

# **FACILITATOR'S GUIDE**

## ***White House Conference on School Safety: Causes and Prevention of Youth Violence***

### **A Live National Satellite Broadcast From the White House—East Room**

*Presented by the*  
**Office of Juvenile Justice and Delinquency Prevention  
U.S. Department of Justice**

*In association with the*  
**Safe and Drug Free Schools Program  
U.S. Department of Education**

*And the*  
**Juvenile Justice Telecommunications Assistance Project  
Eastern Kentucky University—Training Resource Center**

October 5, 1998

Dear Friend of America's Children:

I am pleased that you and your organization are joining the nationwide effort to create safer environments for our children by participating in our White House Conference on School Safety -- Causes and Prevention of Youth Violence. The conference will take place on Thursday, October 15, 1998, and I hope that you will use this opportunity to engage your community in confronting this challenging problem and finding solutions.

While schools are still among the safest places for America's young people, we know that violent crime continues to plague a number of our schools. We also know that the problems children face in school often reflect the problems of their communities: drugs, gangs, and guns, on the street and even in their homes. Solving these problems will call for the best effort from each of us -- from schools and teachers, parents and families, law enforcement officials and religious and community organizations. The federal government must also be an active partner.

At the White House Conference on School Safety, we will listen to and learn from students themselves and from parents, teachers, law enforcement, and other experts about efforts to keep our children safe in their schools and communities. We will build on the existing body of knowledge about young people and aggressive or violent behavior. We will share best practices and explore new solutions, and we will highlight strategies to put these models into practice nationwide.

Local events like yours are being developed across the country to underscore the importance of schools, communities, and families working together to create safer learning environments for our young people. You will have the opportunity to link via satellite to my live address when I issue the first Annual Report on School Safety; to a roundtable discussion on school and youth violence with the Vice President, the First Lady, Mrs. Gore, and me; and to a roundtable discussion, led by the First Lady, highlighting successful initiatives for creating safer schools and communities.

When our children's safety is at stake, we must take action -- and we all must do our part. I thank you for participating in this important event and for making a positive contribution to the future of America's children.

Sincerely,

William J. Clinton

# SITE FACILITATOR GUIDE

## *Table of Contents*

### CONTENTS

White House Conference on School Safety .....	4
Broadcast Agenda.....	5
Responsibilities Before the Videoconference.....	6
Equipment Requirements .....	6
Other Considerations .....	7
Media Tips.....	8
Sample Press Release .....	9
Ideas for Being Part of the National Effort.....	10
Responsibilities the Day of the Videoconference.....	11
Facilitator Arrives .....	11
Test Equipment (Site Technician).....	11
Participants Arrive.....	12
Facilitator Orients Participants .....	12
Videoconference Starts.....	12
Videoconference Broadcast Ends.....	12
Telephone Protocol.....	13
Videoconference Announcement .....	14
Site Facilitator Evaluation Form.....	15

**White House Conference on School Safety:  
Causes and Prevention of Youth Violence  
October 15, 1998**

*“...[L]earning cannot occur unless our schools are safe and orderly places where teachers can teach and children can learn. Wherever there is chaos where there should be calm, wherever there is disorder where there should be discipline, make no mistake about it, it's not just a threat to our classrooms..., it is a threat to the strength and vitality of America.... We have to do more... I will host the first ever White House Conference on School Safety... to find new solutions to this profound challenge.”*

-- President Clinton, July 20, 1998

**White House Conference on School Safety**

On October 15, 1998, the President will host the *White House Conference on School Safety: Causes and Prevention of Youth Violence*. The Conference will be a day-long event in the East Room of the White House that will include participation by the President, Vice President, First Lady and Mrs. Gore; workshops; a morning panel discussion; and an afternoon session that will explore best practices and model safety strategies. The Conference will include communities recently affected by school shootings and will be linked by satellite to communities and schools across the country.

Although schools remain among the safest places for America's young people, even one incident of violent crime in a school is too many. The Conference's goals include: building on the existing body of knowledge about young people and aggressive or violent behavior; listening and learning from students, parents, teachers, law enforcement and other experts about the safety of our children both in and out of school; sharing best practices and exploring new solutions; and developing strategies to put these safety models in place in schools and communities across the nation. The White House Conference on School Safety will work toward finding solutions to this challenge: How do schools, families and communities work together to make sure that every child is safe in every school in America.

