESOURCES

The following list of resources will help plan your activities. Some organizations may be able to provide educational materials. Many Internet sites offer links to other sites and organizations.

TEXAS PTA

*Texas PTA Parent Education/Programs
Chairman's Guide
Texas PTA Handbook
Texas PTA Programs
Texas PTA The Voice
www.txpta.org*

NATIONAL PTA

*Quick-Reference Guides
Our Children
www.pta.org*

CHILD ABUSE

Prevent Child Abuse Texas

13740 Research Blvd.
Suite R-4
Austin, TX 78750
512-250-8438
www.preventchildabusetexas.org/

Center for the Prevention of Sexual and Domestic Violence

1914 North 34th Street, Suite 105
Seattle, WA 98103
206-634-1903

Texas Department of Family and Protective Services

701 W. 51st Street
Austin, Texas 78751
P.O. Box 149030
Austin, TX 78714 9030
800-252-5400
Abuse Hotline (toll-free 24 hours a day,
seven days a week, nationwide)
www.txabusehotline.org

Texas Department of Protective and Regulatory Services

John Winter Building
701 W. 51st St.
Austin, TX 78751
512-450-3011

National Center for Missing & Exploited Children

Charles B. Wang International Children's Building
699 Prince Street
Alexandria, VA 22314-3175
24-hour Hotline: 1-800-THE-LOST
1-800-843-5678
Fax: 703-274-2200
www.missingkids.com

Prevent Child Abuse America

PCA America National Office:
Prevent Child Abuse America
500 North Michigan Avenue
Suite 200
Chicago, IL 60611-3703
312-663-3520
Fax: 312-939-8962
mailbox@preventchildabuse.org

Center for Safe Communities & Schools

Mailing Address:
350 N. Guadalupe
Suite 140, PMB 164
San Marcos, TX 78666
Location Address:
803 Moore St.
Texas State University
San Marcos, Texas
877-304-2727
512-245-8082
Fax: 512-245-1465
Email: cscs@txstate.edu
www.cscs.txstate.edu/

National Child Abuse Hotline

Home of the Childhelp administrative offices, and the mailing address for the Childhelp National Child Abuse Hotline,
1-800-4-A-CHILD@.
15757 N. 78th Street
Scottsdale, AZ 85260
480-922-8212
Fax: 480-922-7061
www.childhelp.org/home

National Domestic Violence Hotline

P.O. Box 161810
Austin, TX 78716
Toll-Free: 800-799-SAFE
512-794-1133
Fax: 512-794-1199
www.ndvh.org/

National Runaway Switchboard

3080 N. Lincoln Ave.
Chicago, IL 60657
773-880-9860
Fax: 773-929-5150
www.1800runaway.org

Take 25 Campaign

www.take25.org

SUBSTANCE ABUSE**Center for Substance Abuse Prevention**

DHHS
200 Independence Ave. S.W.
Washington, D.C. 20201
202-619-0257
www.hhs.gov/

Mothers Against Drunk Driving

MADD National Office
511 E. John Carpenter Freeway
Suite 700
Irving, TX 75062
800-GET-MADD (438-6233) or
214-744-6233
Victim Services 24-Hour Help Line
877-MADD-HELP (877-623-3435)
www.madd.org

National Clearinghouse for Alcohol and Drug Information (NCADI)

800-729-6686

National Cocaine Hotline:

800-COCAINE (262-2463)

National Inhalant Prevention Coalition

322 - A Thompson Street
Chattanooga, TN 37405
800-269-4237 or 423-265-4662
www.inhalants.org/

Office of Safe and Drug-Free Schools

550 12th Street, SW, 10th Floor
Washington, DC 20202-6450
Email: OSDFS
Telephone: 202-245-7896
www.ed.gov/about/offices/list/osdfs

Partnership for a Drug Free America

Parent Organization
Texas Dept. of State Health Services
512-478-4397
www.drugfree.org

