



State of Arizona
Department of Education



Health and Nutrition Services Division

HNS 24-2018

MEMORANDUM

To: School Safety Program District or Charter Administrators
From: Jenny Walker, School Health & Safety, School Safety Program Lead
Date: June 27, 2018
RE: School Safety Program Awards for Fiscal Year (FY) 2019

Original Signed

Congratulations! One or more schools in your district have been awarded the School Safety Program (SSP) Continuation Grant for Fiscal Year (FY) 2019 by the State Board of Education. Thank you for your continuing efforts in providing a safe school environment conducive to teaching and learning.

For your ease of reference, the remaining information in this letter is organized into four sections as follows:

SECTION 1: Revising your Application and Securing your Award

- Review the FY 2019 SSP Award Sheet
- Revise the Application (if applicable)
- Resubmit the Application

SECTION 2: Training Requirements and Travel Allocations

SECTION 3: Program Reminders

SECTION 4: Technical Assistance and Program Support

SECTION 1: REVISING YOUR APPLICATION AND SECURING YOUR AWARD

Your FY 2019 application will be approved in Grants Management Enterprise (GME) within the next few days. Once your FY 2019 application is approved, complete the process for revising the application and securing the award. Please note the **FY 2019 training requirements** and any **associated travel allocations** as outlined below:

1. Review the FY 2019 School Safety Program Award Sheet (attached)
 - Verify the following:
 - Accuracy of awarded site(s)

Diane M. Douglas, Superintendent of Public Instruction
1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov
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- Total approved allocation for Purchased Professional Services (officer salary and benefits)
- Total approved allocation for supplies
- Total district budget award
- Approved type and number of officers
- Review Revisions, Contingencies* and/or Comments.
- Complete any noted revisions in GME by **August 31, 2018**.

If no revisions are noted on the Award Sheet, then no further action is required on your application **at this time**.

*If a training contingency is noted on your award sheet, payment reimbursement requests will not be approved until the training requirement has been met. Evidence of meeting the requirement must be emailed to su.huma@azed.gov before payments will be approved.

2. Revise the Application

- Log on to GME at <https://gme.azed.gov/>.
- From the main Sections page of your FY 2019 School Safety Program Application, click on the “Revision Started” link under the “Change Status To” option.
- Make the revisions noted on the *FY 2019 School Safety Program Award Sheet*.

3. “Resubmit” the Application

There is no “Submit” button in the GME system. Instead, various levels of approval must occur for an application to be submitted and processed by ADE. When the application is ready to be “submitted” to ADE, return to the “Sections” page and change the status to “Draft Completed” to initiate the LEA levels of approval.

Authorized LEA representatives will need to review the application and change the status to the following:

- LEA Business Manager Approved
- **LEA Authorized Representative Approved (“submitted”)**

SECTION 2: TRAINING REQUIREMENTS AND TRAVEL ALLOCATIONS

1. FY 2019 Training Requirements: Please share this information with all appropriate parties in a timely fashion.
 - *District Administrators and Agency Supervisors*
 - District Administrators and Agency Supervisors are required to attend training **each year** of the current grant cycle (FY 2018 to FY 2020).
 - **New** District Administrators/Agency Supervisors are required to attend Leadership 101: The Basics training **in the year they join the program**.
 - **Continuing** District Administrators/Agency Supervisors are required to attend the Leadership 200: Your Program, Your Data, Your Success training.
 - If a District Administrator and/or Agency Supervisor does not meet his/her training requirement in the required year, the District is out of compliance for that year. The District Administrator and/or Agency Supervisor **must make up that missed training in addition to** meeting the current year’s training requirement.

- *Site Administrators (Principal and/or Principal's Designee)*
 - 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 2019 Application in the Arizona Department of Education's (ADE) GME.
 - The Site Administrator is required to attend training **each year** of the current three-year grant cycle (FY 2018 – FY 2020).
 - **New** Site Administrators are required to attend Leadership 101: The Basics training **in the year they join the program.**
 - **Continuing** Site Administrators are required to attend the Leadership 200: Your Program, Your Data, Your Success training
 - If the principal has appointed a designee as the Site Administrator, both the principal and the designee must have attended the Leadership 101 training before the designee can attend subsequent trainings on behalf of the principal. If there is turnover in either position, the **continuing** administrator must ensure that the current year's training requirement is met; the **new** administrator must attend the Leadership training.
 - If the Site Administrator does not meet his/her training requirement in the required year, the district/charter is out of compliance for that year. The Site Administrator **must make up that missed training in addition to** meeting the current year's training requirement.
- *School Safety Officers (SROs/JPOs)*
 - Officers are required to attend training **each year** of the three-year grant cycle.
 - **New** officers are required to attend the New Officer Training their first year on the program and then an Advanced LRE Academy in subsequent years.
 - **Continuing** officers are required to attend an Advanced LRE Academy each year.
 - If an officer does not meet his/her training requirement in the required year, the district/charter is out of compliance for that year. The officer **must make up that missed training in addition to** meeting the current year's training requirement.