**The President Will Announce New Initiatives Promoting Discipline and Safety in Schools**

At the Conference, the President will issue the first Annual Report on School Safety, which will include: an analysis of all existing national school crime data and an overview of state and local school crime data; examples of schools and strategies that are successfully reducing school violence, drug use, and class disruption; actions that parents can take locally to combat school crime; and resources available to schools and communities to help create safe, disciplined, and drug-free schools. In addition, the President will announce a number of new initiatives to help schools and communities prevent and respond to violence.

**Conference Participants**

The President, Vice President, First Lady, and Mrs. Gore will be joined by the Attorney General, the Secretary of Education, Members of Congress, a number of state and local elected officials, including mayors, and approximately 100 other Conference participants. These participants will include: students, parents, teachers, principals, school superintendents, members of law enforcement, experts from the medical and psychological fields, clergy and religious leaders, and other community representatives.

# **White House Conference on School Safety: Causes and Prevention of Youth Violence**

## **AGENDA October 15, 1998**

### **10:30 AM–12:15 PM EDT Live Coverage of the White House Conference on School Safety**

- Welcoming Remarks by First Lady Hillary Rodham Clinton
- Remarks by Mrs. Gore
- Remarks by Vice President Al Gore
- Remarks by President Bill Clinton
- Expert Panel

### **12:30–1:45 PM EDT Rebroadcast of White House Conference**

### **2:00–3:45 PM EDT Live Satellite Broadcast with the First Lady**

- First Lady Hillary Rodham Clinton
- Paul Kingery, Director, Hamilton Fish National Institute on School & Community Violence
  - Families and Schools Together (FAST)
  - Resolving Conflict Creatively Program
  - Baltimore Police Athletic League (PAL)
  - San Diego County's Comprehensive Strategy
- Audience Questions

# **SITE FACILITATOR'S CHECKLIST**

## ***Responsibilities Before The Videoconference***

By now you, or your designee, should have made arrangements with a facility to provide a satellite dish and a room for viewing the videoconference. We have enclosed a **Videoconference Announcement (page 9)** that you can circulate to prospective participants to let them know when and where they should go to view the videoconference. Just fill in the time and place of your site, copy and circulate.

A satellite videoconference is less like watching TV at home and more like attending a local meeting; therefore, a videoconference has many of the same requirements as any other meeting. A group of people will come together on a local level and someone should make sure that the room is ready, that materials are there and other needs are met. In a satellite videoconference, however, someone also has to make sure that the technical aspects work correctly. The following pages provide critical information that will help you prepare for the OJJD broadcast.

### **EQUIPMENT REQUIREMENTS:**

#### **1. Satellite Receiving Dish**

The satellite dish you will be using for this videoconference will receive a "C" band or "Ku" band signal. Please refer to the *Technical Information Guide* for relevant and critical data needed to receive this broadcast.

#### **2. Television**

A television that has a channel selector (tuned to the channel on which you will be receiving the program) This broadcast will have closed captioning available. Please refer to the television owner's manual or on-site tech person to enable this feature.

**Note:** Ask for as large a screen as possible. If you expect more than 10-12 people at your site, ask if another TV set or a video projector can be provided.

#### **3. VCR**

If you wish to record the videoconference, additional equipment will be needed. Please inquire with your technical person to arrange for recording. You are encouraged and invited to record the videoconference.

#### **4. Telephone**

A telephone should be in the same room (located, if possible, at the opposite end from the TV) or adjacent to the meeting room. Refer to the "Telephone Protocol" (page 8) for instructions about the call-in segments of the videoconference. You may wish to tape the protocol by the telephone for easy reference during the videoconference.

**OTHER CONSIDERATIONS:**

**1. Meeting Space**

You will need a meeting space that assures each seat has a clear view of the TV(s) or projector screen and will also allow participants to form small discussion groups, if needed.

**2. Supplies**

Supplies you will need to provide: Name tags/pens, pencils, note paper

**3. Duplicating Materials**

You will be responsible for duplicating the enclosed *Participant's Packet* and materials for those attending the videoconference at your site.

