

# School Safety Program



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Superintendent of Public Instruction

## School Safety Program Grant

**FY 2018 Application Training**

**March 2017**

**School Safety and Prevention Unit**

# Training Overview

- 1. School Safety Program (SSP) overview**
- 2. FY 2018 SSP – Year 1 Application**
  - a. Overview**
  - b. Online application**
  - c. Required documents**
- 3. Grant application tips**
- 4. Contact information**



# What is Senate Bill 1099?

- ☐ Repeals the School Safety Program Oversight Committee and shifts its responsibilities to the State Board of Education and the Arizona Department of Education
- ☐ Directs ADE to prioritize grants under the School Safety Program to school districts or charter schools that have a high number of incidents of criminal activity
- ☐ This bill does have an emergency clause, so it will take effect immediately upon passage

# How will Senate Bill 1099 effect the program?

- ☐ No changes will be until SB 1099 is passed into law
- ☐ If SB 1099 passes, grants for the FY18-FY20 cycle will be prioritized according to the new law. The program itself will not be impacted.
- ☐ DO NOT let SB 1099 discourage you from submitting your application
- ☐ We do not anticipate delays in grant notifications, but we will inform you if this changes



# Questions or Concerns about SB 1099?

- ☐ Contact your legislator or contact the sponsor of the bill, Senator Kimberly Yee at (602) 926-3024 or [kyee@azleg.gov](mailto:kyee@azleg.gov)
- ☐ Track the status of the bill by visiting [www.azleg.gov](http://www.azleg.gov)
- ☐ Contact the ADE Legislative Liaison, Alexis Susdorf at (602) 542-3309 or [alexis.susdorf@azed.gov](mailto:alexis.susdorf@azed.gov)

# School Safety Program Overview



# Program Goals

- 1. The School Safety Program contributes to an orderly, purposeful atmosphere, which promotes the feeling of safety conducive to teaching and learning.**
- 2. To teach Law-Related Education that promotes a safe, orderly environment, and good citizenship.**



# Key People and their Roles

- ☐ District Administrator
- ☐ School Administrator
- ☐ Agency Supervisor
- ☐ School Safety Program Officer

**Communication and collaboration is key**



# Role of the District Administrator

- ☐ Support and communicate SSP philosophy to all site staff
- ☐ Understand the SSP requirements
- ☐ Communicate program information to appropriate personnel (e.g., training schedule and messages from ADE)
- ☐ Provide fiscal management
- ☐ Maintain business communications with partnering agencies
- ☐ Attend to Service Agreements (e.g., IGA, MOU)

# Role of the School Administrator

- ☐ Understand and support the SSP philosophy
  - ☐ Educate staff, students and school community
- ☐ Understand and support the role of the officer
  - ☐ Introduce and integrate the officer into the school community
  - ☐ Promote the value of the officer
- ☐ Establish and participate in multidisciplinary School Safety Assessment and Prevention Team (SSAPT)
  - ☐ Provide data in a timely and ongoing manner
  - ☐ Ensure SSAPT recommendations will be used for continuous improvement of the program
- ☐ Direct development and utilization of an Operational Plan



# Role of the School Administrator

Continued ...

- ☐ Maintain ongoing dialogue with officer and partnering agency
  - ☐ Meet with the officer on a regular basis
  - ☐ Meet with the officer's supervisor *at least* twice per year (once per semester)
  - ☐ Conduct performance assessments
- ☐ Monitor program implementation
  - ☐ Officer Activity Logs, Operational Plan, Training Attendance, SSAPT meetings

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# Role of the Agency Supervisor

- ☐ Understand and support the SSP philosophy
- ☐ Oversee officer performance
  - ☐ Visit the school
  - ☐ Review activity logs and performance evaluation
- ☐ Maintain on-going dialogue with officer and school administration
  - ☐ Dialogue with officer on a regular basis
  - ☐ Meet with the school administrator *at least* two times per year (once per semester)
- ☐ Ensure officer continuity over three year grant cycle

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# School Safety Program Officers



