

# School Safety Program Requirements Overview

## Schools Awarded a School Counselor or School Social Worker

This page provides a general overview of the requirements outlined in the School Safety Program CSW Manual.

**Important Note:** This overview is not a substitute for the full [SSP CSW manual](#). To fully understand and comply with the School Safety Program's requirements, please refer to the complete School Safety Program CSW Manual.

Program Requirement	Information	Resources
Training	<p>Each of the following program participants has an annual training requirement to meet:</p> <ul style="list-style-type: none"> <li>• District/Charter Administrator</li> <li>• Site Administrator (principal, assistant principal, or dean of students) <ul style="list-style-type: none"> <li>o Site Administrator Designee (if applicable)</li> </ul> </li> <li>• School counselor or school social worker</li> </ul> <p>See the <i>School Safety Program Required Training &amp; Schedule</i> for additional information on who attends what training.</p>	<a href="#">SSP Annual Required Training &amp; Schedule</a>
School Safety Program Team (SSPT)	<p>The purpose of the SSPT is to create a Continuous Improvement Plan by conducting a safety needs assessment, use the needs assessment data on an on-going basis to determine the use of the school counselor or school social worker consistent with program requirements, coordinate efforts of this program with other safety and prevention programs and activities to achieve greater effectiveness, including recommended prevention programming, and make recommendations for continuous improvement of the program. A team may be formed specifically to meet this requirement, or an existing appropriate team may be utilized. The school counselor or school social worker is encouraged to participate actively in sharing his/her expertise in mental health, prevention programming, and student-centered supports and interventions.</p> <p>The SSPT is required <b>to meet at a minimum on a quarterly basis</b>. For SSP purposes, quarterly is defined as three-month intervals (July-September, October-December, January-March, and April-June). Monthly meetings are recommended.</p> <p>The team membership must consist of:</p> <ul style="list-style-type: none"> <li>• Site Administrator (principal, assistant principal, or dean of students)</li> </ul>	<a href="#">SSPT Agenda</a>

	<ul style="list-style-type: none"> <li>• School counselor or school social worker</li> <li>• Other members as needed.</li> </ul>	
<b>Continuous Improvement Plan</b>	Under the direction of the school administrator, each school is required to develop and utilize a Continuous Improvement Plan that incorporates program requirements and illustrates the site-specific program design in a succinct and logical manner. The plan is a fluid document that should be used by the school administrator, school counselor or school social worker, and the SSPT to monitor program implementation and provide continuous improvement throughout the school year.	<a href="#">Continuous Improvement Plan</a>
<b>CSW Activity Log</b>	<p>To ensure consistent documentation and accountability, counselors and social workers must use the SSP CSW Activity Log to record all of their activities. This log serves as a tool to verify alignment with the SSP standards and SSPT's Continuous Improvement Plan.</p> <p>Counselors and social workers shall complete the SSP CSW Activity Log daily. Use of the counselor/social worker and entries must clearly reflect activities that align with SSP's counselor and social worker requirements and the SSPT's Continuous Improvement Plan.</p> <p>The site administrator is responsible for supporting, overseeing, and reviewing the counselor's/social worker's activity log to ensure compliance with the requirements of the SSP Grant. Data collected through the activity logs will be used for reporting purposes to the Arizona Department of Education (ADE). Activity logs must be maintained in an organized and accessible format and made available upon request by ADE.</p> <p><i>*Additional activities shall not overwhelm the counselor or social worker, jeopardize their ability to meet the minimum requirements of this grant (e.g. coordinating/case management of 504s), or go against the intent of this program (e.g. disciplinarian, detention monitor, lunch duty, fill-in for teacher)</i></p>	<a href="#">SSP CSW Activity Log</a>
<b>CSW Performance Assessment</b>	The site administrator is required to complete a counselor/social worker performance assessment once every year. The evaluation is meant to assist the counselor/social worker and his/her supervisor in meeting the intent of the grant and effectively carrying out their duties. Only counselors/social workers who have performed in a satisfactory manner should be considered for further service in the School Safety Program.	<p>Counselor Performance Assessment</p> <p>Social Worker Performance Assessment</p>
<b>Program Evaluation</b>	Arizona Revised Statute 15-154 requires the ADE to evaluate the effectiveness of the School Safety Program and report on the activities of the program to the President of the Arizona Senate, the Speaker of the Arizona House of Representatives, and the Governor of Arizona on or before November 1 of each year. The evaluation and report shall include survey results and data from participating schools on the impact of participating in the School Safety Program. Schools awarded funding under the School Safety Program agree to participate in the evaluation.	

