

**Improving America's Schools Act of 1994
P. L. 103-382**

TITLE IV APPLICATION

SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES

July 1, 2001 – June 30, 2002

**Office of Compensatory Programs
Virginia Department of Education
101 N. 14th Street
P. O. Box 2120
Richmond, VA 23218-2120**

**VIRGINIA DEPARTMENT OF EDUCATION
SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1994
TITLE IV OF IMPROVING AMERICA'S SCHOOLS ACT**

Overview of Application

PURPOSE

The purpose of the Safe and Drug -Free Schools and Communities Act (SDFSCA) "is to support programs to meet the seventh National Education Goal by preventing violence in and around schools and by strengthening programs that prevent the illegal use of alcohol, tobacco, and drugs, involve parents, and are coordinated with related Federal, State and community efforts and resources, through the provision of Federal assistance. . . "(Sec. 4003. Purpose)

In order to be eligible to receive funds under SDFSCA for any fiscal year, the school division "shall submit, at such time as the State educational agency requires, an application to the State agency for approval. Such an application shall be amended, as necessary, to reflect changes in the local educational agency's program." (Sec. 4115. Local Applications)

FUNDS AVAILABLE

School divisions will be notified of preliminary allocations via a SUPTS. MEMO. Notification of final amounts will be made after confirmation is received from the U.S. Department of Education. The preliminary allocation amounts for FY 2001 are outlined as follows:

• Governor's Share (20%)	\$1,634,981
• Virginia Department of Education (80%)	\$6,539,924
TOTAL VIRGINIA ALLOTMENT	\$8,174,905
• Virginia Department of Education: Programs & Administration	\$ 588,593
• School Divisions (70% - Entitlement)	\$4,165,932
• School Divisions (30% - Greatest Need)	\$1,785,399
TOTAL TO VIRGINIA DEPARTMENT OF EDUCATION	\$6,539,924

Fourteen school divisions will be eligible to receive additional funds based on "greatest need." [x-ref. Sec. 413.(d)(2)(C)]. A report from the Weldon Cooper Center for Public Service at the University of Virginia which will identify these fourteen school divisions is due to the Virginia Department of Education no later than May 1, 2001. Official notification to the fourteen school divisions about "greatest need" funding status will come from the Superintendent of Public Instruction, Dr. Jo Lynne DeMary.

In order to be eligible to receive funds under the SDFSCA for any fiscal year, the school division, shall submit an application to the Virginia Department of Education for approval. Such an application shall be amended, as necessary, to reflect changes in the school division program.

PRINCIPLES OF EFFECTIVENESS

In order to ensure that school divisions spent their SDFSCA funds in the most effective manner possible, effective July 1, 1998, recipients of SDFSCA grants must align their programs to conform to a set of four principles of effectiveness. These principles require grant recipients to:

- Base their programs on a thorough assessment of objective data about the drug and violence problems in the schools and communities served;
- With the assistance of a local or regional advisory council, establish a set of measurable goals and objectives and design their activities to meet those goals and objectives;
- Design and implement their activities based on research or evaluation that provides evidence that the strategies used prevent or reduce drug use, violence, or disruptive behavior among youth; and
- Evaluate their programs periodically to assess their progress toward achieving their goals and objectives, and use their evaluation results to refine, improve, and strengthen their program, and to refine their goals and objectives as appropriate.

REVIEW OF APPLICATIONS

In determining whether to approve the application of a school division, key consideration will be the quality of the comprehensive plan and compliance with provisions of the SDFSCA. Detailed instructions for completion of the Application, the related SDFSCA provisions, and criteria for approval are provided.

Applications will be reviewed during the third week of June 17-22, 2001. For the fourth year, a peer review process will be used. Notification will be sent no later than July 9, 2001 to school divisions whose applications are approved. In the case of applications which do not meet established criteria for approval, every effort will be made to resolve the issue as quickly as possible. When a problem is detected, the school division coordinator will immediately (during the review week) be notified, informed of the problem(s) identified, and provided technical assistance in improving the application to meet the criteria for approval. Using telephones and fax machines, it is anticipated that problems can and will be resolved and that almost all applications will be approved by the end of the review week.

DEADLINE

The Application for FY 2001-2002 is similar to the FY 2000-2001 application. It is recommended that the application be reviewed upon receipt so that the necessary information can be organized well in advance of the June 8, 2001 deadline.

SUBMISSION OF APPLICATION

The Department of Education requires that three copies of the Application be submitted; the original and two copies. The original copy requires original signatures. The other two may be a duplicate of the original. In order to ensure that applications are reviewed in accordance with the announced schedule, applications must be submitted no later than June 8, 2001 to:

Arlene D. Cundiff
Coordinator, Safe and Drug-Free Schools Program
Office of Compensatory Programs
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120

Note: For Federal Express deliveries, please use the following street address:

James Monroe Bldg. - 23rd Floor
101 N. 14th Street
Richmond, VA 23219

APPLICATION INSTRUCTIONS

Instructions for completion of the 2001-2002 Title IV, Safe and Drug-Free Schools and Communities Act Application are provided on the following pages. For Sections 3-11, the following have been provided:

- the applicable provision of the Act;
- specific information to be provided; and
- criteria for approval.

