



State of Arizona  
Department of Education



Health and Nutrition Services Division

HNS 32-2018

MEMORANDUM

**To:** School Safety Program District or Charter Administrators  
**From:** Jenny Walker, School Health & Safety, School Safety Program Lead  
**Date:** August 2, 2018  
**RE:** School Safety Program Requirements and Reminders for Fiscal Year (FY) 2019

*Original Signed*

Welcome to this new school year, which is Year 2 of the School Safety Program (SSP) 3-year grant cycle (FY 2018 to FY 2020). As we begin this year, please make sure that you are familiar with the following information:

1. **Training Requirements for FY 2019:** Each of the following has a training requirement to meet:
  - District or Charter Administrator
  - Agency Supervisor
  - Site Administrator
  - School Safety Officer (SRO or JPO)

See the attached **School Safety Program FY 2019 Training Schedule** for details of who attends what training, training dates, venues, and registration.

Please **ensure you provide the Training Schedule 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.

**Reminder: Site Administrator Training Requirement**

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 must have attended L101: The Basics *before* the designee can attend subsequent trainings, such as Leadership 200, 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 and the new administrator must attend Leadership 101.

**Diane M. Douglas, Superintendent of Public Instruction**

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This institution is an equal opportunity provider.

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

Using the template provided in your Award Memo dated June 27, 2018, please provide an estimate of the total dollars you and your team require to attend trainings in FY 2019. 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, 2018.

See the attached SSP FY 2019 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 GME. 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 2018	Any time in September	25% of Budget
November 2018	Any time in November	25% of Budget
February 2019	Any time in February	25% of Budget
May 2019	Any time in May	25% of Budget

4. **SSP FY 2019 Program Reporting**

This year, each SSP school is required to submit two reports: (1) A mid-year report in early January 2019, and (2) an end-year report in June 2019. At a minimum, 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 in 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 School Safety Program, quarterly is defined as three-month intervals (July-September, October - December, January-March, and April-June)

5. **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](#) (Tools & Resources tab). Please ensure that all program participants are aware of this resource and read it in its entirety as non-compliance with program requirements may result in loss of future grant awards.

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

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

For questions about fiscal matters, please contact either:

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

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.