Texas Alcoholic Beverage Commission

P.O. Box 13127
Austin, TX 78711
512-206-3333
www.tabc.state.tx.us

Texans Standing Tall

P.O. Box 40365
Austin, TX 78704
512-442-7501
www.texansstandingtall.com

Workplace Helpline

1-800-WORKPLACE

TOBACCO**American Cancer Society, Texas Division**

800-ACS-2345
www.cancer.org

American Heart Association

National Center
7272 Greenville Avenue
Dallas, TX 75231

American Lung Association of Texas

www.oklung.org

American Red Cross

2025 E Street, NW
Washington, DC 20006
202-303-5000
www.redcross.org

American Stroke Association

National Center
7272 Greenville Avenue
Dallas, TX 75231
AHA: 800-AHA-USA-1
or 800-242-8721
ASA: 888-4-STROKE
or 888-478-7653
www.americanheart.org

National Cancer Institute

NCI Public Inquiries Office
6116 Executive Boulevard
Room 3036A
Bethesda, MD 20892-8322
800-4-CANCER (422-6237)
www.cis.nci.nih.gov

Office on Smoking and Health

(Part of the Center for Disease Control)
1600 Clifton Rd.
Atlanta, GA 30333
800-CDC-INFO (232-4636)
www.cdc.gov/tobacco

Texas Department of Health Office on

Smoking and Health
1100 West 49th Street
Austin, TX 78756-3199
512-458-7111 or 888-963-7111
www.dshs.state.tx.us

SAFETY**Child Safety Seat**

866-SEAT-CHECK
www.seatcheck.org

**National Highway Traffic Safety
Administration**

www.nhtsa.dot.gov

National Safety Council

1121 Spring Lake Dr.
Itasca, IL 60143-3201
Phone: 800-621-7615 or 630-285-1121
Fax: 630-285-1315
www.nsc.org

National School Safety Center

4165 Thousand Oaks Blvd.,
Suite 290
Westlake Village, CA 91362
805-373-9977

Office of the Attorney General

www.oag.state.tx.us/criminal/schoolsafety

Safe Schools Program

National School Safety Center
141 Duesenberg Drive, Suite 11
Westlake Village, CA 91362
805-373-9977
Fax: 805-373-9277
www.schoolsafety.us

Southwest Regional Brain Injury

Rehabilitation and Prevention Center
393 E. Roosevelt
Battle Creek, MI 49017
269-965-3206
www.sw-rehab.org

Texas Bicycle Coalition

P.O. Box 1121
Austin, TX 78767-1121
Phone: 512-476-RIDE (7433)
Fax: 512-476-7458
www.biketexas.org