ORGANIZATION OF APPLICATION

The application packet should be assembled in the following order:

- Section 1: Applicant Information
- Section 2: Allocation Information
- Section 3: Advisory Council
- Section 4: Needs Assessment
- Section 5: Measurable Goals and Objectives
- Section 6: Comprehensive Plan
- Section 7: Programs Activities
- Section 8: Program Evaluation
- Section 9A: Budget Narrative
- Section 9B: 2001-2002 Budget Summary
- Section 10: Private Schools
- Section 11: Assurances

Pages should be numbered using both section number and page number. For example, if the Comprehensive Plan takes four pages to describe, the pages would be numbered as follows:

- Section 3: Page 1
- Section 3: Page 2
- Section 3: Page 3
- Section 3: Page 4

SECTION 1: APPLICANT INFORMATION

Complete all items on the form provided.

SECTION 2: ALLOCATION INFORMATION

Complete all items on the form provided.

SECTION 3: ADVISORY COUNCIL

Applicable SDFSCA Provision:

Sec. 4115(a)(2) Local Applications

“(2) Development.--

“(A) A local educational agency shall develop its application under subsection (a)(1) in consultation with a local or substate regional advisory council that includes, to the extent possible, representatives of local government, business, parents, students, teachers, pupil services personnel, appropriate State agencies, private schools, the medical profession, law enforcement, community-based organizations, and other groups with interest and expertise in drug and violence prevention.

“(B) In addition to assisting the local educational agency to develop an application under this section, the advisory council established or designated under subparagraph (A) shall, on an ongoing basis--

“(i) disseminate information about drug and violence prevention programs, projects, and activities conducted within the boundaries of local the educational agency;

“(ii) advise the local educational agency regarding--

“(I) how best to coordinate such agency’s activities under this subpart with other related programs, projects, and activities; and

“(II) the agencies that administer such programs, projects, and activities; and

“(iii) review program evaluations and other relevant material and make recommendations to the local educational agency on how to improve such agency’s drug and violence prevention programs.

Advisory Council: Specific information to be provided

1. Describe specifically the manner in which the SDFSCA advisory council was consulted in the development of the 2001-2002 Application.
2. Describe the manner in which the SDFSCA advisory council will on an ongoing basis disseminate information about the school division’s drug and violence prevention programs, projects, and activities.
3. Describe the manner in which the SDFSCA advisory council will advise the school division on the coordination of SDFSCA activities with other related programs and on the administration of SDFSCA programs, projects, and activities.
4. Describe the manner in which the SDFSCA advisory council will review program evaluations and other relevant materials and make recommendations on how to improve drug and violence prevention programs.

5. Provide a list of 2001-2002 SDFSCA Advisory Council members on the sheet provided. List must include

- name
- agency/organization
- full mailing address
- constituency the member represents.

Example:

<u>Name</u>	<u>Mailing Address</u>	<u>Agency/Organization</u>	<u>Constituency</u>
John Jones	1234 Maple Ave. Jefferson, VA 12345	Washington Community College	Higher Education

Criteria for approval of Section 3

- Response to each item is specific and clear.
- Advisory Council membership meets statutory requirements.

SECTION 4: NEEDS ASSESSMENT

Applicable SDFSCA Provision: Sec. 4115 (b)(1). Local Applications

“(b) Contents of Applications.--An application under this section shall contain--

(1) an objective analysis of the current use (and consequences of such use) of alcohol, tobacco, and controlled, illegal, addictive or harmful substances as well as the violence, safety, and discipline problems among students who attend the schools of the applicant (including private school students who participate in the applicant’s drug and violence prevention program) that is based on ongoing local assessment or evaluation activities;”

SDFSCA Principle 1

Base programs on a thorough assessment of objective data about the drug and violence problems in the schools and communities served:

Needs Assessment: Specific information to be provided

1. Describe needs assessment activities including
 - what methods were used to conduct the needs assessment
 - who participated in conducting the assessment (advisory council, teachers, youth, parents, etc.)
 - when the needs assessment was conducted
 - the data sources that make up the needs assessment
2. Describe the magnitude and severity of the drug and violence problem in your schools and community, as well as other needs identified by your needs assessment.
3. Describe the links between the needs assessment data and the program proposed. For example, a high number of fights and incidents of disruption would support a proposed plan to implement discipline policy changes and a conflict mediation program.

Criteria for approval of Section 4

Clarity and specificity of responses.

Description reflects careful analysis of available information.

Data used is appropriate and most current available.

Analysis relies on multiple sources of information.

Clarity of link between needs assessment and proposed program.

Section 5: GOALS AND OBJECTIVES

Applicable SDFSCA Provision:

Sec. 4115 (b)(2) Local Applications.

“(b) Contents of Applications.--An application under this section shall contain--

“(2) a detailed explanation of the local educational agency’s comprehensive plan for drug and violence prevention, which shall include a description of--

“(A) how the plan will be coordinated with programs under this Act, the Goals 2001: Educate America Act, and other Acts, as appropriate, in accordance with the provisions of section 14306;

“(B) the local educational agency’s measurable goals for drug and violence prevention, and a description of how such agency will assess and publicly report progress toward attaining these goals;

“(C) how the local educational agency will use its distribution under this subpart;

“(D) how the local educational agency will coordinate such agency’s programs and projects with community-wide efforts to achieve such agency’s goals for drug and violence prevention; and

“(E) how the local educational agency will coordinate such agency’s programs and projects with other Federal, State, and local programs for drug-abuse prevention, including health programs; and

“(3) such other information and assurances as the State educational agency may reasonably require.

