



ADMINISTRATIVE PROCEDURE

PROMOTIONAL SAFETY MATERIAL

2802.1

Procedure No.

August 23, 2019

Date

- I. **PURPOSE:** To provide instructions for the distribution of Promotional Safety Material distributed from the Safety and Security Services Department and the Office of Risk Management.
- II. **POLICY:** Board of Education Policy 2801 states that a goal of the Safety Program is the development of staff and student safety consciousness. One way to accomplish this is through the distribution of Promotional Safety Material.
- III. **PROCEDURES:**
 - A. The schools and supporting services will receive Promotional Safety Materials posters, flyers, leaflets, etc. which will be provided through the Safety and Security Services Department, Office of Risk Management and other appropriate entities.
 - B. A conspicuous location is to be selected for the posting of this material to ensure that students and staff members, both professional and classified, are exposed to the materials.
 - C. Safety related material is also available on the Safety Website at www1.pgcps.org/safety and Risk Management.
- IV. **MONITORING AND COMPLIANCE:**

The Safety and Security Services Office will be responsible for monitoring compliance for this procedure by making unannounced visits to schools each month.
- V. **RELATED PROCEDURES:** Administrative Procedure 2802, Posting of Safety Notices and Availability of Details of the Safety Program.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Safety Office and will be reviewed annually.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2802.1, dated July 1, 2008.
- VIII. **EFFECTIVE DATE:** August 23, 2019.

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11