

## School Safety Program Operational Calendar Fiscal Year 2022

District: Arizona Department of Education School District														School: Jefferson High School				X=Needs to be completed A=Activity has been accomplished	
School Administrator Name: Principal Jeffers				Designee: Assistant Principal Thomas				Officer Name: Martha Hemings											
Project Activities/Milestones	Responsible Personnel	School Year: 2021-2022												Completed					
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yes	No	Comments			
Review of Operational Plan and collaborate regarding meeting schedules and changes needing to be made. Formal and informal communication as needed.	Principal Jeffers Officer Hemings, SSAP TEAM	X			X			X				X					Shared Word Doc. Collaborate regarding changes		
Monitoring and oversight of grant: Review grant and each participant's agreed responsibilities	Principal Jeffers, A.P. Mrs Thomas, Officer Hemings, Sgt. House, Sally Hughes(District Admin),		X					X									Email/Call/ Meet in addition as Needed		
Introduction of SRO to new school staff/ reacquaint with returning staff	Principal Jeffers		X														Staff Training, Provide intro to grant and appropriate use of SRO.		
Introduction of SRO to Students, Parents, School Community (Method Determined by SSAP Team)	Principal Jeffers Officer Hemings SSAP Team		X					X									Aug: Parent Orientation Jan: Step Up Days / Mountaineers' Days		
SRO to participate in News Feed Communications as appropriate	Officer Hemings				X			X			X		X				Introduction/ Encouragement/ Safety Tips		
SRO to contact and collaborate with community stake holders to establish community links such as neighboring business owners and youth organizations.	Officer Hemings	X	X					X									Dobson/Elliot Alma/Elliot Alma/Warner Report to ssapt		
School Safety Assessment and Prevention Team (SSAPT) meetings, review and assessment of data, provide appropriate recommendations to improve School Safety Program.	Principal Jeffers SSAPT Members		X	X	X	X	X	X	X	X	X	X	X				First Tuesday of every month		

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<b>Project/Activities Milestones</b>	<b>Responsible Personnel</b>	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mr	Apr	May	Jun	Yes	No	Comments
Officer performance assessment	Principal Jeffers					X				X						To be included in Police Dept. Performance Evaluation
Agency Supervisor and Site Administrator meeting for review	Principal Jeffers Sgt. House	X			X			X			X					
Collaboration between Officer & school personnel with school-wide safety, prevention, and proper use of the officer.	Principal Jeffers Officer Hemings SSAP TEAM	X	X		X			X			X					Impowerment LRE, Shadow Program, AVID, MAC, PEAK, BAND, Mentoring, Math Intervention, Athletics
Schedule to Attend mandatory School Safety Program and other approved LRE training provided by ADE, and AZ Legal Foundation.	Officer Hemings	X														DATE TO BE DETERMINED
District Admin- Schedule and attend Leadership Training through ADE (Y1)	Sally Hughes	X														TBD
School Principal – Schedule and attend Leadership Training through ADE (Year 1)	Principal Jeffers	X														TBD
School Principal’s Designee – Schedule and attend Leadership Training through ADE (Year 1)	Assistant Principal Thomas	X														TBD
School Principal’s Designee– Schedule and attend Leadership Training through ADE (Year 2)	Assistant Principal Thomas	X														TBD
School Principal’s Designee– Schedule and attend Leadership Training through ADE (Year 3)	Assistant Principal Thomas	X														TBD
Agency Supervisor – Schedule and attend Leadership Training through ADE (Year 1)	Sgt House	X														TBD
School Administrator review officer’s activity logs ref. LRE hours and time off campus requirements	Principal Jeffers		X		x			X			X					Report during team meetings.
Agency Supervisor review officer’s activity logs ref. LRE hours and time off campus requirements	Sgt. House	x	x	x	x	x	x	X	X	X	X	X	X			Monthly Report Submitted

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<b>Project/Activities Milestones</b>	<b>Responsible Personnel</b>	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mr	Apr	May	Jun	Yes	No	Comments		
<b>Priority 1:</b> Cohort LRE implemented according to SSPT's review and assessment of data (PE 7 <sup>th</sup> & 8 <sup>th</sup> 1 <sup>st</sup> & 2 <sup>nd</sup> Sem. Drug Awareness and Positive Decisions)	Officer Hemings  Write in hours each month			x	x	x	x											Review LRE Plans with Cohort LRE Teachers
<b>Priority 5:</b> Universal LRE implemented according to SSPT's review and assessment of data. (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> grades, Social Studies, Science, Home Room)	Officer Hemings  Write in hours each month		x	x	x	x	x	X	X	X	X	X						Review LRE Plans with Universal LRE Teachers
Universal /Community Instruction (schedule PTO, Parent's Night, Chandler Youth Academy, Chandler Police Wilderness Youth Adventure)	Officer Hemings  Write in hours each month	X	x		x					X			X					Check with Scout troops and youth groups taught previously to schedule.
<b>Priority 2:</b> Universal LRE (Cyber Bullying, 6 <sup>th</sup> & 7 <sup>th</sup> , Computer Science)	Officer Hemings, Write in hours each month			x	x													
<b>Priority 3:</b> Universal LRE (Respect & Citizenship 7 <sup>th</sup> & 8 <sup>th</sup> English Class)	Officer Hemings, Write in hours each month			x	x													Taught with Counselor, Mrs. Rodgers
<b>Priority 4:</b> Universal LRE ( Safety & Awareness K through 5 <sup>th</sup> Home Room)	Officer Hemings, Write in hours each month			x	x													Common Sense Media Community Helpers
Grant Renewal Meeting -perform a year in review with current stake holders in the grant. Evaluate SSAP Team function and performance	Officer Hemings Principal Jeffers A.P Thomas Sgt. House																	In March, provide appropriate data to Sally Hughes in prep for yearend report.
Turn in year-end report to ADE	Sally Hughes- District Security Director									X								

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**\*Changes on Operational Plan  
should be in blue font for future  
review.**

**\*\*Details shall be recorded and  
approved through SSAP Team and  
its agenda.**