



State of Arizona  
Department of Education  
Office of Diane M. Douglas  
Superintendent of Public Instruction

**HNS-15-2017**

## **MEMORANDUM**

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**To:** School Safety Program District or Charter Administrators

**From:** Jenny Walker, School Health & Safety, School Safety Lead Program Specialist

**Date:** August 24, 2017

**RE:** School Safety Program Requirements and Reminders for Fiscal Year (FY) 2018

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Dear School Safety Program District or Charter Administrator:

Welcome to this new school year and to the first year of the School Safety Program (SSP) FY 2018 to FY 2020 grant cycle. As we begin this year, please make sure that you are familiar with the following information:

1. **Training Requirements and Details**

Note that each of the following has a training requirement to meet this first year of the grant:

- District or Charter Administrator
- Agency Supervisor
- Site Administrator
  - The Site Administrator is the school Principal or designee (Assistant Principal, Dean of Students, etc) **who works most directly with the School Safety Officer** (School Resource Officer [SRO] or Juvenile Probation Officer [JPO]) **and is primarily responsible for program implementation**. This person should be identified as the Site Administrator on your FY 2018 Application in the Arizona Department of Education's (ADE) Grants Management System (GMS).
  - If the Principal chooses to appoint a designee as the Site Administrator to oversee the program, both the Principal **and** the designee are required to attend training this first year of the grant (see the attached FY 2018 Training Schedule for details).
- School Safety Officer (SRO or JPO)

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This institution is an equal opportunity provider.

See the attached **School Safety Program FY 2018 Training Schedule** for details of training dates, venues, and registration.

Please **ensure you provide the Training Flier to all appropriate parties** so all are aware of the training requirements and can register in a timely fashion. Please further note that training is by person and not by school, so if there is turnover in a position at a school during the year, the new person needs to meet his/her training requirement this year.

If any of the parties fail to meet their training requirement this year, funds are withheld for the entire district/charter at the beginning of next year until the training requirement is met.

2. **Estimating and Submitting Your Travel Allocations** (this applies only to LEAs or Charters outside of Maricopa County)

Using the template provided below, please provide an estimate of the total dollars you and your team require to attend trainings in FY 2018. Email your estimate (itemized by site, name/title of attendee, and training) to [su.huma@azed.gov](mailto:su.huma@azed.gov) by August 31, 2017.

<b><u>For Use by LEAs or Charters Outside of Maricopa County</u></b>		
<b><u>SSP FY 2018 Training</u></b>	<b><u>FY 2018 Required Attendance</u></b>	<b><u>Travel Allocation Per Person</u></b>
<b>Leadership 101: The Basics</b>  1-day training in Phoenix	All of the following who are <b>NEW</b> to the program in FY 2018 <b>OR</b> who joined the program during the last grant cycle (FY 2015 to FY 2017) but did not attend Leadership training during that grant cycle. <ul style="list-style-type: none"> <li>• District Administrator</li> <li>• Site Administrator (Principal and Principal's Designee [if applicable])</li> <li>• Agency Supervisor</li> </ul>	\$400
<b>Leadership 102: Beyond the Basics</b>  2-hour team-based training at regional sites (see Training Flier for venues)	All of the following who were on the program in the last grant cycle (FY 2015 to FY 2017) <b>AND</b> attended Leadership training during that cycle. <ul style="list-style-type: none"> <li>• District Administrator</li> <li>• Site Administrator (Principal and Principal's Designee [if applicable])</li> <li>• Agency Supervisor</li> </ul> Please note that <b>both new and continuing officers (SROs/JPOs)</b> also are <b>required</b> to attend the Leadership 102 training with their team.	\$200
<b>New Officer Training</b>  4-day training in Phoenix	Officer new to the program in FY 2018.  Officer new to the program in FY 2017 who did not attend a New Officer Training in FY 2017.	\$800
<b>Advanced LRE Academy</b>  1-day training in Phoenix	Continuing Officer.	\$400



See the attached School Safety Program FY 2018 Training Schedule for specific details of the trainings.

3. **Quarterly Reimbursement Requests**

Please request your quarterly payments using the Reimbursement Requests menu option on the main Sections Page of the GMS. Each quarterly payment may not exceed 25 percent of your total budget. Instructions on how to make a request are in the Reimbursement Request Overview for LEAs/External Users located under GME User Reference Guides in the Document Library (blue tab) on the main Sections Page. Submit your quarterly payments as follows:

<b>Quarterly Reimbursement Schedule</b>	<b>When to Make Your Reimbursement Request</b>	<b>Payment Amount</b>
September 2017	Any time in September	25% of Budget
November 2017	Any time in November	25% of Budget
February 2018	Any time in February	25% of Budget
May 2018	Any time in May	25% of Budget

4. **SSP Program Evaluation**

Please note that the Legislature has directed ADE to include in the annual evaluation of the School Safety Program survey results from all participating schools and data on the impact of participating in the Program. Later this school year, ADE will provide guidelines for Program participants to report this information.

5. **SSP FY 2018 Program Reporting**

This year, each SSP school is required to submit two reports: (1) A half-year report in early January, 2018, and (2) a final year report in June, 2018. Each report will capture information on the School Safety Assessment and Prevention Team quarterly\* meetings, law related education topics, officer activity log summary, and the operational plan. A report template will be provided to you at the beginning of December and another in May. The ADE School Safety Team will use the completed reports to monitor site compliance and to provide support and technical assistance to sites as required.

\*For the purpose of the School Safety Program, quarterly is defined as three month intervals (July-September, October - December, January-March, and April-June)

6. **SSP Guidance Manual**

This manual covers the program philosophy and requirements, clarifies responsibilities of all partners, and identifies the elements of an effective School Safety Program. The current Guidance Manual is available on the School Safety Program [website](#). We are in the process of reformatting the manual to make it more user-friendly, including adding helpful checklists and an FAQ section. We will provide a link to the updated document at the end of August. Please ensure that all appropriate parties read the manual in its entirety as non-compliance with requirements may result in loss of future grant awards.



7. **Technical Assistance and Program Support**

The ADE School Safety Team is here to support you and your team throughout the year. You are welcome to contact us at any time with any questions you have and/or to request program support or technical assistance.

For questions about the program or the training requirements, please contact either

Dr. Jenny Walker  
Lead Program Specialist  
Phone: 602-542-7112  
Email: [Jenny.Walker@azed.gov](mailto:Jenny.Walker@azed.gov)

OR

Rebecca Astorga  
Program Specialist  
Phone: 602-542-8728  
Email: [Rebecca.Astoraga@azed.gov](mailto:Rebecca.Astoraga@azed.gov)

For questions about reimbursement requests or other fiscal matters, please contact either:

Tim Dendy  
Operations Manager  
Phone: 602-542-2784  
Email: [Tim.Dendy@azed.gov](mailto:Tim.Dendy@azed.gov)

OR

Su Huma  
Program Project Specialist  
Phone: 602-364-2092  
Email: [Su.Huma@azed.gov](mailto:Su.Huma@azed.gov)

We look forward to working with you and your School Safety Team and to enjoying a safe and productive school year.

Kind regards,

*Jenny Walker*