SDFSCA Principle 2:

With the assistance of a school division or regional advisory council where required by the SDFSCA, establish a set of measurable goals and objectives and design programs to meet those goals and objectives.

Goals and Objectives: Specific information to be provided

1. Using the table format provided, list the school division’s measurable goals measurable objectives for drug and violence prevention, and the programs/activities proposed to be employed to achieve each goal and objective, and timelines for implementation.

A goal is a measurable statement of desired longer-term, global impact of the prevention program.

Well-formulated **goals** reflect the longer-term, global effects the prevention program is intended to achieve. Goals typically address changes in alcohol and other drug use measures or incidence of violence or in terms of changes in risk or protective factor indicators. Examples would include:

- reduced alcohol use among teens
- reduced number of disciplinary suspensions
- a change in group norms or public policy

An objective is a specific, measurable statement of the desired immediate or direct outcome of the prevention program which support accomplishment of a goal.

Well-formulated **objectives** reflect the more immediate or direct effects a prevention program is intended to achieve. Objectives typically address changes in participant performance/behavior that occur as a result of specific prevention activities. Examples might include:

- increase in the knowledge of program participants as measured by a test
- improvement in observable behavior of individual program participants
- an increased number of students agree to sign an “alcohol-free prom night” pledge card

Both the goal statement and the objective statement must include the following elements:

- A**udience – The population/target audience for whom the desired outcome is intended.
- B**ehavior – What is to happen? A clear statement of the behavior change/result expected.
- C**ondition – The conditions under which measurements will be made. This may refer to the timeframe and/or upon implementation of a specific intervention.
- D**egree – The level of results expected. This often involves measuring change in comparison to an identified baseline.
- E**vidence – Defines the method of measuring the change expected. The degree of change (set forth above) will be measured using a specified instrument or criterion.

Please complete the table provided in the manner shown in the sample table below. Make copies of the table if additional space is needed.

Section 5: Goals, Objectives and Activities Sample

Measurable Goal #1 : Reduce by 10% youth alcohol and other drug use as reported by Our County middle and high school students on the May 2002 PRIDE survey following implementation of a comprehensive student assistance program.	
Measurable Objective # 1a: Students who have violated the school division’s drug policy and who participate in the SAP Insight Group will become more knowledgeable about chemical dependency, will become more insightful about their own and their friends patterns of use, and will develop strategies to avoid use in the future as evidenced in successful completion at a 90% mastery level of all assignments in the Insight Group curriculum and the absence of subsequent offenses.	
Activities to achieve Objective # 1a: Implement SAP Insight Group for drug policy violators.	Implementation Time Line: Begin Oct. 1, 2001; conduct bi-weekly throughout school year.
Measurable Objective # 1b: Students who participate in support groups for those affected by the alcohol/drug use of others will become more knowledgeable about chemical dependency and its impact on others, will demonstrate constructive coping techniques, and will develop strategies for future support and personal goal-achievement as evidenced in successful completion of all activities and assignments at a 90% mastery level in the Affected Others Group curriculum.	
Activities to achieve Objective # 1 b: Implement SAP Affected Others Group for appropriate identified students.	Implementation Time Line: Conduct one eight-session group each semester - Oct. 18 to Dec. 17, 2001 and Feb. 28 to May 5, 2002

Additional information about developing measurable goals and objectives and selecting appropriate, research-based programs and activities is available in the publication: *Virginia Effective Practices Project SDFSCA Program Planning and Evaluation Handbook* which has been sent to all SDFSCA Coordinators.

Criteria for approval of Section 5

Goals and objectives are measurable and include necessary components.

Each goal has at least one supporting objective; each objective clearly supports a goal.

Proposed activities are appropriate to achieve established goals and objectives.

SECTION 6: COMPREHENSIVE PLAN

Applicable SDFSCA Provisions:

Sec. 4116(a) Local Drug and Violence Prevention Programs.

“(a) Program requirements.-- A local educational agency shall use funds received under this subpart to adopt and carry out a comprehensive drug and violence prevention program which shall--

“(1) be designed, for all students and employees, to--

“(A) prevent the use, possession, and distribution of tobacco, alcohol, and illegal drugs by students and to prevent the illegal use, possession, and distribution of such substances by employees;

“(B) prevent violence and promote school safety; and

“(C) create a disciplined environment conducive to learning; and

“(2) include activities to promote the involvement of parents and coordination with community groups and agencies, including the distribution of information about the local educational agency’s needs, goals, and programs under this subpart.

Sec. 4115 (b)(2) Local Applications.

“(b) Contents of Applications.--An application under this section shall contain--

“(2) a detailed explanation of the local educational agency’s comprehensive plan for drug and violence prevention, which shall include a description of--

“(A) how the plan will be coordinated with programs under this Act, the Goals 2001: Educate America Act, and other Acts, as appropriate, in accordance with the provisions of section 14306;

“(B) the local educational agency’s measurable goals for drug and violence prevention, and a description of how such agency will assess and publicly report progress toward attaining these goals;

“(C) how the local educational agency will use its distribution under this subpart;

“(D) how the local educational agency will coordinate such agency’s programs and projects with community-wide efforts to achieve such agency’s goals for drug and violence prevention; and

“(E) how the local educational agency will coordinate such agency’s programs and projects with other Federal, State, and local programs for drug-abuse prevention, including health programs; and

“(3) such other information and assurances as the State educational agency may reasonably require.

SDFSCA Principle 3:

Design and implement programs for youth based on research or evaluation that provides evidence that the programs used prevent or reduce drug use, violence, or disruptive behavior among youth.