**4. Food Service**

If you are in the Central or Mountain time zones, you may want to make some arrangements for lunch during the videoconference. For example, you could encourage participants to bring their lunches or you may choose to have food delivered.

**5. Facility Design**

If you are in an unfamiliar facility, you should find out where restrooms and vending machines are, so you can tell the participants.

**6. Evaluation**

You will be responsible for seeing that each participant completes the evaluation form found in the *Participant's Packet*. Following the videoconference, you will send the evaluation forms to Eastern Kentucky University in the enclosed envelope.

**7. Site Facilitator Evaluation**

You will be responsible for completing the **Site Facilitator Evaluation** located on Page 10 of this packet. Following the videoconference, you will send the evaluation form to Eastern Kentucky University (*see enclosed envelope*).

**THANK YOU FOR SERVING AS A FACILITATOR FOR THE  
NATIONAL SATELLITE VIDEOCONFERENCE:**

***White House Conference on School Safety:  
Causes and Prevention of Youth Violence***

**Your Cooperation and Assistance is Greatly Appreciated!!**

Please watch for future notifications of upcoming juvenile justice satellite videoconferences being coordinated by OJJDP and the Juvenile Justice Telecommunications Assistance Project at the Eastern Kentucky University Training Resource Center.

## **-- Media Tips --**

Each local event site should issue its own press release (attached is a sample) notifying media in your community of your event and giving the specific logistical details, participants, and agenda of your particular event. This should be given to media shortly before your event, with a local contact making follow-up phone calls to key radio, television, and print reporters the day before the forum to ensure coverage. You can include any of the information in this packet and other written materials in your release.

### **Here are a few tips that might help with your local television and radio stations and newspapers:**

**Newspapers:** Regional, local daily, and weekly newspapers should be your primary target for getting information about the local event to the public. Almost all daily newspapers have someone assigned to cover education and crime-- find out who it is and give them a call. Keep written materials brief and respect the deadlines of the newspapers. Names are news, so share with the newspaper all of the names of the people who are working with you, those who will be serving on your local panel, and other event participants. Many reporters seek opportunities to do feature stories on activists so encourage them to focus on your efforts to promote school safety and prevent youth violence.

**Television:** Remember, to some, it's just another local meeting, so the event has to have some "hook" to make it attractive to television producers. Are there VIPs involved in your effort? Is this event part of a larger community strategy to promote school safety and youth violence prevention? Many TV stations do local morning shows -- offer them your best local spokesperson.

**Radio:** Don't forget radio. Provide radio stations with notices about your event well in advance -- and don't just mail them in. Most radio and television station have Public Service Directors who look for opportunities to serve the community. Ask them to be on your planning committee; ask them to help do radio spots to promote your event. And don't forget local talk shows.

**With all media, be persistent. And one more BIG TIP:** If you can, find a way to involve the media early on as part of your planning team. When they have a stake in the success of the event, they will be more likely to publicize it.



## SAMPLE PRESS RELEASE

**Local Site Name**  
**Press Office**

---

For Immediate Release  
Date

Contact: Name  
Phone Number

### **(LOCAL SITE) TO HOLD SCHOOL SAFETY CONFERENCE ON OCTOBER 15**

City Name, State--In response to the school shootings in Jonesboro and other acts of youth violence in communities around the nation, President Clinton will host the *White House Conference on School Safety: Causes and Prevention of Youth Violence* on October 15, 1998. The President will be joined by the Vice President, the First Lady, Mrs. Gore, members of the Cabinet, national leaders and local community representatives.

(Local Site) will hold a (conference/town hall/forum) that will bring together members of the community, including teachers, student leaders, parents, local leaders, and law enforcement officials to assess local school safety and youth violence issues and discuss effective community-wide solutions. The conference will be connected to the White House Conference via a satellite downlink.

The White House School Safety Conference will focus on violence in our schools and the broader problem of youth violence. It will include an important policy address by the President and panel discussions that will explore best practices and model school safety strategies.

The goals of the White House Conference are to build on the existing body of knowledge about aggressive or violent behavior among young people; learn more from experts about safety in our schools; examine programs that are working to combat youth violence; and explore new solutions and develop strategies to make America's schools and communities safer for all our nation's children. Similarly, the goal of the local conference is to focus attention on local problems, learn from efforts that are working in other communities, and highlight successful initiatives in (our area/local site) with hopes of building on them in the future.