# The Role of the Officer

## ☐ Sworn law enforcement officer (SRO)

- ☐ Bring public safety expertise
- ☐ Promote positive image of police officers including the human component
- ☐ Serve as a member of the SSAPT
- ☐ Serve as a resource to the school community

## ☐ Court appointed officer (JPO)

- ☐ Liaison for court involved students
- ☐ Promote positive image of the juvenile court system
- ☐ Serve as a member of the SSAPT
- ☐ Serve as a resource to the school community



# The Role of the Officer

## ☐ Positive Role Model

- ☐ Build positive relationships with staff and students
- ☐ Visible and accessible during school hours
  - ☐ SRO must be on campus 80% of the time
  - ☐ JPO must be on campus 90% of the time
- ☐ Engage in school activities

## ☐ Law Related Educator

- ☐ Provide a minimum of 180 hours of instruction
- ☐ Follow best practices of LRE
- ☐ Collaborate with teachers to integrate LRE into the curriculum



# The Role of the Officer **IS NOT**

- ☐ Added security and/or crossing guard
- ☐ ‘Cop on campus’
- ☐ School discipline
- ☐ In-school suspension
- ☐ Substitute teacher and/or classroom management “aide”
- ☐ Truancy personnel



# Law Related Education



# What is Law Related Education?

- ☐ LRE is the teaching of rules, laws, and the legal system that **actively involves students** to prepare them for responsible citizenship.
  - ☐ Promotes problem-solving skills
  - ☐ Presents a balanced presentation of issues and material with a focus on real life
  - ☐ Discourages delinquent behavior and encourages students to respect rules, laws, and persons in authority
  - ☐ Promotes a positive self-image



# LRE Instruction

- ☐ At least **80 hours** of LRE classroom instruction to ongoing **cohort** groups of students
  - ☐ Six sessions per classroom within a nine week period to the same group of students
- ☐ At least **100 hours** of **universal** LRE instruction
  - ☐ 60 hours or more of universal LRE classroom instruction
  - ☐ Up to 20 hours for LRE planning and preparation
  - ☐ Up to 20 hours for LRE instruction to school staff and school community

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# Cohort LRE

- ☐ Based on a needs assessment
- ☐ LRE classroom instruction on a pre-identified “target problem” to a pre-identified “**target population**”
  - ☐ Increases students’ negative perception of delinquent behavior
  - ☐ Improves problem-solving, decision-making, and communication skills
- ☐ Six hours of instruction (6 lessons) to the same group of students within one quarter
- ☐ At last 80 hours of cohort across the school year



# Universal LRE

- ☐ Based on a needs assessment
- ☐ General school community
- ☐ Builds awareness and knowledge of a particular subject - relevant to the schools violence and delinquency prevention needs
- ☐ At least 100 hours of universal LRE across the school year
  - ☐ 60 LRE classroom instruction; up to 20 hours LRE planning/prep; up to 20 hours LRE instruction to school staff and community



# LRE Classroom Instruction

- ☐ Regular scheduled instruction periods
- ☐ Structured setting
- ☐ Teacher must be present in the classroom at all times
- ☐ Structured law-related instructional class before or after school may be approved by Administrator

# School Safety Assessment & Prevention Team (SSAPT)



# SSAPT

☐ Newly formed or existing team

☐ Required team membership

☐ School principal or assistant principal

☐ School Safety Program officer (SRO/JPO)

☐ School prevention coordinator, school mental/behavioral health expert or similar role

☐ Other members as needed

☐ Must meet quarterly – at a minimum

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# SSAPT

- ☐ Conduct a safety needs assessment
  - ☐ A needs assessment is the collection and analysis of relevant and valid data to determine areas of need related to safety
- ☐ Use needs assessment to determine:
  - ☐ **Priority focus areas** and **target populations**
  - ☐ Use of the officer - consistent with program requirements
    - ☐ LRE design/topic
    - ☐ **Strategic placement** of officer
    - ☐ Coordination of efforts with other safety and prevention programs
- ☐ Each meeting review needs assessment data and the **operational plan** (see sample agenda)