Comprehensive Plan: Specific information to be provided

Please address each of the elements in the two areas: 1) program overview and 2) collaboration and coordination.

1. Program Overview

Describe

- (a) how the school division will carry out a comprehensive drug and violence prevention program. The description must specify how the 2001-2002 program will address both students and employees and how it is designed to prevent substance abuse, prevent violence, promote school safety, and create a disciplined environment conducive to learning;
- (b) activities which will be conducted to promote the involvement of parents;
- (c) activities which will be conducted to promote coordination with community groups and agencies; and
- (d) how information will be distributed to parents and to community groups and agencies about the school division's needs, goals, and programs under SDFSCA.

2. Collaboration and Coordination

Describe

- (a) how the SDFSCA plan will be coordinated with programs under the Improving America's Schools Act of 1994 and other Acts as appropriate;
- (b) how the school division will coordinate its programs and projects with community-wide efforts to achieve the school division's goals for drug and violence prevention; and
- (c) how the school division will coordinate their programs and projects with other federal, state, and community programs for drug abuse prevention, including health programs.

Criteria for approval of Section 6

Clarity and specificity of responses to each inquiry.

Programs and activities are based on an assessment of objective data about the drug and violence programs in schools and communities served.

Program design and proposed strategies are appropriate for goals and objectives established. Program design and strategies proposed are based on research or evaluations that provide evidence of effectiveness.

Program reflects a high level of collaboration with community agencies and organizations. Program is well-coordinated with other programs and projects in the community.

Note that SDFSCA funds are intended to **supplement** the K-12 prevention efforts already required. The description of the comprehensive plan should focus primarily on SDFSCA-funded programs and activities but should also reflect related programs and activities in the schools and the community.

SECTION 7: PROGRAMS AND ACTIVITIES

Applicable SDFSCA Provision:

Sec. 4116 (b) Local Drug and Violence Prevention Programs

“(b) Authorized Activities.--A comprehensive drug and violence prevention program carried out under this subpart may include--

“(1) age-appropriate, developmentally based drug prevention and education programs for all students, from the preschool level through grade 12, that address the legal, social, personal and health consequences of the use of illegal drugs, promote a sense of individual responsibility, and provide information about effective techniques for resisting peer pressure to use illegal drugs;

“(2) programs of drug prevention, comprehensive health education, early intervention, pupil services, mentoring, or rehabilitation referral, which emphasize students' sense of individual responsibility and which may include--

“(A) the dissemination of information about drug prevention;

“(B) the professional development of school personnel, parents, students, law enforcement officials, judicial officials, health service providers and community leaders in prevention, education, early intervention, pupil services or rehabilitation referral; and

“(C) the implementation of strategies, including strategies to integrate the delivery of services from a variety of providers, to combat illegal alcohol, tobacco and drug use, such as--

(i) family counseling;

(ii) early intervention activities that prevent family dysfunction, enhance school performance, and boost attachment to school and family; and

(iii) activities, such as community service and service-learning projects, that are designed to increase students' sense of community;

“(3) age-appropriate, developmentally based violence prevention and education programs for all students, from the preschool level through grade 12, that address the legal, health, personal, and social consequences of violent and disruptive behavior, including sexual harassment and abuse, and victimization associated with prejudice and intolerance, and that include activities designed to help students develop a sense of individual responsibility and respect for the rights of others, and to resolve conflicts without violence;

“(4) violence prevention programs for school-aged youth, which emphasize students' sense of individual responsibility and may include--

“(A) the dissemination of information about school safety and discipline;

“(B) the professional development of school personnel, parents, students, law enforcement officials, judicial officials, and community leaders in designing and implementing strategies to prevent school violence;

“(C) the implementation of strategies, such as conflict resolution and peer mediation, student outreach efforts against violence, anti-crime youth councils (which work with school and community-based organizations to discuss and develop crime prevention strategies), and the use of mentoring programs, to combat school violence and other forms of disruptive behavior, such as sexual harassment and abuse; and

“(D) the development and implementation of character education programs, as a component of a comprehensive drug or violence prevention program, that are tailored by communities, parents and schools; and

“(E) comprehensive, community-wide strategies to prevent or reduce illegal gang activities;

“(5) supporting `safe zones of passage' for students between home and school through such measures as Drug- and Weapon-Free School Zones, enhanced law enforcement, and neighborhood patrols;

“(6) acquiring and installing metal detectors and hiring security personnel;
“(7) professional development for teachers and other staff and curricula that promote the awareness of and sensitivity to alternatives to violence through courses of study that include related issues of intolerance and hatred in history;

“(8) the promotion of before-and-after school recreational, instructional, cultural, and artistic programs in supervised community settings;

“(9) drug abuse resistance education programs, designed to teach students to recognize and resist pressures to use alcohol or other drugs, which may include activities such as classroom instruction by uniformed law enforcement officers, resistance techniques, resistance to peer pressure and gang pressure, and provision for parental involvement; and

“(10) the evaluation of any of the activities authorized under this subsection.

“(c) Limitations.--

“(1) In general.--Not more than 20 percent of the funds made available to a local educational agency under this subpart may be used to carry out the activities described in paragraphs (5) and (6) of subsection (b).

“(2) Special rule.--A local educational agency shall only be able to use funds received under this subpart for activities described in paragraphs (5) and (6) of subsection (b) if funding for such activities is not received from other Federal agencies.