(Local site) will receive live coverage of the morning panel with the President's remarks and expert panel discussions. We will also receive live coverage of an afternoon panel moderated by the First Lady that will cover strategies and programs that are family, community, and school-focused. The afternoon session will also include four video presentations of model approaches and programs.

###

## ***Ideas for Being a Part of the National Effort***

*Communities across the country are planning their own events as the White House Conference on School Safety: Causes and Prevention of Youth Violence takes place on October 15th. Here are some ideas for how you can be a part of the national effort to create safe environments for America's children by taking part in a community discussion on school safety and discipline, the causes of youth violence and how to prevent it, and best practices and strategies for making our schools and communities safer for our nation's young people.*

### ***1) Define the local angle for your schools and community***

What are the needs that you face in your community? What efforts are on-going in your schools to address safety and discipline issues? What efforts already exist in your community that address these challenges that you face? What more can be done to help every student learn to his or her potential? How can we build on initiatives to keep our children safe?

### ***2) Involve the Community and Local Media***

Invite the community to participate: business and community leaders, parents, teachers, students, principals, superintendents, mayors, other local elected officials, law enforcement, and state legislators. Develop suggestions for ways that the community can help address the problems that you highlight. *Also, alert the local newspapers, radio and television stations to broaden your audience.*

### ***3) Highlight Needs and/or Successes***

There are many different ways that you can call attention to the challenges you face locally. Consider any one or more of the following:

- Conduct a tour of a model school safety or violence prevention program.
- Release estimates of the type and number of school and/or youth violence incidents in your schools and communities.
- Hold a panel discussion, town meeting, or forum, with teachers, parents, administrators, students, law enforcement, and others relating their views and experiences with school safety/discipline and youth violence as well as community responses.

### ***4) Link by Satellite with President Clinton and the White House Conference***

Arrange your activity so that your participants can link with the national address and panel discussion by satellite. President Clinton will address all of the sites from approximately 10:30 am to 12:15 pm eastern time (and will be re-broadcast from 12:15pm to 2:00pm). The Vice President, the First Lady, and Mrs. Gore will join the President in leading a panel with representatives from the fields of education, law enforcement, mental health, and youth violence prevention.

If you do not have satellite downlink capability, ask your local community access television station to broadcast the President's address live.

### ***5) Link by Satellite with the First Lady and Panel of Experts***

Your participants will also be able to link with a roundtable discussion led by the First Lady to highlight successful initiatives and strategies for creating safer schools and communities. This discussion will take place from approximately 2:00 pm to 3:45 pm eastern standard time.

### ***6) Follow Up***

Keep track of who participated in your event, so that you can seek their advice, and keep them apprised of the progress that is being made in addressing your local needs.

# **SITE FACILITATOR'S CHECKLIST**

## *Responsibilities The Day of The Videoconference*

As with any conference or workshop, a satellite videoconference needs someone to make sure the event runs smoothly at each site and that is the function of the Site Facilitator, including:

1. making sure the phone works,
2. making sure the technical person has tuned in the satellite receiver and TV,
3. greeting participants and handing out materials,
4. explaining the videoconference format to the participants,
5. facilitating group discussion before and after the videoconference,
6. ensuring that evaluation forms are completed and returned to you,
7. ensuring that the Facilitator Evaluation Form is completed by you,
8. returning the evaluation forms to Eastern Kentucky University, and,
9. returning the Facilitator Evaluation Form to Eastern Kentucky University.

**It would be a good idea for the Site Facilitator to bring someone to assist him/her.**

Listed below are the specific tasks of the Site Facilitator on the day of the videoconference:

### **FACILITATORS ARRIVE:**

1. You should arrive early enough to:
  - make sure the room is arranged where all can see,
  - make sure the phone is available and working,
  - arrange the handout materials,
  - make contact with the technician. Ask him/her to adjust the satellite dish and TV to receive the videoconference.