Texas Crime Stoppers

601 University Drive
San Marcos, TX 78666
866-220-4357
www.thetexascrimestoppers.org

Texas Department of Health – Injury

Prevention and Control Program
www.dshs.state.tx.us/programs

Texas Department of Public Safety

5805 North Lamar Blvd.
Austin, TX 78752-4422
512-424-2000
www.txdps.state.tx.us/

Texas Safety Association

17101 Preston Road
Suite 240
Dallas, TX 75248
972-250-4482
www.list.nsc.org/texas

OTHER

American Red Cross

2025 E Street, NW
Washington, DC 20006
202-303-5000
www.redcross.org

Children Now

1212 Broadway, 5th Floor
Oakland, CA 94612
510-763-2444
Fax: 510-763-1974
www.childrennow.org

Mental Health Association of Texas

1210 San Antonio Street, Suite 200
Austin, TX 78701
512-454-3706 • Fax 512-454-3725
www.mhatexas.org/
1-800-273-TALK

National Crime Prevention Council

2345 Crystal Dr., Ste. 500
Arlington, VA 22202
202-466-6272
www.ncpc.org

Prevent Blindness America

211 West Wacker Drive
Suite 1700
Chicago, IL 60606
800-331-2020
www.preventblindness.org

Texas Education Agency

1701 N. Congress Avenue
Austin, TX, 78701
512-463-9734
www.tea.state.tx.us/

US Consumer Product Safety Commission

4330 East West Highway
Bethesda, MD 20814
301-504-7923
www.cpsc.gov/

YOUTH PROTECTION CALENDAR

January	February
<ul style="list-style-type: none"> • Birth Defects Prevention Month – March of Dimes 	<ul style="list-style-type: none"> • National Safety Sabbath • National PTA Founders Day • Building Children's Self-Esteem - National PTA
March	April
<ul style="list-style-type: none"> • Alcohol and Other Drug Awareness Week - National PTA • National Poison Prevention Week - Poison Prevention Week Council • Texas Public Schools Week • Inhalant and Poisons Awareness Week - Texas Prevention Partnership 	<ul style="list-style-type: none"> • National Building Safety Week • Child Abuse Prevention Month - National Committee for Prevention of Child Abuse • Week of the Young Child - National Association for the Education of Young Children • World Health Day - Public Health Promotion Division (TX) • Cancer Control Month - American Cancer Society • Health Fair Month - National Health Screening • National Family Planning Month - Texas Family Planning Association • National Sexually Transmitted Disease Awareness Month – Pharmacists Planning Service • Sports Eye Safety Month - Prevent Blindness America • National Alcohol Awareness Month
May	June
<ul style="list-style-type: none"> • National Bike Safety Month - Bicycle USA • Children's Accident Prevention Week • Teacher Appreciation Week - National PTA • Save the Children Week (1st week) - Save the Children • Better Hearing and Speech Month - Council for Better Hearing and Speech • National Arthritis Month - Local Arthritis Foundation • National High Blood Pressure Month-Adult Health Program (TX) • National Mental Health Month - Mental Health Association (TX) • National Physical Fitness and Sports Month – President's Council on Physical Fitness and Sports • Sexual Assault Awareness Week - Sexual Assault/EMS (TX) • Lamaze Childbirth/Prepared Parenthood Week - ASPO/Lamaze • National Sight Saving Month - Prevent Blindness America • National Missing Children's Day – May 25 	<ul style="list-style-type: none"> • Hurricane Season (June-November) - National Weather Service/National PTA • National Safe Boating Week - National Safe Boating Council • Cancer in the Sun Awareness Month - American Cancer Society • Texas Safe Boating Week • National Safety Week • Fireworks Safety Month - Prevent Blindness America
July	August
	<ul style="list-style-type: none"> • Child Safety Seat Education Week • National Immunization Awareness Month

September	October
<ul style="list-style-type: none"> • National Farm Safety Week - Agriculture Department National Safety Council • Pediculosis (Head Lice) Prevention Month • Children's Eye Health and Safety Month - Prevent Blindness America • National Child Passenger Safety Awareness Week - National Passenger Safety Association 	<ul style="list-style-type: none"> • Crime Prevention Month - National Crime Prevention Council • Fire Prevention Week - National Fire Protection Association • National Safety on the Street Week - National Safety Council • National School Lunch Week - American School Food Service Association • Red Ribbon Week - Texans 'War on Drugs • National School Bus Safety Week • Texas Safe Schools Week
November	December
<ul style="list-style-type: none"> • Child Safety and Protection Month - National PTA • Great American Smokeout • American Education Week - National PTA 	<ul style="list-style-type: none"> • National Drunk and Drugged Driving Awareness Week - National Highway Traffic Safety Administration • World AIDS Day * Safe Toys and Gifts Month - Prevent Blindness America

IDENTIFIED PTA CONCERNS: YOUTH PROTECTION

These topics are suitable for programs, seminars, workshops and projects:

CHILDREN

After School Safety
AIDS
Alcohol and Other Drug Use
All-Terrain (Recreational)
 Vehicle Safety
Babysitter Training Child Care
Bicycle Safety
Bullying
Career Decision
Child Abuse/Sexual Abuse
Child Restraint Devices
Childhood Diseases
Communication/Parents
Conflict Resolution
Cults
Date/Acquaintance Rape
Death/Coping
Drop-Out/At-Risk
DUI
Fire Safety
Gang Activities
Halloween
Handicapped Child Home
Healthy Lifestyles
Helping Hand Program/Helps
 for Learning/McGruff
 House
Internet Safety
It's OK to Say No Way to Teen
 Sex
Juvenile Delinquency
Lead Poisoning
Mental Health
Nutrition

