Good morning School Safety Program District and Charter Administrators,

The School Safety Program (SSP) team has received several questions about the responsibilities and roles of SSP-funded positions (school resource officers, juvenile probation officers, school counselors and school social workers) while schools are closed because of COVID-19. We have provided some suggestions below of how these positions can help serve and support our school communities to help minimize the impact of the closures. Please ensure that you provide this information in a timely manner to your site-based School Safety Assessment & Prevention Team members, including the site administrator, SRO or JPO, and/or the school counselor or school social worker so that all on the same page with expectations and understandings.

**School Resource Officers and Juvenile Probation Officers**

Please note that the School Safety Program will continue to fund SROs who are able to stay on their campus and are not reassigned to patrol duty by their police agency. If SROs are reassigned to patrol duty during school closures, their time will not be reimbursable under the School Safety Program, but it will not be counted as time off-campus.

**Your Action is Needed:**

- Please notify the School Safety Program if your SRO is returning to patrol duty by emailing SocialSafety.SocialWellness@azed.gov.

If your SRO is remaining on campus, here are some suggestions of how he/she can serve your school community:

- In conjunction with your administrative team, familiarize yourself with the guidance provided on the Arizona Department of Education’s webpage regarding:
  - Pandemic Preparedness
  - Guidance to Schools on COVID-19

- Work with your administrative team to review the Operational Plan and make any necessary schedule adjustments to accommodate school closures

- Develop collaborations with community resources, identifying services offered that could benefit students during school closures

- Work with community-based and youth recreational and leadership development activities that complement and reinforce the prevention-based approach of the School Safety Program

- Work with your administrative team to make any necessary home visits

- Conduct school safety assessments

- Work with the school safety team to review and update the school safety plan

- Plan in-service training
- Begin gathering data for the SSP Year-End Report
- Plan school security improvements
- Prepare law-related education lessons for future use.
- Establish and/or keep in contact with your county/tribal public health and local county/tribal emergency management agencies
- Visit the ADE website frequently for updates

**School Counselors and School Social Workers**

If your school is remaining open for staff, we encourage you to participate in activities to support your school and the community. In addition to the above, where appropriate, this might include, but is not limited to, the following:

- Working with your school to coordinate breakfast/lunch for your students
- Working with your admin team to create a plan for students as they return to school
- Supporting other emergency operations for your campus and school population as needs arise

If you are on campus and families reach out to you, you may also be able to provide referrals and resources as appropriate (e.g. childcare, food sources, or even tips on how to talk with anxious youth).

If you are being asked to work from home, here are some ideas for things you can work on:

- Participating in online professional development opportunities
- Reviewing and preparing Social Emotional Learning (SEL) curriculum for your campus
- Creating an account / logging into the SHAPE System to complete a school assessment and/or review resources.
- Connecting with your local and national professional associations for additional professional development ideas

The School Safety Program team is here to support you and your team. We can be contacted at SchoolSafety.SocialWellness@azed.gov and look forward to hearing from you and helping in whatever way we can.

We appreciate you all, and are sending you all our kindest regards,

Jenny Walker, PhD
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School Safety & Social Wellness
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