Criteria for approval of Section 7

Activities proposed are authorized under the Act.

Activities proposed are appropriate to achieve established measurable goals and objectives.

Timelines for proposed activities are realistic.

SECTION 8: PROGRAM EVALUATION

SDFSCA Principle 4:

Evaluate programs periodically to assess progress toward achieving goals and objectives, and use evaluation results to refine, improve, and strengthen their program, and to refine their goals and objectives as appropriate.

Proposed Program Evaluation: Specific information to be provided

1. Describe how the school division will assess the SDFSCA program's effectiveness by addressing each of the following:
 - a. For each goal, clearly identify the change being targeted and describe the method(s) which will be used to measure the change(s) expected.
 - b. For each objective, clearly identify the change being targeted and describe the method(s) which will be used to measure the change(s) expected.
 - c. For each activity proposed, describe the methods which will be used to monitor implementation and ensure fidelity to the intended program design.
2. Describe how progress toward attaining goals and objectives will be publicly reported.

Criteria for approval of Section 8

Methods are adequate and appropriate.

Strategies for publicly reporting progress toward attaining goals and objectives use multiple channels which include reporting to parents and community leaders.

SECTION 9: 2001-2002 BUDGET

Applicable SDFSCA Provision:

Sec. 4116 (b) Local Drug and Violence Prevention Programs (excerpt)

“(b) Authorized Activities.--A comprehensive drug and violence prevention program carried out under this subpart may include-- See (1) to (4) above in Section 7 instructions.

“(5) supporting ‘safe zones of passage’ for students between home and school through such measures as Drug- and Weapon-Free School Zones, enhanced law enforcement, and neighborhood patrols;

“(6) acquiring and installing metal detectors and hiring security personnel;

“(c) Limitations.--

“(1) In general.--Not more than 20 percent of the funds made available to a local educational agency under this subpart may be used to carry out the activities described in paragraphs (5) and (6) of subsection (b).

2001-2002 Budget: Specific information to be provided

1. Using the table format set forth in Section 9A. Budget Narrative, itemize and provide justification for proposed expenditures. Carefully read and follow the SAMPLE provided.
 - Itemize expenditures by category and by unit and cost.
 - Justify expenditures, explaining how expenditures for each budget category were determined and how they are necessary for your proposed program.
2. Complete all items on the Budget Summary Sheet (Section 9B) provided.

Criteria for approval of Section 9

Expenditures proposed are authorized under the Act.

Budget submitted is for a 12-month period.

Budget Summary Sheet is accurately completed.

The budget and budget narrative include all proposed expenditures.

Proposed expenditures are itemized by category and by unit and cost.

Budget narrative includes required information.

Proposed costs are recognized as ordinary and necessary to the efficient operation of the program.

IMPORTANT NOTE

Please be sure that the dollar amounts on both sections agree--that is, Section 9A totals should match the totals in Section 9B.

Section 10: PRIVATE SCHOOLS

To be in compliance with Sections 76.651-76.656 of EDGAR, school divisions receiving funds under the Safe and Drug-Free Schools and Communities Act shall provide for **equitable participation** by students enrolled in private schools. Consultation with participating private school representatives during **all phases of development** and design of the SDFSCA program is required.

Private Schools: Specific information required.

1. Complete all items on Application Sheets provided.

Criteria for approval of Section 10

Response to each item in specific and clear.

Private school participation meets statutory requirements.

Section 11: ASSURANCES

Criteria for approval of Section 11

Original signatures. All designated individuals have signed.

1. Review all assurances
2. The assurances must be signed by:
 - SDFSCA coordinator
 - division superintendent
 - school board chairperson
 - SDFSCA advisory board chairperson

**VIRGINIA DEPARTMENT OF EDUCATION
SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1994
(TITLE IV OF IMPROVING AMERICA'S SCHOOLS ACT)**

**SCHOOL DIVISION APPLICATION
2001-2002**

SECTION 1: APPLICANT INFORMATION

Name of School Division(s):

(Sole or lead applicant)

Contact Person:

Indicate if the contact person has changed from last year

Title:

School Division:

Address:

City/State/Zip:

Phone Number:

Fax Number:

E-Mail:

Division Superintendent:

Address:

City/State/Zip:

SECTION 2: ALLOCATION INFORMATION

FY 2001 Allocation

\$

Greatest Need

\$

Total

\$

APPLICATIONS ARE DUE NO LATER THAN June 8, 2001

Please submit one (1) original and two (2) copies.

SECTION 3: ADVISORY COUNCIL

SECTION 4: NEEDS ASSESSMENT

SECTION 5: GOALS, OBJECTIVES AND ACTIVITIES

Measurable Goal # ____ :

Measurable Objective # ____ a:*

Activities to achieve Object # ____ a:*

Implementation Time Line:

Measurable Objective # ____ b:

Activities to achieve Object # ____ b:*

Implementation Time Line:

Measurable Objective # ____ c:

Activities to achieve Object # ____ c:

Implementation Time Line:

*Each measurable goal must have at least one measurable objective. This table provides space for 3 objectives; if more objectives have been established, use additional sheets and continue the sequential numbering – Objective #1d, #1e, etc.

SECTION 6: COMPREHENSIVE PLAN

For Program Overview, address each element, (a) through (d); for Collaboration and Coordination, address each element (a) through (c).

SECTION 7: PROGRAM ACTIVITIES

Virginia Administrative Code:

8VAC20-320-10. Health education program.

