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| **SAMPLE: School Safety Program Calendar of Monthly Tasks**  Year: \_\_\_\_\_\_\_\_\_\_, 1st Semester | | |
| **Month** | **Tasks** | **Responsibility (Add Due Dates)** |
| **July** | School Safety Program  District Administrator   * Publish training matrix based on ADE schedule and distribute to schools. * Schedule training for new SRO and new Site Admin * JPO Service Agreement (MOU/IGA/ISA) - confirm Officer assignments * SRO Service Agreement - check with Agency Supervisor for projected availability * Upload copy of appropriate Service Agreement to each school’s Google folder   Site Administrators (Principal, Asst. Principal or Dean)   * Introduce assigned School Safety Officer to staff, students and parents maintain written documentation of date(s) | District Administrator (**DA**)– Early August  **DA** – due: AUG  **DA** – Board approval:  **DA** – Board approval:  **DA** – Upon Governing Board Approval  Site Administrator (SA) |
| **August** | * \*Establish SSAPT team and conduct 1st meeting: * Schedule 1st quarter LRE classes | SA  SA |
| **September** | * Register for required training as a continuing site team * Upload training certificates to Google Docs school folder * \*Conduct 2nd SSAPT meeting * Observe Officer delivering LRE (1 class session) * Monitor Officer’s activity logs * Conduct Site Visits - enter school site(s) | SA  SA  SA  SA  SA  **DA** |
| **October** | * Schedule meeting with Agency Supervisor * \*Conduct 3rd SSAPT meeting * Observe Officer delivering LRE (1 class session) * Monitor Officer’s activity logs * Conduct Site Visits - enter school site(s) | SA  SA  SA  SA  **DA** |
| **November** | * Conduct 1st Officer Assessment and review with Officer * \*Conduct 4th SSAPT meeting * Observe Officer delivering LRE (1 class session) * Monitor Officer’s activity logs * Conduct Site Visits - enter school site(s) | SA  SA  SA  SA  **DA** |
| **December** | * \*Conduct 5th SSAPT meeting * Observe Officer delivering LRE (1 class session) * Monitor Officer’s activity logs | SA  SA  SA |

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| **SAMPLE: School Safety Program Calendar of Monthly Tasks**  Year: \_\_\_\_\_\_\_\_\_\_, 2nd Semester | | |
| **Month** | **Tasks** | **Responsibility** |
| **January** | * **Mid-Year Report Due (January: \_\_\_\_\_\_\_)** * \*Conduct 6th SSAPT meeting and use for completion of Mid-Year report * Monitor Officer’s activity logs * Conduct Site Visits - enter school site(s) * Complete EYR | **DA**  SA with SSAPT  SA  **DA**  SA:Provide to DA |
| **February** | * Schedule 2nd meeting with Agency Supervisor * \*Conduct 7th SSAPT meeting * Observe Officer delivering LRE (1 class session) * Monitor Officer’s activity logs * Conduct Site Visits - enter school site(s) | SA  SA  SA  SA  **DA** |
| **March** | * Conduct 2nd Officer Assessment and review with Officer * \*Conduct 8th SSAPT meeting * Gather written testimonials for End Year Report (EYR) (from staff, parents, students) * Conduct Needs Assessment and complete Operational Plan for Year 3 Application * Conduct Site Visits - enter school site(s) | SA  SA  SA with SSAPT  SA with SSAPT  **DA** |
| **April** | * \*Conduct 9th SSAPT meeting * Complete Year 3 Application * **April 15th (Projected Due Date for Year 3 Application)** * Observe Officer delivering LRE (1 class session) * Monitor Officer’s activity logs | SA  SA: Provide to **DA**  **DA**  SA  SA |
| **May** | * \*Conduct 10th SSAPT meeting and use for completion of End Year Report (EYR) * Gather data for EYR * Complete EYR | SA with SSAPT  SA with SSAPT  SA: Provide to **DA** |
| **June** | * **End of Year Report Due** | **DA** |

**\*Use the** [**Recommended SSAPT Agenda**](https://cms.azed.gov/home/GetDocumentFile?id=5b7724ad1dcb250e1494c9ce) **at each meeting. Review the Operational Plan.**

1. Review Data, 2. Identify Safety Concerns 3. Identify Priority Focus Areas (PFAs), align LRE topics,

4. Plan cohort groups identified by data, 5. Align LRE, 6. Coordinate campus programs, services, and resources, 7. Discuss strategic visibility, 8. Spotlight impact on school climate. Revise OP accordingly!

The electronic version of this *Sample District Administrator Calendar* is found on the ADE website under the *Tools and Resources* tab: <http://www.azed.gov/shs/ssp/>

Note: The SSAPT is required to meet quarterly. Creighton ESD meets monthly as a best practice.