



SCHOOL SAFETY PROGRAM FY2015 APPLICATION TRAINING

Arizona Department of Education
School Safety and Prevention

The School Safety Program

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- Regulated by ARS §15-154
- Police and Juvenile Probation Officers on campus
- Violence and delinquency prevention

Program Goals

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1. The School Safety Program contributes to an orderly, purposeful atmosphere, which promotes the feeling of safety conducive to teaching and learning
2. To teach Law-Related Education that promotes a safe, orderly environment, and good citizenship

Program Emphasis

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- Data driven decision-making
- Comprehensive Law Related Education Instruction
- Collaboration amongst program partner roles
- Program planning and monitoring

School Safety Program Officers

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School Resource Officers (SROs) and Juvenile Probation Officers (JPOs) maintain a visible presence on campus; deter delinquent and violent behaviors; serve as an available resource to the school community; and provide students and staff with Law-Related Education instruction and training.

School Safety Program Officers

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- Sworn law enforcement officer (SRO)
 - ▣ Bring public safety expertise
 - ▣ Promote positive image of police officers including the human component

- Court appointed officer (JPO)
 - ▣ Liaison for court involved students
 - ▣ Promote positive image of the juvenile court system

The Role of the Officer

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- Collaborate with school personnel on school-wide safety strategies
- Participate in School Safety Assessment and Prevention Team
- Establish community links
- Utilize agency resources
- Intervene and prevent potential crime through strategic visibility

The Role of the Officer

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- Positive Role Model
 - Build positive relationships with staff and students
 - Visible and accessible during school hours
 - SRO must be on campus **80%** of the time
 - JPO must be on campus **90%** of the time
 - Engage in school activities

- Law Related Educator
 - 180 hours of instruction per year
 - Collaborate with teachers
 - Teacher must be present in the classroom at all times

The Role of the Officer

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- Officers cannot be used for purposes such as added security, 'cop on campus', school discipline, in-school suspension, substitute teacher, truancy personnel, etc.

What is Law Related Education?

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- Law Related Education (LRE) is an instructional program designed to educate citizens about the law, legal processes and principles fundamental to our democracy.
 - ▣ Practical law related content
 - ▣ Development of life skills (e.g. problem solving)
 - ▣ Positive interaction with the community including the officer

LRE Instruction

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- At least 80 hours of LRE classroom instruction to ongoing cohort groups of students
 - Three to five classrooms, six sessions per classroom within one quarter to the same group of students

- At least 100 hours of universal LRE instruction
 - 60 hours or more of universal LRE classroom instruction
 - Up to 20 hours for LRE planning and preparation
 - Up to 20 hours for LRE instruction to school staff and school community

Cohort LRE

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- Delivery of comprehensive LRE classroom instruction to an ongoing cohort group of students to increase students' negative perception of delinquent behavior and improve their problem solving, decision making, and communication skills.
 - Based on needs assessment
 - Target problem
 - Target population
 - Over a period of time

Universal LRE

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- Delivery of LRE instruction that builds awareness and knowledge of a particular subject - relevant to the schools violence and delinquency prevention needs.
 - Based on needs assessment
 - General student population
 - Planning and preparing LRE lesson plans for either group.
 - Instruction to school staff and the school community

LRE Classroom Instruction

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- Regular scheduled instruction periods
- Structured setting
- Administrator may approve structured law-related instructional class before or after school
- Teacher must be present in the classroom at all times

Time Off-Campus

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- Any time the officer is not on school grounds during his/her duty hours. Off campus time includes both school and non school-related events.
- Includes but not limited to briefings, picking up police car, mandatory trainings, and field trips
- Reimbursement for non-school related law enforcement and juvenile probation activity

Activity Log

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- Mandatory Components:
 - LRE instruction
 - Cohort, universal and total hours
 - Date, time spent, activity, teacher/subject OR community/staff group, LRE Topic
 - Time off-campus
- Complete weekly
- Monitored by school administrator and agency supervisor

The Role of the District Administrator

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- Support and communicate School Safety Program philosophy
- Understand and support program requirements
- Provide fiscal management
- Attend to Service Agreements (e.g., IGA, MOU)

