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| **District:** **School(s):** **School Administrator Name(s):** **Officer, Counselor or Social Worker Name:**  |
| **Project Activities/Milestones** | **Responsible Personnel** | **School Year:**  | **Completed**  |
| Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Yes | No | Comments |
|      \*SSP Training (L100-L500, NOT, New CSW, LRE) |      SRO, CSW, Site Admin, District Admin |  |  |  |  |  |  |  |  |  |  |  |  |  |  | [SSP University Course Catalog](https://docs.google.com/document/d/1tsvh63a8BfS422NxtuojKja3y_BtEPBc/edit?usp=sharing&ouid=104214850537933447076&rtpof=true&sd=true)[FY23 SSP Training Schedule](https://docs.google.com/document/d/1DKRh7oT15iXWrP-oo4W9PqWQ2zf8P7ol/edit?usp=sharing&ouid=104214850537933447076&rtpof=true&sd=true) |
|      \*Establish SSAPT / First SSAPT Meeting / Roll-out to Staff, Students, and Parents / Operational Calendar / Intervention Matrix |      SRO, CSW, Site Admin, School prevention coordinator or school mental/behavioral health expert, or similar role, PBIS team (if applicable),  |  | **X** |  |  |  |  |  |  |  |  |  |  |  |  |      [SSAPT Agenda](https://docs.google.com/document/d/1s_xGTNTQgH75eKsoQ_RZGp9CEc4B4feD/edit?usp=sharing&ouid=104214850537933447076&rtpof=true&sd=true)[SSP FY23 Requirements & Guidance, pages 1-2](https://docs.google.com/document/d/1uIiia9MFlAgGrsUfLqlKjxIb_krRWRo8/edit?usp=sharing&ouid=104214850537933447076&rtpof=true&sd=true)[SSP Guidance Manual, Checklists for SSP Members,pages 46-51](https://drive.google.com/file/d/1zE0VR6EDNn4Mi23SYrDqzWzjZsA8T0GF/view) [SSAPT Data Analysis Activity](https://docs.google.com/document/d/1c3UvweXid4YBKyOLvbAQkNNcj1_fumZW/edit?usp=sharing&ouid=104214850537933447076&rtpof=true&sd=true) |
| \*SSAPT Meetings / Needs Assessments | SRO, CSW, Site Admin, School prevention coordinator or school mental/behavioral health expert, or similar role, PBIS team (if applicable),  |  | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  | [Guidance Manual, page 6.](https://www.azed.gov/sites/default/files/2021/09/SSP%20Guidance%20Manual%20for%20SRO%20JPO%20schools.pdf)[SSAPT Data Analysis Activity](https://docs.google.com/document/d/1c3UvweXid4YBKyOLvbAQkNNcj1_fumZW/edit?usp=sharing&ouid=104214850537933447076&rtpof=true&sd=true) |
|      \*Law Related Eduction (LRE)/Social Emotional Learning (SEL) |      SRO/CSW |  | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  | [Guidance Manual, pages 7, 10-14, and 25-26](https://www.azed.gov/sites/default/files/2021/09/SSP%20Guidance%20Manual%20for%20SRO%20JPO%20schools.pdf)[SSP FY23 Requirements & Guidance CSW Schools, pages 2-6](https://docs.google.com/document/d/1uIiia9MFlAgGrsUfLqlKjxIb_krRWRo8/edit?usp=sharing&ouid=104214850537933447076&rtpof=true&sd=true) |
|      \*SRO/CSW Activity logs |      SRO/CSW |  | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  | [Guidance Manual, pages 7-8 and 39-42.](https://www.azed.gov/sites/default/files/2021/09/SSP%20Guidance%20Manual%20for%20SRO%20JPO%20schools.pdf) |
| Officer performance assessment | Site Admin |  |  |  |  |  |  |  |  |  |  |  |  |  |  | [Guidance Manual, pages 8 & 43](https://www.azed.gov/sites/default/files/2021/09/SSP%20Guidance%20Manual%20for%20SRO%20JPO%20schools.pdf) |
| Program Reporting **info on mid/end of yr report?** | SRO, CSW, Site Admin |  |  |  |  |  |  |  |  |  |  |  |  |  |  | [SSP FY23 Requirements & Guidance SRO JPO Schools, pages 3-4](https://docs.google.com/document/d/1ZqNuYHFH7dW44xBodsVzVTtaduvYSmZ2/edit?usp=sharing&ouid=104214850537933447076&rtpof=true&sd=true)[SSP FY23 Requirements & Guidance CSW Schools, pages 3-4](https://docs.google.com/document/d/1uIiia9MFlAgGrsUfLqlKjxIb_krRWRo8/edit?usp=sharing&ouid=104214850537933447076&rtpof=true&sd=true) |
| Academic Screener | Site Admin or delegated staff      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |
| Behavioral Screener | SRO, CSW, Site Admin or delegated staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |
| Arizona Youth Risk Behavior Survey | SRO, CSW, Site Admin or delegated staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Climate Surveys | SRO, CSW, Site Admin or delegated staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |       |
| Incident Data | Site Admin or delegated staff      |  | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** | **x** |       |
| Threat Assessment Training | SRO, CSW, Site Admin or delegated staff   |  | **x** |  |  |  |  |  |  |  |  |  |  |  |  |       |
| Suicide Prevention Training | All School Staff |  | **x** |  |  |  |  |  |  |  |  |  |  |  |  |       |