Peer Mediation
Peer Pressure
Physical Fitness
Poisoning
Pregnancy
Project Graduation/Prom
Reading Readiness
Runaways
School Bus Safety
School Violence/Vandalism
Seat Belt School Patrol
Self Esteem
Self Protection/Latch Key
Sex Communication
Sexually Transmitted Diseases
Skating Safety
Smoking/Smokeless Tobacco
Solvent/Inhalant Use
Stress
Suicide
Teen Driving
Teen Stress
Test Anxiety
Toy Safety
Truancy
Water Safety

PARENTS

AIDS
Alcohol and Other Drug Use
Asbestos Hazards
Communication
Conflict Resolution
Cults
Cultural Heritage
Date/Acquaintance Rape
Discipline
Divorce/Blended Families
Environment
Gang Activities
Grandparents/Families and
 Extended Families/
Step Families
Help Child Make Decisions
Help Child Develop Personal
 Responsibility
Help Child be a Good Friend
Helping Parents Deal with
 Adolescent Sexuality
Illiteracy
Lead Poisoning
Parent Burnout
Parenting
Seat Belts
Single Parents and Their
 Families
Smoking/Smokeless Tobacco
Stress/Relationships
Suicide/Depression
Today's Family TV Viewing
 (including music television)
Violence/Vandalism

PROJECT GRADUATION/PROM

DESCRIPTION

Project Graduation is a statewide program sponsored by the Texas Department of Transportation (TXDOT). Parent, teacher, and community leaders meet, plan, and host an all-night prom or graduation celebration that is free of alcohol and other drugs. The goal of Project Graduation is to reduce the number of young people killed or injured in impaired driving collisions. The long-term goal is to establish a life-long habit of having fun without alcohol or other drugs.

TXDOT AWARDS MINI-GRANTS

TXDOT provides approximately \$300 to high schools participating in Project Graduation.

MATERIALS AVAILABLE

TXDOT provides additional material and workshops to school and community leaders on how to run a successful Project Graduation event.

These workshops are conducted in the 25 TXDOT districts. Information available includes tips on:

- Getting Started
- What to Do? (Settings, Themes and Activities)
- Generating Interest (From Other Students, Parents and the Community)
- Organizing Committees (Fundraising, Entertainment, Food, Public Relations, Rules, Clean-Up)
- Join the Celebration

For further information of Project Graduation, contact your District TXDOT office or call 512-416-3175.

TIPS ON KEEPING THE PARTY CHEMICAL FREE

These suggestions have worked to keep parties chemical-free.

- Choose chaperones from parents and school staff who are familiar with the students.
- Require identification at the door. Examples:
 - Check identification against the official class roster.

- Tickets pre-sold by the party organizers are presented.
- Button or t-shirt obtained when pre-registering is worn.
- Students circle picture of self within class picture.
- Students should sign a chemical-free contract agreement before joining the party.
- Check students at the door for alcohol and other drugs.
- Hold students who have alcohol or other drugs until parents pick them up.
- Notify parents if their kids who pre-register do not arrive at the bus for a planned trip.
- Enforce a ‘lock-in’ rule—once a student is admitted, he stays at the activity until parents are notified of his leaving. When he leaves, he may not return to the party.

HELPING KIDS STAY SAFE

Take 25 is a program of the National Center for Missing & Exploited Children®, with the goal of heightening awareness about children's safety issues. With a focus on prevention, the campaign encourages parents, guardians, and other trusted adult role models to spend time talking to kids and teaching them ways to be safer.

PTA LEADERS

Be sure to visit [Take 25.org](http://Take25.org) to register your events and to find related activities already planned in your community.