# SSP Operational Plan

- ☐ **Develop under direction of school administrator**
  - ☐ Succinct and logical
  - ☐ Fluid and living document
- ☐ **Map of program design**
  - ☐ Activities/Milestones
  - ☐ Responsible person
  - ☐ Timeline
- ☐ **Use for program implementation and continuous improvement by school administrator, officer, and SSAPT**



# Training Requirements All Grantees

## ☐ District Administrator

- ☐ Attends Leadership Training provided by the Arizona Department of Education (ADE) **once in three-year cycle**

## ☐ School Principal (and Designee when applicable)

- ☐ Attend **annual training** provided by the ADE

## ☐ Agency Supervisor

- ☐ Attend Leadership Training provided by the ADE **once in three-year cycle**



# Officer Training Requirements

## Annual training requirement

### ☐ New officers

- ☐ Attend New Officer/Leadership Training in year 1
- ☐ Attend Advanced LRE Academy in years 2 and 3,

### ☐ Continuing officers

- ☐ Attend Advanced LRE Academy in years 1-3

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# FY 2018 School Safety Program – Year 1 Application



# Program Eligibility

- ☐ Public schools
  - ☐ District
  - ☐ Charter holder
- ☐ New applicants
- ☐ Current grantees



# Timeline and Project Period

## ☐ Timeline

- ☐ Available March 2, 2017
- ☐ Online application **due April 13, 2017 by midnight**
- ☐ Required documents for each site:
  - ☐ Mailed and **postmarked by April 13, 2017, OR**
  - ☐ Hand delivered to: Arizona Department of Education, School Safety and Prevention, 3300 N. Central Ave., 16<sup>th</sup> floor, Phoenix, AZ 85012. Ask for Rebecca Astorga at the reception desk. All hand delivered documents must be **delivered by April 13, 2017 by 5 pm.**

## ☐ Project Period

- ☐ Three years (FY2018-FY2020)
- ☐ No upward adjustments for salary once awarded

**➡ Late applications will be disqualified**



# School Safety Program Application

## ☐ Selection and Award

- ☐ ADE guidelines and procedures for competitive grants
- ☐ Each site scored independently
- ☐ Awards made to highest scoring applications up to dollar amount available  
- approximately \$11 million
- ☐ Final approval through the School Safety Oversight Committee or the Arizona State Board of Education (pending passage of Senate Bill 1099)
- ☐ Notification of awards will be made by late summer

## ☐ Allowable Expenditures

- ☐ Officer salary and benefits
- ☐ Teaching Materials - \$100 per officer
- ☐ Travel allocations for attending trainings will be determined/provided later





# Additional Information

- ☐ The grant does NOT pay for overtime
- ☐ Typical grant award is for a 10-month position. Applicants may request 11- or 12-month funding provided:
  - ☐ Staff and students are on campus at some point during summer and intersession
  - ☐ A detailed description of the summer/intersession plan, consistent with guidance manual, is proposed and approved by ADE



# Officer Sharing Between Two Schools – Joint Applicants

- ☐ Joint Applicants
  - ☐ Maximum of two schools
  - ☐ Recommended for schools with <300 ADM
- ☐ If a current grantee and new school apply jointly, the application will be treated as a current grantee. Submit all documents accordingly.
- ☐ Current grantee's information must be included in the compliance section of the application.



# Officer Sharing Between Two Schools – Joint Applicants

- ☐ Joint applicants receive one score
- ☐ Cohesive program design
  - ☐ Demonstrated in each section of online application
  - ☐ Collaboration between sites
    - ☐ Effective use of officer
    - ☐ Operational plan
    - ☐ LRE
  - ☐ Enrollment and distance between sites
  - ☐ Sites demonstrate there is a cohesive program and supports in place to support an officer



# Online Application



The image shows a hand holding a tablet displaying an online application form. The form is titled "APPLICATION FORM" and has a section labeled "PERSONAL INFORMATION". The form fields are as follows:

PERSONAL INFORMATION		
Last Name	First Name	Middle
Address	City	State
Phone	Email address	

# Online Grants Management Enterprise (GME) School Safety Program Application - **required**

## ☐ **Budget Section of GME**

☐ **Budget line item** - Itemized salary and benefits of each officer

☐ **Budget Narrative Description** - Indicate 10, 11, 12 month position for each officer