If any party needs to check his/her training attendance record, training records can be accessed on the Arizona Foundation for Legal Services & Education [website](#). A personal login and password are required. **Member contact information on the website should be kept current to facilitate communication.**

2. Estimating and Submitting your Travel Allocation – This is only for LEAs outside of Maricopa County
 - Using the travel allocations noted below, please estimate the total dollars you will require for your FY 2019 travel allocation.
 - Submit this estimate to su.huma@azed.gov by **August 31, 2018.**

<u>For Use by LEAs or Charters Outside of Maricopa County</u>		
<u>SSP FY 2019 Training</u>	<u>FY 2019 Required Attendance</u>	<u>Travel Allocation Per Person</u>
Leadership 101: The Basics 1-day training in Phoenix	All the following who are NEW to the program in FY 2019 OR who joined the program in FY 2018 but did not attend Leadership 101 training during that grant cycle. <ul style="list-style-type: none"> • District/Charter Administrator • Site Administrator (Principal and/or Principal's Designee [if applicable]) • Agency Supervisor 	\$400
Leadership 200: Your Data, Your Program, Your Success 3-hour team-based regional workshop	All the following who were on the program in FY 2018 AND attended Leadership 102 in FY 2018 <ul style="list-style-type: none"> • District/Charter Administrator • Site Administrator (Principal or Principal's Designee [if applicable]) • Agency Supervisor As this is a team-based training, please note that in addition to the above participants, team registration and attendance (SRO/JPO, school mental health/behavioral health person) is required as a best practice for the content of this training and to support the integrity of the program.	\$200
New Officer Training 4-day training in Phoenix	Officer new to the program in FY 2019. Officer new to the program in FY 2018 who did not attend a New Officer Training in FY 2018.	\$800
Advanced LRE Academy 1-day training in Phoenix	Continuing Officer.	\$400

NOTE: Specific details of the training schedule, including dates and venues, will be emailed to you at the beginning of the new school year.

SECTION 3: PROGRAM REMINDERS

Below are a few reminders about the School Safety Program for the upcoming year. Please read through these carefully to help ensure success with your program during FY 2019.

1. **Record Keeping/Reporting:** Each school is responsible for maintaining all program-related records for the duration of the grant period (follow your records retention policy thereafter). The documents include, but are not limited to, the following:
 - Program applications
 - Training certificates/records
 - Weekly activity logs
 - Mid-Year and End-Year Reports
 - Performance Assessments
 - Operational Plans
 - School Safety Assessment and Prevention Team (SSAPT) documentation

These records may be requested for end-year reporting, renewal applications, annual evaluations, and ADE monitoring visits.

2. Joint Applicants: All school administrator requirements, such as program monitoring and training attendance, remain intact for those schools that are sharing an officer.
3. Change in Officer: If there is a change in officer during the year, please immediately revise your application by completing the Change in Officer Section (questions 8, 9, and 10) on the Program Details page and resubmit your application for approval.
4. Vacant Officer Position: If a vacant officer position is not filled by November 16, 2018, or if a position is vacant during the school year for more than three months, you must contact ADE immediately. Inability to secure an officer could result in loss of funding.
5. Revisions to the FY 2019 Application: Any revisions (e.g. change in officer, district administrator, school administrator, and agency supervisor contact information, or reductions in an officer's salary and benefits) you need to make during FY 2019 must be submitted as an application revision in GME.

NOTE: It is part of the District Administrator's responsibility to ensure that your application always reflects the most current contact information for all parties.

6. Point of Contact for Correspondence from ADE: Throughout this funding cycle (FY 2018 through FY 2020), ADE will communicate directly with you as the School Safety Program District/Charter Administrator. It is your responsibility to forward all relevant correspondence to the appropriate parties in your district/charter in a timely fashion.
7. School Safety Program Tools and Resources: Please visit the SSP website for downloadable tools and resources and alert your SSP team members about availability of same.

SECTION 4: TECHNICAL ASSISTANCE AND PROGRAM SUPPORT

Technical assistance (TA) and program support are available to all program participants. As a part of the TA, the SSP team has developed a series of short introductory videos for administrators and officers. The videos will be available on the SSP [website](#) (Tools & Resources tab) at the beginning of the school year. Additionally, our team will be reaching out to new program participants and/or participants identified as requiring additional support to discuss telephonic and/or on-site technical and program assistance. We are here to support you and your team in successfully implementing and monitoring the School Safety Program. Feel free to contact me at 602-542-7112 or jenny.walker@azed.gov if you have any questions.

Again, congratulations on your award. The ADE School Safety Team looks forward to working with you and your team and wishes you all a safe and productive school year.

Enclosure: *SSP FY 2019 Award Sheet*