- Talk to the school principal about decorating a hallway or other area of the school with a child safety theme.
- Consider turning an existing school event, such as a carnival or field day, into a Take 25 event.
- Issue a special edition of the PTA newsletter, or start a regular column, focusing on child safety.
- Download and use the Take 25 materials created by the National Center for Missing & Exploited Children®, which include reproducible tip sheets, talking points, media tools, and Web banners.
- Write a letter to or schedule a visit with decision makers and elected representatives to express your concerns about child safety issues.
- Hold a student essay or art contest with school safety as the theme. Consider turning the winning pieces into a calendar that could be sold to raise money for future safety programs.
- Talk to your local cable provider about placing an announcement or short video on its station to promote your Take 25 events or child safety in general.
- Invite a relevant speaker (a police chief, fire department chief, or advocate with a success story) to your PTA meeting to discuss the importance of child safety.
- Take steps toward establishing a school-wide bullying prevention program, or evaluate your current program to see if improvements can be made. Visit the Stop Bullying Now Web site to learn about programs that have been successful at other schools or to share your own success story.
- Talk to local merchants about placing fliers in their businesses to promote your Take 25 events or child safety in general.
- Talk to the principal about sending home with every student a copy of "25 Things to Do as a Parent."
- Form a committee to explore the creation of a Safe Routes to School program for next school year. Visit the Safe Routes to School Web site for more information.
- Hold a parent forum to give parents an opportunity to share their opinions, insights, and concerns regarding child safety issues. Invite key community decision makers to participate.
- Arrange to have CPR training at your school for interested parents or older students.
- Work with your school librarian to create a list of books that can start discussions about child safety. Hold a reading night showcasing these titles.
- Coordinate a student letter-writing campaign. Have students write letters to community leaders and elected representatives expressing their safety concerns. Deliver these letters in person and encourage leaders to spend 25 minutes talking with their own children about how to stay safe.

- Talk to the principal about allowing all teachers to spend 25 minutes of a school day talking with students about safety.
- Look into enrolling your school in the Kidz-IDz School ID Card Program, through which students can receive plastic photo ID cards. Kidz-IDz is a National Member Benefits Provider of PTA; the School ID Card Program is free to PTA-affiliated schools.
- Ask your mayor to issue a proclamation recognizing May 25 as National Missing Children's Day.
- Hold a candlelight vigil. Invite speakers with moving stories to tell (e.g., police officers, firefighters, parents), as well as the school choir.
- Ask the local fire department to give tours of a fire engine and talk to students about fire safety.
- Devote part of your May PTA meeting to sharing a NetSmartz® Internet Safety Presentation.
- Work with the local American Red Cross chapter to hold a babysitting class at your middle or high school.
- Talk to the principal and art teachers about sponsoring a student-created mural in or outside of the school that illustrates ways students can stay safe.
- Work with community partners to plan a child safety fair. In addition, visit Take25.org to post your events so other organizations can contact you about getting involved, or to find events in your community with which to partner.
- Teach your children how and when to use 911, and make sure they have a trusted adult to call if they are scared or have an emergency.
- Check your children's online screen names to make sure they don't reveal too much about your children. At the same time, caution children not to post revealing information or inappropriate photos of themselves or their friends online. Make sure online predators don't have information they could use to manipulate your children into thinking they are trusted friends.
- Know what other access your children may have to the Internet—at school, at the library, or at friends' homes.
- Adapt the NetSmartz® Internet Safety Pledge for each of your children. Sign the pledges and post them next to the computer or in another prominent place as a reminder.
- Teach your children to ask you before leaving home and to stay with a friend whenever they're playing outside or walking anywhere.
- Visit the Keep Safe Coalition's Web site and read about the Adventures of Faux Paws the Techno Cat. Then, print out some of the coloring sheets, and discuss the message and lessons with your children while you create new artistic masterpieces.
- Make sure your children know how to reach you at work and on your cell phone.
- Take your children on a walking tour of the neighborhood, and tell them whose homes they may visit without you.
- Set up "what if" situations, and ask your children how they would respond. "What if someone asked you to help them find a lost puppy? What would you do?"
- Explore NetSmartz® Kids with your children.
- Walk the route to and from school with your children, pointing out landmarks and safe places to go if they're being followed or

PARENTS

Below are 25 easy ways your family can Take 25 to help kids stay safe. Also check out the resources and activities available through your community, your local PTA, and the National Center for Missing & Exploited Children®.

need help. If your children ride a bus to school, visit the bus stop with them to make sure they know which bus to take.