Elementary and secondary schools shall present a comprehensive health education program which focuses on instruction related to alcohol and drug abuse, smoking and health, personal growth and personal health, nutrition, prevention and control of disease, physical fitness, accident prevention, personal and family survival, environmental health, mental health, and consumer education. These shall be developed in accordance with procedures outlined in the Curriculum Guide for Health Education.

DEFINITIONS OF TERMS (From 2000 Senate version of SDFSCA)

SEC. 4417. As used in this title--

(1) the term `drug and violence prevention' means--

(A) with respect to drugs, prevention, early intervention, rehabilitation, referral, or education related to the illegal use of alcohol and the use of controlled, illegal, addictive, or harmful substances, including inhalants and anabolic steroids;

(B) prevention, early intervention, smoking cessation activities, or education related to the use of tobacco by children and youth eligible for services under this title; and

(C) with respect to violence, the promotion of school safety, such that students and school personnel are free from violent and disruptive acts, including sexual harassment and abuse and victimization associated with prejudice and intolerance, on school premises, going to and from school, and at school-sponsored activities, through the creation and maintenance of a school environment that is free of weapons and fosters individual responsibility and respect for the rights of others;

(2) the terms `drug treatment' and `drug rehabilitation' include activities to assist regular users of drugs to become drug -free , but do not include alternative education programs for students expelled from school, student assistance programs, or programs to help students who have been expelled to re-enter and succeed in their regular education program;

(3) the term `hate crime' means a crime described in section 1(b) of the Hate Crime Statistics Act of 1990; and

(4) the term `medical services' includes, but is not limited to, the diagnosis and treatment of disease, illness, or injury, but does not include assessments by mental health professionals to determine whether a student poses an imminent threat of harm to himself or others.

SEC. 4131. DEFINITIONS. (From SDFSCA, 1994)

For the purposes of this part:

(2) Drug and violence prevention.--The term `drug and violence prevention' means--

(A) with respect to drugs, prevention, early intervention, rehabilitation referral, or education related to the illegal use of alcohol and the use of controlled, illegal, addictive, or harmful substances, including inhalants and anabolic steroids;

(B) prevention, early intervention, smoking cessation activities, or education, related to the use of tobacco by children and youth eligible for services under this title; and

(C) with respect to violence, the promotion of school safety, such that students and school personnel are free from violent and disruptive acts, including sexual harassment and abuse, and victimization associated with prejudice and intolerance, on school premises, going to and from school, and at school-sponsored activities, through the creation and maintenance of a school environment that is free of weapons and fosters individual responsibility and respect for the rights of others.

COMPREHENSIVE K-12 DRUG AND VIOLENCE PREVENTION: AN EXAMPLE

SDFSCA funds are intended to supplement school division drug and violence prevention activities. A comprehensive school division program provides drug and violence prevention at every grade level, K-12. **Please report your local K-12 comprehensive drug and violence prevention program using the table format below. It is useful to make distinctions between classroom-based curricula, supplemental activities, and support services.**

Grade Levels	Basic Curricula	Supplemental Activities	Support Services
SAMPLES			
1	Quest: Skills for Growing (a comprehensive health curriculum with strongly positive ratings for general information, awareness and resistance skills, and personal and social skills development)	Parent involvement; parenting	Counseling Services
7	Life Skills Training	Peer Mediation Program	Student Assistance Program Services, School- and community-based intervention programs and services with indicated students.
9	Michigan Model for Comprehensive School Health (a K-12 curriculum with strong ratings for general information, awareness and resistance skills, and personal and social skills development)	Peer Education Program; SADD; OP/G Program	Student Assistance Program Services; School- and community-based intervention programs and services with indicated students.
Kg.			
1			
2			
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4			
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11			

12			
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SECTION 8: PROGRAM EVALUATION

Goals and Objectives	Change Targeted	Data to be collected	Methods used to measure change
Goal I. (state here)			
Objective I.a. (state here)			
Objective I.b. (state here)			
Goal II. (state here)			
Objective II.a. (state here)			
Objective II.b. (state here)			
How progress toward attaining goals and objectives will be publicly reported:			

SECTION 9A: BUDGET NARRATIVE

Please use a table format (SAMPLE below) to itemize and justify proposed expenditures.

Budget Code	Item and Justification	Amount
<p>1000</p> <p>Note: Include job descriptions for any position fully or partially supported by SDFSCA funds.</p>	<p>Intervention Counselor (SAMPLE)</p> <p>1 full-time counselor, 10 mo. contract @ 36, 473. + 9848.</p> <p>Education and Awareness Coordinators</p> <p>4 supplements based on 10 mos. @ \$120. per mo.</p> <p><i>Justification</i> - a fully-qualified <u>Intervention Counselor</u> will pre-assessment, counseling and referral services for AOD-involved students at the Alternative school and 1 high school, working in consultation with school teams to identify and intervene early with such students and assisting parents in linking to appropriate community treatment and other resources. <u>Education and Awareness Coordinators</u> will coordinate an ongoing series of drug awareness activities for students, staff, and parents at each of 2 middle and 2 high schools and support broader community efforts.</p>	<p>\$46,321.00</p> <p>\$4,800.00</p>
<p>3000</p>	<p>Professional Development (SAMPLE)</p> <p>Training Consultant - \$ 2001 flat fee for staff in-service training at 6 schools. Cost includes travel and per/diem.</p> <p><i>Justification</i> - a well-qualified consultant will provide marijuana-related training on-site to all staff in 3 middle schools and 2 high schools and the alternative school as part of the school division's Student Assistance Program training.</p>	<p>\$2,000.00</p>
<p>6000</p>	<p>Materials and Supplies (SAMPLE)</p> <p><u>Administrative</u></p> <p>Copy paper 60 reams @ \$5</p> <p><u>Instructional</u></p> <p>1400 Skills for Adolescents student workbooks @ \$5</p> <p>4 educational videos and accompanying facilitator workbooks @ \$250</p> <p><i>Justification</i> – Administrative materials support the ongoing operation of the SDFSCA Program. Non-reusable student workbooks will be used by 7th and 8th grade students participating in the Skills for Adolescents program. Educational videos and accompanying facilitator workbooks replace outdated drug education materials; three be used in both middle and high school programs and the 4th will be used for parent education program</p>	<p>\$300.00</p> <p>\$7,000.00</p> <p>\$1,000.00</p>

