



## School District Implementation Guide

1. The school district will pass a resolution to implement the Connect for Freedom Program.
2. The principal will identify a point of contact person to be in charge of implementing the Connect for Freedom program in their school.
3. A meeting will be scheduled with the principal and the point of contact person to discuss the overview of the program, the response protocol, faculty training, the roles of faculty and law enforcement, and the parent presentations.
4. The point of contact person and principal will schedule faculty training for all faculty (i.e. teachers, guidance counselors, office staff, coaches, etc.) and contracted employees (i.e. bus drivers, janitors, cafeteria employees, etc.). The response protocol will be given to all school staff at the time of training.
5. The point of contact person and principal will schedule security training for their SRO, security director, and school security personnel. The response protocol will be given to all security personnel at the time of training.
6. The point of contact person will schedule a meeting with the teachers who will be implementing the program to review the lesson plans.
7. The point of contact person will alert guidance staff about the implementation of this program. They will be provided with a brochure from Covenant House to be informed of services available to victims including human trafficking screening services, mental health support, child advocates, etc.
8. The point of contact person will contact the local hospital regarding the nature of the program and the possibility that students may need medical attention if they experience human trafficking.
9. The point of contact person will contact local law enforcement (prosecutor's office, local police department and/or sheriff's department) regarding the implementation of the program. There is a Memorandum of Agreement (MOA) provided by the NJDOE between the schools and law enforcement which the point of contact person should be familiar with. Local law enforcement should be notified they may receive calls from teachers or counselors when services are needed in the district/school for a student who has experienced online enticement or human trafficking.
10. The point of contact person will download the Parent Letter so that the school can provide parents with information on the Connect for Freedom program.

11. The point of contact person will schedule a parent meeting which will include a parent presentation. The point of contact person will coordinate the parent presentation to be presented by the principal or school administrator and school resource officer (SRO) or school security director. Local law enforcement should also be contacted to attend to answer questions regarding the topics being presented.
12. The point of contact person will download parent/caregiver training guides and other resources for the parent meeting. They should create a display table of Connect for Freedom resources and information on human trafficking for the parents to take home with them.
13. The point of contact person will be responsible to have the school display kits printed and displayed in the school one week prior to the implementation of the program. We also recommend that teachers use the display kit materials during the class lesson plans.
14. The point of contact person will inform the district security department the dates of the implementation of the program. They will need to be ready to intervene with local law enforcement to assist students who have been victimized.
15. The point of contact person will discuss with the principal about implementing an after-school program that focuses on healthy relationships. This should be given special attention for highly vulnerable student populations (i.e. McKinney-Vento, special needs, immigrants without parents, foster care, etc.).
16. The point of contact person will reach out to Connect for Freedom if additional training or support with the program is needed.
17. The point of contact person will share with teachers, administrators, and other appropriate personnel the FAQ that is developed by the Connect for Freedom staff.
18. Whenever the Connect for Freedom program is implemented in a school, the Connect for Freedom staff must be notified.
19. Once you have completed the Connect for Freedom program, please contact the Connect for Freedom office so we can send you a certificate of implementation to use for your NJQSAC evaluation.