- Talk with older children about the importance of staying safe while driving.
- Teach younger children their full names, address, and telephone numbers. All children should also know their parents' and guardians' full names.
- Teach your children that if anyone tries to grab them, they should make a scene and make every effort to get away by kicking, screaming, and resisting. Set up role-play situations at home to practice.
- Offer to chaperone a walking school bus in your neighborhood. Visit the Walking School Bus Web site for more information.
- Over dinner, talk to your children about bullying. Kids are often reluctant to let adults know if they have concerns about bullying, but even those children who are bystanders to bullying incidents can be strongly affected. For tips on how to approach this topic, and how to deal with problems you may discover, visit the Stop Bullying Now Web site.
- Remind your children about the household rules regarding having visitors over when you are not at home. Role-play with your children how to answer the phone when they are home alone.
- Talk to your children about the importance of not approaching any vehicle, occupied or not, unless they know the owner or are accompanied by a parent, guardian, or other trusted adult.
- Explain to your children to stay away from pools and other bodies of water without adult supervision. All pools your children visit should have a visible lifeguard on duty. If you have a pool at home, establish appropriate swimming hours and supervision.
- Take a trip to the neighborhood playground. While there, check to make sure all the

equipment is well-maintained, and talk to your children about how to play safely.

- Watch a movie with your children featuring main characters who learn about staying safe. After the movie, speak with your children about the lessons learned. With younger children, read a story that will spark a conversation about ways to stay safe.
- Teach your children how to locate help at theme parks, sports stadiums, shopping malls, and other public places. Identify those people who are safe to ask for help, such as law enforcement, security guards, and store clerks with name tags. Make it a point to practice each time you take a trip; quiz your children on the things they should look for.
- Talk with your teenagers about the importance of healthy dating relationships.
- Sign up online to receive AMBER Alerts on your cell phone.
- Volunteer your time to help your Local PTA with its Take 25 events.

PROTECTING CHILDREN FROM GANGS

AS A PARENT

- Spend time with each of your children every day. Show affection and make them feel special and important.
- Contact your local police department to find out if any gangs are active in your community.
- Children are attracted to gangs by their offer of friendship and support. Start teaching your children early—from age 4 or 5—that gangs are dangerous and do not provide positive support or positive role models.
- Teach your children what to do if gang members approach them. The best response is to walk away and tell an adult.
- Know your children's friends and families and your children's whereabouts at all times. Set definite curfews for your children.
- Children with a history of academic failure are at high risk for gang membership. If your child has learning difficulties, work together with his or her teachers. Seek help from tutors and guidance counselors. Help your child with his or her homework.
- Be on the lookout for signs of possible gang involvement: change in a child's friends, change in dress habits (such as wearing the same color combination all the time), secrecy about activities, flashing hand signs, having income from unknown resources, having symptoms of alcohol and other drug use, and having a diminished interest in the family and school. If you notice these signs, contact your school principal or guidance counselor, juvenile justice workers, or law enforcement personnel.
- Keep your children active in sports, clubs, volunteer work, and family and community activities.

AS A COMMUNITY

- Be on the lookout for signs of possible gang involvement: change in a child's friends, change in dress habits (such as wearing the same color combination all the time), secrecy about activities, flashing hand signs, having income from unknown resources, having symptoms of alcohol and other drug use, and having a diminished interest in the family and school. If you notice these signs, contact your school principal or guidance counselor, juvenile justice workers, or law enforcement personnel.
- Keep children active in sports, clubs, volunteer work, and family and community activities.
- Look for changes in your community. Is graffiti going up on walls? Are young people hanging out on street corners, on playgrounds, or in parks?
- Help start a program to remove graffiti. Pay particular attention to quickly removing graffiti that appears on or near school property.
- Talk with young people in the schools and community. They are aware of what is going on, and, if gangs exist and are recruiting, they will know.
- Volunteer to seek information about gangs for your PTA. Sources of information are police departments and sheriff's offices, which have gang intelligence units, and local civic organizations that keep track of property damage that results from gang activities such as graffiti.

