



Arizona Department of Education

Health & Nutrition Services Division

HNS 14-2019

MEMORANDUM

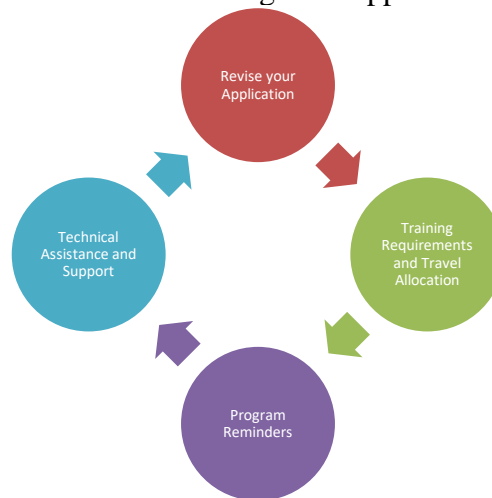
To : School Safety Program District or Charter Administrators
From : Jenny Walker, School Health & Safety, School Safety Program Lead
Date : June 25, 2019
Re : School Safety Program Awards for Fiscal Year (FY) 2020

Original Signed

Congratulations! One or more schools in your district has been awarded the School Safety Program (SSP) Continuation Grant for FY 2020 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 five sections as follows:

- Section 1: Revising your Application and Securing your Award
- Review the FY 2020 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



Kathy Hoffman, Superintendent of Public Instruction

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Section 1: Revising your Application and Securing Your Award

Your FY 2020 application will be approved in the Arizona Department of Education's (ADE) Grants Management Enterprise (GME) within the next few days. Once your application is approved, complete the process for revising the application and securing the award.

1. Review the FY 2020 School Safety Program Award Sheet (attached)

- Verify the following:
 - Accuracy of awarded site(s)
 - Total approved allocation for Purchased Professional Services (officer salary and benefits)
 - Total approved allocations for classroom supplies for the officer
 - 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, 2019

If no revisions are noted on your 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 is 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 2020 School Safety Program Application, click on the "Revision Started" link under the "Change Status To" option.
- Make the revisions noted on the FY 2020 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 2020 Training Requirements: Please share this information with all appropriate parties in a timely fashion. 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.**

- *District Administrators and Agency Supervisors* – you are required to attend training **each year** of participation in the current grant cycle (FY 2018 to FY 2020)

Status of District Administrator/Agency Supervisor during grant cycle FY 2018 – FY 2020	Training to attend in FY 2020
Joined the SSP in FY 2020	Leadership 101: The Basics
Joined the SSP in FY 2019 and attended L101 in FY 2019	Leadership 200: Your Data, Your Program, Your Success
Joined the SSP in FY 2018, attended L101 in FY 2018, and L200 in FY 2019	Leadership 300: Creating Community Connections
Did not attend the required training last year	Make up the training you missed last year AND attend your required training this year

- *School Safety Officers (SROs/JPOs)* - Officers are required to attend training **each year** of participation in the current three-year grant cycle (FY 2018 to FY 2020)

Status of SRO/JPO during grant cycle FY 2018 – FY 2020	Training to attend in FY 2020
New to the SSP in FY 2020	New Officer Training
Joined the SSP in FY 2018 or FY 2019 and has attended New Officer Training	Advanced LRE Academy
Did not attend the required training last year	Make up the training missed last year AND attend the required training this year

- *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 2020 Application in the GME. The Site Administrator is required to attend training **each year** of participation in the current three-year grant cycle (FY 2018 – FY 2020).

Status of Site Administrator during grant cycle FY 2018 – FY 2020	Training to attend in FY 2020
New to the SSP in FY 2020	Leadership 101: The Basics
Joined the SSP in FY 2019 and attended L101 in FY 2019	Leadership 200: Your Data, Your Program, Your Success
Joined the SSP in FY 2018, attended L101 in FY 2018, and L200 in FY 2019	Leadership 300: Creating Community Connections
Did not attend the required training last year	Make up the training you missed last year AND attend your required training this year
<p>NOTES:</p> <ul style="list-style-type: none"> • 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 Leadership 101. • Leadership 200 and 300 are both team-based workshops. Team registration and attendance (district administrator, site administrator, agency supervisor, 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. 	

2. Estimating and Submitting your Travel Allocation – This is ONLY for LEAs outside of Maricopa County

- Using the training requirements noted above and the travel allocations noted below, please estimate the total dollars you will require for your FY 2020 travel allocation.
- Submit this estimate to su.huma@azed.gov by **August 31, 2019**.
- Specific details of the training schedule, including dates and venues, will be emailed to you at the beginning of the new school year.

SSP FY 2020 Training	Travel Allocation Per Person
Leadership 101: The Basics 1-day training in Phoenix	\$400
Leadership 200: Your Data, Your Program, Your Success 3-hour team-based workshop in Phoenix	\$200
Leadership 300: Creating Community Connections 3-hour team-based regional workshop	\$100
New Officer Training 4-day training in Phoenix	\$800
Advanced LRE Academy 1-day training in Phoenix	\$400

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 2020.

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.

Joint Applicants

All school administrator requirements, such as program monitoring and training attendance, remain intact for those schools that are sharing an officer.

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.

Vacant Officer Position

If a vacant officer position is not filled by November 15, 2019, 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.

Revisions to the FY 2020 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 2020 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.

Point of Contact for Correspondence

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.

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 will develop a series of short introductory videos for program participants. The videos should 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.

Attachments:

- FY 2020 SSP Award Sheet