The Role of the School Administrator

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- Support the School Safety Program philosophy
 - Educate staff, students and school community
- Understand and support the role of the officer
 - Introduce and integrate the officer into the school community
 - Promote the value of the officer
- Establish and participate in multidisciplinary School Safety Assessment and Prevention Team
 - Provide data in a timely and ongoing manner
 - Ensure SSAPT recommendations will be used for continuous improvement of the program
- Develop School Safety Operational Plan for program implementation

The Role of the School Administrator

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- Maintain ongoing dialogue with officer and partnering agency
 - ▣ Meet with the officer on a regular basis
 - ▣ Meet with the officer's supervisor *at least* twice per year (once per semester)
 - ▣ Conduct performance assessments

- Ensure progress toward meeting program requirements
 - ▣ Review activity logs
 - ▣ Monitor utilization of Operational Plan

The Role of the Agency Supervisor

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- Understand and support the value of the program
- Oversee officer performance
 - Visit the school
 - Collect and review activity logs
- Maintain on-going dialogue with officer and school administration
 - Dialogue with officer on a regular basis
 - Meet with the school administrator *at least* two times per year (once per semester)
- Ensures officer continuity over three year grant cycle

School Safety Assessment and Prevention Team

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- Newly formed or existing team
- Multidisciplinary Team
 - ▣ Membership must consist of:
 - School principal or assistant principal
 - School Safety Program officer
 - School prevention coordinator, school mental/behavioral health expert *or similar role*
 - ▣ Other members as needed
- Must meet quarterly – at a minimum

School Safety Assessment and Prevention Team

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- Conduct a safety needs assessment
 - A needs assessment is the collection and analysis of relevant and valid data to determine areas of need related to safety

- Use needs assessment in determining:
 - Priority target populations and focus areas
 - Use of the officer - consistent with program requirements
 - LRE design
 - Strategic placement of officer
 - Coordination of efforts with other safety and prevention programs

- Review data on an ongoing basis for continuous improvement of the program

School Safety Program Operational Plan

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- Developed under direction of school administrator
 - ▣ Succinct and logical
 - ▣ Fluid document

- Map of program design
 - ▣ Activities/Milestones
 - ▣ Responsible person
 - ▣ Timeline

- Used for program implementation and continuous improvement by school administrator, officer, and SSAPT

Training Requirements – All Grantees

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- District Administrator - Attend Leadership Training provided by the Arizona Department of Education (ADE) in year one
- School Principal (and Designee when applicable) - Attend Leadership Training provided by the ADE in year one
- School Principal or Same Principal Designee – Attend Advanced Leadership Training provided by the ADE year two and three
- Agency Supervisor – Attend Leadership training provided by the ADE in year one

Officer Training Requirements

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- Annual training requirement

- New officers
 - Attend New Officer Training sponsored by the ADE in year one

- Continuing officers
 - Attend Advanced LRE Academy provided by the Arizona Foundation for Legal Services and Education each subsequent year

Program Eligibility

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- Public schools
 - ▣ District
 - ▣ Charter holder*

- New grantees

- Current grantees
 - ▣ Three-Year Cycle
 - ▣ Round Two

*contingent on legislature enacting HB2637

Timeline and Project Period

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- Timeline
 - Available March 4, 2014
 - Online application **due April 15, 2014 by 5pm**
 - Required supplemental documents **emailed or postmarked by April 15, 2014**

- Project Period
 - Three years
 - No upward adjustments for salary once awarded



Late applications will be disqualified

School Safety Program Application

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□ Selection and Award

- ADE guidelines and procedures for competitive grants
- Each site scored independently
- Awards made to highest scoring applications up to dollar amount available - approximately \$11 million
- Final approval through School Safety Program Legislative Oversight Committee
- Notification of awards will be made by early July

□ Allowable Expenditures

- Officer salary and benefits
- Teaching Materials - \$100 per officer
- Travel allocations for attending trainings will be provided at the time of award

Additional Information

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- The grant does NOT pay for overtime
- Typical grant award is for a 10-month position. Applicants may request 11- or 12-month funding provided:
 - Staff and students are on campus at some point during summer and intersession
 - A design, consistent with guidance manual, is proposed and approved by Legislative Oversight Committee