SECTION 9A: BUDGET NARRATIVE

SECTION 9B: 2001-2002 BUDGET SUMMARY

SCHOOL DIVISION:

2001-2002
SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1994
 (Projected dollar amount of Title IV funds required for administration and implementation of this project)

OBJECT CODE	EXPENDITURE ACCOUNTS (a)	AMOUNT OF TITLE IV FUNDS			
		SALARIES (b)	CONTRACTED SERVICES (c)	OTHER SERVICES (d)	TOTAL AMOUNT (e)
1000	PERSONAL SERVICES				
	Administration				
	Instruction				
2001	EMPLOYEE BENEFITS				
	Fixed Charges (Administrative and Instructional)				
3000	PURCHASED/CONTRACTED SERVICES				
	Evaluation Services				
	Professional Development				
	Program Activities				
4000	INTERNAL SERVICES				
	Pupil Transportation				
	Food Service				
	Other				
5000	OTHER CHARGES				
	Travel (Staff/Administrative)				
	Other				
6000	MATERIALS AND SUPPLIES				
	Administrative				
	Instructional				
8000	CAPITAL OUTLAY				
9000	PARENTAL INVOLVEMENT				
TOTAL PROJECT BUDGET					\$

SECTION 10: PRIVATE SCHOOLS

Please check the appropriate statement.

___ There are no private schools located within our division.

___ The private schools located within our division have all been notified of their eligibility to receive services but they do not wish to participate.

___ The private schools located within our division have all been notified of their eligibility to receive services and the following private schools will participate in the Safe and Drug-Free Schools program.

Please list the participating schools and complete the questions that follow.

a. Describe how the school division will meet the federal requirements for participation of students enrolled in private schools.

b. Provide the number of students enrolled in private schools who have been identified as eligible to receive benefits under the program.

SECTION 11: ASSURANCES

The school division assures the Virginia Department of Education that:

1. The school division applicant(s) has authority under Virginia state law to perform the function of the school division under the Safe and Drug-Free Schools and Communities Act of 1994 (SDFSCA), submit and carry out the application, receive, hold, and disburse federal funds made available under the application;
2. Funds shall be expended according to the purpose and intent for which they were designated;
3. The school division shall develop its application in consultation with a school division or substate regional advisory council that includes to the extent possible, representatives of government, business, parents, students, teachers, pupil services personnel, appropriate state agencies, private schools, the medical profession, law enforcement, community-based organizations, and other groups with interest and expertise in substance abuse and violence prevention;
4. In addition to assisting the school division to develop an application, the advisory council established or designated shall, on an ongoing basis--
 - (a) disseminate information about drug and violence prevention programs, projects, and activities conducted within the boundaries of the school division;
 - (b) advise the school division regarding--
 - (1) how best to coordinate such agency's activities with other related programs and projects, and activities; and
 - (2) the agencies that administer such programs projects, and activities; and
 - (3) review program evaluations and other relevant material and make recommendations to the school division on how to improve such agency's drug and violence prevention programs.
5. This application is the basis for school division operation and administration of program(s) under the Act;
6. Federal funds made available under the Act for any period will be so used as to supplement and increase the level of state, local, and non-federal funds that would, in the absence of such federal funds, be made available for the programs and activities for which funds are provided under the Act and will in no event supplant such state, local, and other non-federal funds. **Employees paid by these federal funds may not be used for any purpose other than to carry out the specific programs set forth in the proposal;**
7. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds will clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program (Section 8136 of the Stevens Amendment to the Department of Defense Appropriations Act);