### **TEST EQUIPMENT: (Site Technician)**

2. There will not be a test signal for this broadcast. As the producing agency, we were unable to purchase additional satellite time to offer the 30 minute test signal. The **White House Conference on School Safety will begin at 10:30 AM EDT**

If you do not see the above at this time, ask the technician to re-check the satellite receiver and TV channel tuner to make sure you are on the correct satellite coordinate and channel.

If, after checking, you still do not see the graphic, call **1-800-895-4584** and tell the person answering that you have a technical problem. Technical staff will try to assist you in solving the problem. Please be aware that ECU will be of limited assistance with your on-site technical questions. We highly recommend that you have a satellite technician present during the broadcast.

### **PARTICIPANTS ARRIVE:**

3. Greet the participants and distribute the videoconference materials.
4. Familiarize them with the facility.
5. Encourage participants to review their information packets.

### **FACILITATOR ORIENTS PARTICIPANTS:**

6. Introduce yourself to the group and welcome them.
7. If the group is small enough, you might ask them to introduce themselves and tell what organizations they represent.
8. Go over the format of the videoconference with them.
9. Go over the telephone protocol with them and explain that if they want to ask a question or make a comment, you would be happy to assist them in phoning in to the videoconference. Some participants may be reluctant to phone in so it would be helpful for you to announce that you would phone in questions if the participants wrote them down.
10. Explain that your local group will be having a short discussion of the issues following the videoconference.
11. If there is time before the videoconference starts, encourage participants to review their information packets.

### **VIDEOCONFERENCE STARTS:**

12. Music will start two minutes before the videoconference begins. That is a good cue to start asking people to be seated. You might walk around the room and make sure that everyone can see and hear.
13. When you see the graphic to begin calling in questions and comments, please encourage your group to call in with a question.

### **VIDEOCONFERENCE ENDS:**

At the conclusion of the broadcast, the Facilitator should complete the following three tasks:

14. Encourage the participants to stay in their seats a few moments to discuss the issues from the videoconference.
15. Encourage the participants to fill out the evaluation in their packet before leaving and return them to you. It is important that OJJDP have the information and ideas on the evaluation forms to assist in planning for future utilization of the technology.
16. Complete the Site Facilitator Data and Evaluation Form (see page 10 of this document).

## ***TELEPHONE PROTOCOL***

The telephone is a key component in allowing participants to communicate with the panelists in the television studios. The questions that are asked and comments that are made are generally reflective of what many others are thinking and provide perspective and depth to the videoconference.

Due to the unique nature of this broadcast, the JJTAP will be unable to put live callers on the air. Participants are encouraged to phone in and relay their questions to our operators who will record the questions and forward them on to the studio panel.

1. Dial the following number to ask a question or make a comment: 1-800-895-4584.
2. When your call is answered, please state your question to the operator succinctly and clearly. Please wait for the operator to record your question and repeat it back to you for accuracy.
3. Our operators will then forward your questions to the panel. Please know that due to time constraints it will be impossible for all questions to be answered on the air. It is our intention to present as many questions as possible to the studio panel.

**Announcing an  
NATIONAL SATELLITE VIDEOCONFERENCE**

***White House Conference on School Safety:  
Causes and Prevention of Youth Violence***

**Thursday, October 15, 1998**

The Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Juvenile Justice Telecommunications Assistance Project (JJTAP) announce the Satellite Videoconference "*White House Conference on School Safety: Causes and Prevention of Youth Violence*" to take place on Thursday, October 15, 1998. See below for local time listing. This broadcast will help bring community members together to:

- Promote and provide information concerning school safety and youth crime prevention issues.
- Review model approaches and programs.
- Discuss steps to comprehensive school safety planning.
- Explore ways of linking safe schools to broader community and family-based efforts.

If you would like to attend the videoconference, please arrive at the location listed below approximately 15 minutes before the broadcast begins to receive a packet of informational resource materials, meet your fellow participants and receive instructions about the videoconference.

During the broadcast, you will have the opportunity to participate in interactive question-and-answer segments with the broadcast presenters and panelists. At the end of the broadcast, you will be given the opportunity to discuss issues and ideas with others in your locality.

PLACE: \_\_\_\_\_

TIME: \_\_\_\_\_

HOST AGENCY: \_\_\_\_\_

RSVP TO: \_\_\_\_\_

PHONE: \_\_\_\_\_

NOTE: \_\_\_\_\_