FY2009 Applicants

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	Districts	Sites	SROs	POs	Total Officers	Total Dollar Amount
Application Requests	115	367	247	77	324	\$22,972,474
Awards	74	212	150	50	200	\$14,313,457
New Grantees	33	63	48	10	58	
Continuing Grantees	41	149	102	40	142	

Current Cycle Applicants

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	Districts	Sites	SROs	POs	Total Officers	Total Dollar Amount
Application Requests	80	202	192	10	202	\$15,822,950
FY 2012 Three-Year Cycle Awards	34	120	97	7	104	\$8,530,067
New	5	59	48	2	50	
Continuing	29	61	49	5	54	
FY 2014 Round Two Awards	11	33	26	1	27	\$1,690,336

Officer Sharing Between Two Schools - Joint Applicants

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- Joint applicants
 - Maximum of two schools
 - Recommended for schools with >300 ADM

- If a current grantee and new school apply jointly, the application will be treated as a current grantee. Submit all documents accordingly.

- Current grantee's information must be included in the compliance section of the application.

Officer Sharing Between Schools - Joint Applicants

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- Joint applicants receive one score
- Cohesive program design
 - ▣ Demonstrated in each section of online application
 - ▣ Collaboration between sites
 - Effective use of officer
 - Operational plan
 - LRE
 - ▣ Enrollment and distance between sites
- Officer experience
 - ▣ At least one year experience as a school safety officer -OR-
 - ▣ Sites demonstrate there is a cohesive program and supports in place to support an inexperienced officer

Complete Application

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- Online application accessed and submitted through Grants Management Enterprise (GME)
- Additional required documents mailed or emailed

Online Grants Management Enterprise (GME) School Safety Program Application - **required**

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- Budget Forms
 - Budget line item
 - Budget description
 - Itemized salary and benefits of each officer
 - Indicate 10, 11, 12 month position for each officer

- Required Narrative Questions

 Application is considered incomplete without online submission

Summary of Required Additional Documents

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- ✔ Cooperative Agreement Signature Page – download*
- ✔ Statement of Officer Salary and Benefits**
- ✔ School Safety Program Operational Plan – download*
- ✔ Az SAFE Violation Report #1 – Number and Percentage Violations by Violation Category for 2012-2013 school year
- ✔ Az SAFE Violations Report #1 – Number and Percentage Violations by Violation Category for 2013-2014 school year
- ✔ Required Documents Checklist - download

*Incomplete applications will be disqualified

 **Statement of Officer Salary and Benefits required for award

Summary of Required Additional Documents for Current Grantees

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- Three-Year Cycle grantees:
 - ✔ Activity Log Summary Form for 2013-2014 school year (each officer) - download
 - ✔ Training attendance records for each year/position within the FY2012-2014 cycle
 - ✔ SSAPT meeting documentation from quarterly meetings for each year of the FY 2012-2014 cycle

- Round Two grantees:
 - ✔ Activity Log Summary Form for 2013-2014 school year (each officer) – download
 - ✔ Training attendance records for the principal, agency supervisor, and officer



Cooperative Agreement Signature Page - required

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- Download and complete for each school
- Indicates that law enforcement or juvenile probation will provide an officer
 - Do not submit an application if there is no assurance that an officer will be available
- Signed by superintendent, school principal and law enforcement or juvenile probation agency
- joint applicants submit one form



Application is considered incomplete without this document



Statement of Officer Salary and Benefits - required

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- Obtain from law enforcement or juvenile probation agency
- One per agency, per district or charter holder
- Itemized statement of actual salary and benefits per officer
- Customary benefits only
- Evidence of prorated salary for 10- and 11- month positions



Statement of Officer Salary and Benefits required for award

School Safety Program Operational Plan - required

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- Submit plan for 2014-2015 school year
- Download and complete for each site
- Joint applicants can submit one if appropriate



Application is considered incomplete without this document



Violations Reports - **required**

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- Az SAFE Violations Report #1 – Number and Percentage Violations by Violation Category for 2012-2013 School Year
- Az SAFE Violations Report #1 – Number and Percentage Violations by Violation Category for 2013-2014 School Year (or comparable report)
- Reports should align with demonstration of need section in the online grant application



