

**SAMPLE: School Safety Program Calendar of Monthly Tasks  
For a School Awarded a School Resource Officer**

Year: \_\_\_\_\_, 1<sup>st</sup> Semester

Month	Tasks	Responsibility (Add Due Dates)
<b>July</b>	<p>School Safety Program District Administrator</p> <ul style="list-style-type: none"> <li>• Publish training matrix based on ADE schedule and distribute to schools.</li> <li>• Schedule training for new SRO and new Site Admin</li> <li>• JPO Service Agreement (MOU/IGA/ISA) - confirm Officer assignments</li> <li>• SRO Service Agreement - check with Agency Supervisor for projected availability</li> <li>• Upload copy of appropriate Service Agreement to each school's Google folder</li> </ul> <p>Site Administrators (Principal, Asst. Principal or Dean)</p> <ul style="list-style-type: none"> <li>• Introduce assigned School Safety Officer to staff, students and parents maintain written documentation of date(s)</li> </ul>	<p>District Administrator (<b>DA</b>)– Early August <b>DA</b> – due: AUG <b>DA</b> – Board approval: <b>DA</b> – Board approval: <b>DA</b> – Upon Governing Board Approval</p> <p>Site Administrator (SA)</p>
<b>August</b>	<ul style="list-style-type: none"> <li>• *Establish SSAPT team and conduct 1<sup>st</sup> meeting:</li> <li>• Schedule 1<sup>st</sup> quarter LRE classes</li> </ul>	<p>SA SA</p>
<b>September</b>	<ul style="list-style-type: none"> <li>• Register for required training as a continuing site team</li> <li>• Upload training certificates to Google Docs school folder</li> <li>• *Conduct 2<sup>nd</sup> SSAPT meeting</li> <li>• Observe Officer delivering LRE (1 class session)</li> <li>• Monitor Officer's activity logs</li> <li>• Conduct Site Visits - enter school site(s)</li> </ul>	<p>SA SA SA SA SA <b>DA</b></p>
<b>October</b>	<ul style="list-style-type: none"> <li>• Schedule meeting with Agency Supervisor</li> <li>• *Conduct 3<sup>rd</sup> SSAPT meeting</li> <li>• Observe Officer delivering LRE (1 class session)</li> <li>• Monitor Officer's activity logs</li> <li>• Conduct Site Visits - enter school site(s)</li> </ul>	<p>SA SA SA SA <b>DA</b></p>
<b>November</b>	<ul style="list-style-type: none"> <li>• Conduct 1<sup>st</sup> Officer Assessment and review with Officer</li> <li>• *Conduct 4<sup>th</sup> SSAPT meeting</li> <li>• Observe Officer delivering LRE (1 class session)</li> <li>• Monitor Officer's activity logs</li> <li>• Conduct Site Visits - enter school site(s)</li> </ul>	<p>SA SA SA SA <b>DA</b></p>
<b>December</b>	<ul style="list-style-type: none"> <li>• *Conduct 5<sup>th</sup> SSAPT meeting</li> <li>• Observe Officer delivering LRE (1 class session)</li> <li>• Monitor Officer's activity logs</li> </ul>	<p>SA SA SA</p>

**SAMPLE: School Safety Program Calendar of Monthly Tasks  
For a School Awarded a School Resource Officer**

Year: \_\_\_\_\_, 2<sup>nd</sup> Semester

Month	Tasks	Responsibility (Add Due Dates)
<b>January</b>	<ul style="list-style-type: none"> <li>*Conduct 6th SSAPT meeting</li> <li>Monitor Officer's activity logs</li> <li>Conduct Site Visits - enter school site(s)</li> </ul>	SA with SSAPT SA <b>DA</b>
<b>February</b>	<ul style="list-style-type: none"> <li>Schedule 2<sup>nd</sup> meeting with Agency Supervisor</li> <li>*Conduct 7th SSAPT meeting</li> <li>Observe Officer delivering LRE (1 class session)</li> <li>Monitor Officer's activity logs</li> <li>Conduct Site Visits - enter school site(s)</li> </ul>	SA SA SA SA <b>DA</b>
<b>March</b>	<ul style="list-style-type: none"> <li>Conduct 2<sup>nd</sup> Officer Assessment and review with Officer</li> <li>*Conduct 8th SSAPT meeting</li> <li>Gather written testimonials for End Year Report (EYR) (from staff, parents, students)</li> <li>Conduct Needs Assessment and complete Operational Calendar for Year 3 Application</li> <li>Conduct Site Visits - enter school site(s)</li> </ul>	SA SA SA with SSAPT SA with SSAPT <b>DA</b>
<b>April</b>	<ul style="list-style-type: none"> <li>*Conduct 9th SSAPT meeting</li> <li>Complete Year 3 Application</li> <li><b>April 15<sup>th</sup> (Projected Due Date for Year 3 Application)</b></li> <li>Observe Officer delivering LRE (1 class session)</li> <li>Monitor Officer's activity logs</li> </ul>	SA SA: Provide to <b>DA</b> <b>DA</b> SA SA
<b>May</b>	<ul style="list-style-type: none"> <li>*Conduct 10th SSAPT meeting and use for completion of End Year Report (EYR)</li> <li>Gather data for EYR</li> <li>Complete EYR</li> </ul>	SA with SSAPT SA with SSAPT SA: Provide to <b>DA</b>
<b>June</b>	<ul style="list-style-type: none"> <li><b>End of Year Report Due</b></li> </ul>	<b>DA</b>

**\*Use the Recommended SSAPT Agenda at each meeting. Review the Operational Calendar.**

Note: **The SSAPT is required to meet quarterly.** Creighton ESD meets monthly as a best practice.

Review multiple sources of data to identify (1) school safety issues; (2) Top 3 priority focus areas (PFAs); (3) priority populations (target groups, cohort and/or universal for LRE instruction; (4) appropriate LRE to address the PFAs; (5) additional appropriate prevention or intervention efforts to address the PFAs; (6) the strategic visibility of the officer to help prevent or intervene with the PFAs; revise the Operational Calendar to reflect the above.