Other Supporting Documents:

[Micro Training Videos:](https://www.youtube.com/channel/UCZUKilfDlOs0vl030bEA7iw/featured)

* [SSP Training Registration](https://www.youtube.com/watch?v=rko_t5QeVjI&list=PLLDnPVt6hKfspzPvj2bz9Dhlx4ACFl_-Z&index=2)
* [SSP Grant Requirement](https://www.youtube.com/watch?v=CuRo5HCdG2Q&list=PLLDnPVt6hKfspzPvj2bz9Dhlx4ACFl_-Z&index=3)
* [School Safety Assessment and Prevention Team (SSAPT)](https://www.youtube.com/watch?v=0GViUuE7vs4&list=PLLDnPVt6hKfspzPvj2bz9Dhlx4ACFl_-Z&index=4)
* [Role of the SRO/JPO](https://www.youtube.com/watch?v=dVuherGheHg&list=PLLDnPVt6hKfspzPvj2bz9Dhlx4ACFl_-Z&index=6)
* [Role of the Counselor and Social Worker](https://www.youtube.com/watch?v=zwogFPuVIfI&list=PLLDnPVt6hKfspzPvj2bz9Dhlx4ACFl_-Z&index=5)
* [Law Related Education as a Prevention Tool](https://www.youtube.com/watch?v=5712Gj2gLQk&list=PLLDnPVt6hKfspzPvj2bz9Dhlx4ACFl_-Z&index=7)
* [Social Emotional Learning as a Prevention Tool](https://www.youtube.com/watch?v=SiG35phtxbY&list=PLLDnPVt6hKfspzPvj2bz9Dhlx4ACFl_-Z&index=8)

**If Awarded an Officer**

* Required School Safety Program trainings are planned as appropriate:
* District Administrator
* Site Administrator (Principal or Principal Designee)
* Agency Supervisor
* Officer (SRO/JPO)
* Introduction of the officer to staff, students, and general school community is scheduled by Site Administrator
* School Safety Assessment and Prevention Team (SSAPT) meetings are scheduled by Site Administrator
* Officer performance assessments are planned by Site administrator twice a year.
* The operational calendar is periodically reviewed by the SSAPT
* Agency Supervisor and Site Administrator are scheduled to meet at least once per semester.
* Site Administrator is scheduled to review officer’s activity logs to determine progress made toward LRE instruction and monitor time off campus.
* Collaboration between the officer and school personnel on school-wide safety and prevention is planned.
* Officer is scheduled to implement Cohort LRE instruction according to requirements and needs identified by SSAPT’s review and assessment of data.
* Officer is scheduled to implement Universal LRE instruction according to requirements and needs identified by SSAPT’s review and assessment of data.
* **Relationship building activities for officer, the community/school are discussed and planned by the Site Administrator, officer, and Agency Supervisor ie. Plan and participate in at least one or two events**
* **Site Administrator, Agency Supervisor, and officer plan to be involved in site counsel/school committees as a way to build relationships with school staff**

\*Please note this is not an exhaustive list. For all program requirements, please refer to the School Safety Program Guidance Manual.

**If Awarded a Counselor or Social Worker**

* Required School Safety Program trainings are planned as appropriate:
* District Administrator
* Site Administrator (Principal or Principal Designee)
* Counselor/Social Worker (CSW)
* Introduction of the CSW to staff, students, and general school community is scheduled by Site Administrator
* School Safety Assessment and Prevention Team (SSAPT) meetings are scheduled by Site Administrator
* CSW performance assessments are planned by Site administrator according to your district certified personnel evaluation plan
* The operational calendar is periodically reviewed by the SSAPT
* District-level supervisor and Site Administrator are scheduled to meet at least once per semester.
* Site Administrator is scheduled to review CSW’s activity logs to determine progress made toward SEL implementation at least once a quarter.
* **District and Site Administrator continually meet with CSW to ensure following professional models (American School Counselor Association [ASCA] and School Social Work Association of America [SSWAA])**
* **Collaboration between the CSW and school personnel on school-wide safety and prevention is planned.**
* **CSW is scheduled to implement Tier 1 interventions according to requirements and needs identified by SSAPT’s review and assessment of data.**
* **CSW is scheduled to implement Tier 2 and 3 interventions according to requirements and needs identified by SSAPT’s review and assessment of data.**
* **Relationship building activities for CSW the community/school are discussed and planned by the Site Administrator and CSW ie. Plan and participate in at least one or two events**
* **District Administrator, Site Administrator, and CSW plan to be involved in site counsel/school committees as a way to build relationships with school staff**

\*Please note this is not an exhaustive list. For all program requirements, please refer to the School Safety Program Guidance Manual.