☐ **Program Details** (includes contact information)

☐ **Required Document Checklist** (upload)

 **Application is considered incomplete without online submission**

# Application Scoring

The application is worth a total of 100 points. The online application sections and the operational plan total point values are as follows:

<u>Application Section</u>	<u>New Applicants</u>	<u>Current Grantees</u>
Determining the Need	25 points	25 points
Program Design	40 points	30 points
School-Agency Collaboration	20 points	20 points
Assessing Compliance	N/A	15 points
<u>Operational Plan</u>	<u>15 points</u>	<u>10 points</u>
Total	100 points	100 points



# Required Documents



# Required Documents Checklist

## ☐ CHECKLIST

- ☐ Found in the GME Document Library,  
School Safety Program – download  
for **EACH SITE**

- ☐ See handout



# Cooperative Agreement Signature Page



## Required

- ☐ Download and complete for **each** school
- ☐ Indicates that law enforcement or juvenile probation will provide an officer
  - ☐ Do not submit an application if there is no assurance that an officer will be available
- ☐ Signed by superintendent, school principal and law enforcement agency or juvenile probation agency
- ☐ Joint applicants submit one form

**➔ Application is considered incomplete without this document**

# Statement of Officer Salary and Benefits



## Required

- ☐ Obtain from law enforcement or juvenile probation agency
- ☐ One per agency, per district or charter holder
- ☐ Itemized statement of **actual salary** and benefits per officer
- ☐ Customary benefits only
- ☐ Evidence of prorated salary for 10- and 11- month positions

 **Statement of Officer Salary and Benefits required for award**

# School Safety Program Operational Plan



## Required

- ☐ Download and complete for **each** site
- ☐ Submit plan for 2017-2018 school year
- ☐ Joint applicants can submit one plan if appropriate

**➔ Application is considered incomplete without this document**

# Submitting Documents

- ☐ Include **Required Documents Checklist** found in the GME Document Library **specifying all contents for each site**
- ☐ There must be **FOUR** copies of **EACH** document
- ☐ Clearly identify each document and list the district and site name
- ☐ Include page numbers on each document



# Mailing Documents

Mail documentation (4 copies of each document) in one envelope to:

**Arizona Department of Education  
School Safety and Prevention  
Attn: Rebecca Astorga  
1535 W. Jefferson Street, Bin #29  
Phoenix, AZ 85007**

**➔ All documents, sent in one envelope, mailed and postmarked by April 13, 2017**



# Hand Delivering Documents

Hand deliver documentation (4 copies of each document) in one packet to:

**Arizona Department of Education  
School Safety and Prevention  
3300 N. Central Ave., 16<sup>th</sup> Floor  
Phoenix, AZ 85012**

**Ask for Rebecca Astorga at the Reception Desk**

**➡ All documents, compiled in one packet, must be hand delivered by April 13, 2017 by 5 pm**



# Grant Application Tips



# Grant Application Tips

- ☐ Review entire **Application Instructions** document and **Guidance Manual**
- ☐ Collaborate with all appropriate parties to complete the application
- ☐ 7500 character limit in narrative questions – plenty of space!
- ☐ Ensure responses are clear and concise
- ☐ Ensure responses address each aspect of the question
- ☐ Allow time to review responses and revise as necessary
- ☐ Verify all components and documents are complete and postmarked or hand delivered by **April 13, 2017**





# Contact Information

- ❑ For programmatic questions and assistance, contact the School Safety and Prevention Unit at 602-542-8728 or email [Rebecca.Astorga@azed.gov](mailto:Rebecca.Astorga@azed.gov)
- ❑ For technical assistance with the online system, contact the GME at 602-542-3901 or email [grants@azed.gov](mailto:grants@azed.gov)
- ❑ Note: Programmatic assistance and technical assistance for the online grants system is available from 8am to 5pm, Monday through Friday. There is no support available from the program office or GME after 5pm.



# Thank You

**Thank you for attending today's  
FY 2018 School Safety Program – Year 1  
Application Training.**