KEEPING KIDS SAFE **ONLINE**

GUIDELINES FOR CHILDREN

- Talk with your parents about the rules for being online.
- Do not give out information about yourself. Never give your name, address, telephone number, hometown, school name, or picture. This includes chat rooms, surfing the web, message boards, contests, or signing up for clubs.
- Also, do not give out information about your family or friends.
- If you receive information that is violent, makes you feel uncomfortable, or encourages something illegal, tell your parents immediately.
- Never get together with someone you meet online without getting your parents' permission first.
- Do not accept e-mails, files, links, or other things online from people you don't know or trust.
- Do not give out your password to anyone but your parents.

GUIDELINES FOR PARENTS

- Establish rules on computer use for your family and discuss them with your child.
- Go online with your child. Get to know the sites your child visits and what they do online.
- Make sure your child never reveals his identity online or gives out personal information about him or your family.
- Place the computer in the family room or another open area of your home so that you can supervise your child's online activities.
- Monitor your child's online activities. Consider filtering software or other parental

control tools, but do not rely on them to protect your child.

- Never allow your child to meet with someone they have met online without your permission and supervision.
- If your child receives offensive or dangerous email, he should tell you immediately. You should then report it to the National Center for Missing and Exploited Children (800-843-5678) or visit the CyberTipline at www.missingkids.com.

KIDS AND VIOLENCE

WHAT PARENTS CAN DO

- **Talk to and listen to your children.**

Keep the lines of communication open between you and your children. Initiate discussion about important issues with them, and listen to their opinions and ideas. Don't wait for them to come to you.
- **Communicate clearly about violence.**

Talk with your children about violence. Be clear that violent behavior is not acceptable. Discourage teasing and name calling.
- **Set clear limits and rules for your children.**

Families should set clearly defined rules and limits so that children know what is expected of them and the consequences for not complying. Children should understand the purpose behind the rules and parents should be consistent in enforcing them.
- **Know the warning signs.**

Be aware of unusual changes in your child's behavior which could signal a problem. This awareness should extend to other children in your community.
- **Take appropriate action.**

If your child behaves in a way which could potentially harm him or others, parents must intervene and seek assistance and support.
- **Help your children learn to deal with problems.**

Help your children learn the skills to approach a problem and resolve it. Teach them how to deal with their anger or frustration and diffuse it.
- **Be a role model.**

Demonstrate through your own behavior effective ways to deal with conflicts and problems.
- **Know your children's friends and activities.**
- **Volunteer to carpool or chaperone for activities.**

Get to know your children's friends and their parents. Make your home a place where your

children and their friends feel welcome.

- **Be involved in your children's school.**

Get to know the teachers and staff. Attend PTA meetings and school events. Volunteer at the school. Chaperone field trips and after school activities.
- **Work with other parents.**

Initiate adult supervised activities for the children in your community. Establish acceptable standards of behavior. Support each other.
- **Organize community discussions about violence.**

Bring various community groups together to discuss the problems of violence and the possible solutions. Share resources that assist parents or provide support to children.
- **Use caution with firearms in your home.**

Keeping firearms in your home may put you and your family at legal risk as well as physical risk. Parents may be held liable for their child's behavior. Weapons should be securely locked away. Ammunition should be locked and stored separately. Children should understand that weapons are never to be touched without a parent's permission.