Documents Checklist - **required**

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- Checklist for each district / charter holder - download



Additional Documentation Required for Three-Year Cycle Grantees

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- School Safety Assessment and Prevention Team documentation
 - Four quarterly meetings each School Year 2011-2012 and 2012-2013
 - Three quarterly meetings for School Year 2013-2014
 - Meeting documentation (eg, agenda, minutes, etc.) demonstrating frequency, members present, and content

- Activity Log Summary - download
 - 2013-2014 school year only

- Training Documents
 - Certificate of Attendance or “Event Participation”*
 - Officer – each year
 - School Administrator – each year
 - Agency Supervisor – each year
 - District Administrator – one training within cycle

*Event Participation can be accessed at <https://www.azflse.org/myazflse/>



Additional Documentation Required for Round Two Grantees

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- Activity Log Summary - download
 - 2013-2014 school year only

- Training Documents
 - *Certificate of Attendance or Event Participation**
 - Officer – New Officer Training or LRE Academy 2013-2014
 - Principal – Leadership Training 2008-2009 or more recent
 - Agency Supervisor – Leadership Training 2008-2009 or more recent

**Event Participation* can be accessed at <https://www.azflse.org/myazflse/>

Optional Additional Documentation

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- Additional supportive documentation
 - ▣ Limited to an additional three documents
 - ▣ Maximum of 15 pages in total

Mail or Email All Documents

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Either mail documentation in one mailing to:
Arizona Department of Education
School Safety and Prevention
Attn: Davidson Riggs
1535 W. Jefferson Bin #29
Phoenix, AZ 85007

or

send one email with all documents in Word or Adobe format to:
SSPApplication@azed.gov

- **All documents sent in one email by 5pm on April 15, 2014 or mailed and postmarked by April 15, 2014**

Mail or Email All Documents

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- ❑ Save files as district name/site name/document name
- ❑ Include required documents checklist specifying all contents
- ❑ Mailed documents must contain FOUR copies of each document
- ❑ Clearly identify each document and list the district and site name
- ❑ Include page numbers on each document

Application in the GME – Important Notes

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- Application listed as a FY 2014 grant but titled “2015 School Safety Program Competitive Application”

- “Application Contact” page - begin/end dates “7/1/2013-6/30/2014”
 - Do NOT alter these dates
 - Dates will be adjusted when applicants are awarded

- Payment Schedule
 - Enter entire project amount into month of June
 - Will be modified to quarterly payments August, November, February, and May when awarded

Grant Application Tips

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- Review entire Guidance Manual
- Collaborate with all appropriate parties to complete the application
- 7500 character limit in narrative questions – plenty of space!
- Ensure responses are clear and concise
- Ensure responses address each aspect of the question
- Allow time to review responses and revise as necessary
- Verify all components and documents are complete and emailed by 5pm or mailed and postmarked by April 15th

General Statement of Assurances

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- Acceptance of the General Statement of Assurances is required when submitting online application in the GME.
- “Misrepresentation of information on grant applications can result in termination of program participation.”

Contact Information

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- For programmatic questions and assistance, contact the School Safety and Prevention Unit at 602-542-8730 or email davidson.riggs@azed.gov.
- For technical assistance with the online system, contact the GME at 602-542-3901 or email grants@ade.az.gov .
- Note: Programmatic assistance and technical assistance for the online grants system is available from 8am to 5pm. There will be no support available from the program office or GME after 5pm.

Application Scoring

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The application is worth a total of 100 points. The online application sections and the operational plan total point values are as follows:

<u>Application Section</u>	<u>New</u>	<u>Three Year</u>	<u>Round Two</u>
Determining the Need	25 points	25 points	25 points
Program Design	40 points	30 points	35 points
School-Agency Collaboration	20 points	20 points	20 points
Assessing Compliance	N/A	15 points	5 points
<u>Operational Plan</u>	<u>15 points</u>	<u>10 points</u>	<u>15 points</u>
Total	100 points	100 points	100 points

Review of the Online Narrative Questions