WHAT STUDENTS CAN DO

- **Settle conflicts peacefully.**

Learn how to settle conflicts peacefully and manage your own anger effectively.
- **Establish a peer mediation program.**

Work with school personnel and other students to establish a peer mediation program in your school. Join a peer mediation team and help others learn to settle conflicts.
- **Establish peer support teams.**

Start peer support teams in your school. Be a role model and friend to other students. Provide confidential opportunities for students to seek help with problems.
- **Welcome new students.**

Plan activities that welcome new students to your school and make them feel at home.
- **Report suspicious activities.**

Report troubling or suspicious activities to school personnel. Pay attention to statements made by other students which may indicate deeper problems.

- **Begin an anti-violence campaign.**

Begin an anti-violence campaign in your school. Activities might include student pledges in which a student promises not to use violence, school events which promote inclusivity, and stories about violence prevention in the school newspaper. Every student club or athletic team can do their part to spread the message about nonviolence.

WARNING SIGNS FOR PARENTS

As a parent, you are the expert on your child's behavior. You know what normal behavior is for your son or daughter. You know when your child is troubled. Recognizing the early signs of potential problems can enable you to intervene quickly and timely. Some behaviors which may be a reason for concern include:

- Changes in friends and/or activities
- Change in appearance
- Chronic physical complaints
- Sleep disturbances
- Eating problems
- Decline in grades
- Lack of interest in school
- Isolation from friends and family
- Sees self as a victim
- Obsessed with violent games and media
- Moods swings; violent temper
- Large amounts of cash
- Lying and evasiveness
- Disregard for or refusal to follow the rules
- Threats of violence to self or others
- Focus on violence or weapons
- Bullying/Being Bullied
- Cruelty to animals
- Artwork or writing that is violent and disturbing

PROCEDURE BOOK

A procedure book serves as a permanent record of activities and ensures an ongoing PTA program of work. It should contain material and information needed for the job. A three-ring binder with tabbed dividers keeps your records organized.

Suggested Table of Contents

Directory

- Local PTA Fact Sheet
- Your name, address, phone number and term of office
- Rosters of National, Texas, Area, Council and Local PTA boards
- Names and phone numbers of resources used

Job Description

- Responsibilities of your job
- Month by month “To Do” List

Plan of Work

- Copy of your approved Plan of Work

Budget

- Local PTA budget
- Treasurer’s reports
- Voucher forms
- Tax exempt forms
- In-depth breakdown of expenditures for your job (can be put with your Plan of Work)

Bylaws

- A current copy of the Local PTA bylaws

Events, Projects, Programs

- List on a separate page each event, project or program (include dates, responsibilities, expenses and evaluation)

Reports

- A copy of all forms turned into the National, State, Area, Council or Local PTA.
- Award forms
- Annual report: A summary of year’s activities that should not exceed one page (include your recommendations).

Volunteer Hours

- Use a calendar to keep track of your hours and turn them into the Volunteer Chairman.

PTA Materials

- Handouts and updates received from Texas, Area, Council and Local PTAs
- Agendas and minutes

Newsletters

Past Year’s Information

Personalize your procedure book to best fit your needs. Ask yourself, “*If I knew nothing about the job, could I do it with this Procedure Book?*”

Information You Should Pass to the Next Chairman:

- Plan of Work and Budget
- Actual amount of money spent doing your job
- List of resources – don’t forget the most important resource: YOU
- Copy of all reports
- Handouts – include the number of copies made, who they went to and supplies used
- Activity Summary – be specific and give details (who, what, when, where, how)
- Include sample notes, maps and diagrams used.
- Month by month “To Do” list
- Estimate the number of hours you spent on the job

Recommendations



PLAN OF WORK (Plan de Trabajo)

Officer/Chairman Name:

(Nombre de Oficial/Presidente de Junta) _____

Position:

(Posición) _____

Year:

(Año) _____

Reproduce as needed for the appropriate number of goals.

(Se puede reproducir para metas adicionales.)

Responsibilities/ -Duties: (Responsabilidades)		Committee Members: (Miembros del Comité)	
Goal: (Meta)		Evaluation Process: (Proceso de Evaluación)	

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empiezo)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)

Resources: (Recursos)	
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