8. The school division applicant(s) will comply with the specific requirements of the Safe and Drug-Free Schools and Communities Act of 1994;
9. The school division applicant(s) will, after consultation with appropriate private school representatives, document and make provision for equitable services to the private schools;
10. The school division shall not use more than 20 percent of the funds made available to the school division to support “safe zones of passage” for students between home and school and acquiring and installing metal detectors and hiring security personnel;
11. The school division applicant(s) will provide for an annual evaluation of the effectiveness of programs assisted under the Act including data on the attainment of project objectives, expenditures to date, copies of any publications, and other pertinent fiscal and program information such as an annual progress report, which may assist the Virginia Department of Education in evaluation of school division success;
12. The school division applicant(s) will make all reasonable efforts to provide parent involvement in coordination with interested community groups and agencies, including the distribution of information about the school division's needs, goals, and programs under this subpart;
13. The school division applicant(s) communicates and enforces rules and regulations of student and employee conduct, related illicit drug use (including anabolic steroids), and unlawful possession and distribution of these drugs. The school division further clearly communicates sanctions for both students and employees and provides information about available resources for those in need;
14. The school division assure that all materials produced, distributed and/or purchased with funds under the SDFSCA will reflect the message that illicit drug use is wrong and harmful;
15. The school division applicant(s) will make all reasonable efforts to ensure that SDFSCA funds are expended or committed by June 30 of each calendar year;
16. The school division applicant(s) will coordinate, where feasible, suicide prevention, violence prevention and alcohol and drug abuse programs with prevention programs funded by federal, state, and local governments, and nongovernmental agencies and organizations;
17. The school division assures that it has reviewed curricula that it intends to use and that such curricula reflects a “**no-use**” message and will meet the needs of the schools served by the applicant;
18. The school division will submit to the Virginia Department of Education information that the State requires to complete the State report including information on the prevalence of drug use and violence by youth in the schools and the community. Such information shall be made readily available to the public;
19. The school division agrees to keep such records and provide such information to the Virginia Department of Education as reasonable and as may be required for fiscal audit and program evaluation, consistent with the responsibilities of the Virginia Department of Education;

20. Gun Free Schools Act

SDFSCA Application

The division is in compliance with Section 22.1-277.01, Virginia Code which requires the expulsion for one year of any student determined to have brought a weapon to school. A description of each incident, the name of the school concerned, the number of students expelled from each school, and the type of weapon used in each instance of expulsion will be reported to the Virginia Department of Education in compliance with provisions under Section 14601 of Title XI. This school division has a policy that requires referral to the criminal justice or the juvenile delinquency system of any student who brings a firearm or weapon to school.

21. Original signatures

SIGNATURE OF SDFSCA COORDINATOR:	DATE:
SIGNATURE OF DIVISION SUPERINTENDENT:	DATE:
SIGNATURE OF SCHOOL BOARD CHAIRPERSON:	DATE:
SIGNATURE OF ADVISORY BOARD CHAIRPERSON:	DATE:

APPENDIX A
EXPENDITURE ACCOUNTS DESCRIPTIONS

The descriptions provided are examples only. Please refer to the appropriate federal act to ensure that funds expended are appropriate. The following are definitions of the major categories:

OBJECT CODES

- 1000 **Personal Services. Administration, Instruction, Other Salaries & Wages.**
All compensation for the direct labor of persons in employment of the school division. Salaries and wages paid to employees, including substitute teachers, for full-and part-time work. This category also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.) which are earned during the reporting period.
- 2001 **Employee Benefits. Fixed Charges (Administrative and Instructional)**
Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.
- 3000 **Purchased/Contracted Services. Evaluation Services, Professional Development, Program Activities, Other**
Professional development services, any evaluation component and program activities should be included under this section.
- 4000 **Internal Services. Pupil Transportation, Food Service, Other**
Charges from the division or local government to programs for services such as data processing, motor pool, central purchasing, print shop, or food service and pupil transportation, if applicable.
- 5000 **Other Charges. Travel (Staff/Administrative) Other**
Staff/administrative/consultant travel.
- 6000 **Materials and Supplies. Administrative, Instructional**
Includes articles and commodities which are consumed or materially altered when used and **minor equipment (less than \$500) which is not capital outlay** (i.e. instructional materials, administrative supplies, etc.).
- 8000 **Capital Outlay. Equipment for Instruction and all Other Equipment**
Expenditures which result in the acquisition of or additions to fixed assets. (Examples include computers; audio, video, and electronic equipment and all peripheral devices connected with the equipment). **All capital outlay expenditures require prior approval by the Virginia Department of Education.**
- 9000 **Parental Involvement.**
Salaries and other expenditures for parental involvement activities and programs.

APPENDIX B EXAMPLES OF AUTHORIZED PROGRAM ACTIVITIES

NEEDS ASSESSMENT

Costs associated with conducting thorough needs assessments using objective data about the drug and violence problems in the schools and communities served including

- conducting valid student surveys
- establishing data collection systems to identify school crime and violence trends and monitor patterns of disruptive behavior.

SDFSCA ADVISORY COUNCIL ACTIVITIES

Costs associated with SDFSCA Advisory Council carrying out required responsibilities set forth in Safe and Drug-Free Schools and Communities Act, Sec. 4115(a)(2). (See pg. 6 of this application).

RESEARCH-BASED PROGRAMS AND ACTIVITIES

Costs associated with the implementation of research-based programs and activities. Some examples of authorized expenditures include:

Training

- Training workshops, classes and inservice training which prepare appropriate staff to properly implement research-based programs and activities.

Drug and Violence Prevention Programs

- Materials necessary to implement research-based drug and violence prevention programs.
- Necessary personnel costs associated with implementation of research-based drug and violence prevention programs. This may include contract extensions or supplements for school personnel; full-time positions must be engaged full time in implementation of the school division's SDFSCA Program.

Youth Activities

- Youth leadership development activities which are demonstrated to be an integral part of and clearly support the school division's comprehensive SDFSCA Program. Activities include but are not limited to YADAPP or PRIDE, peer mentoring, peer mediation, and service learning.

Parent Education/Involvement

- Parent education or involvement activities which are demonstrated to be an integral part of and clearly support the school division's comprehensive SDFSCA Program. Activities include but are not limited to parent training components of comprehensive research-based programs, parent education, and support groups.

PROGRAM EVALUATION

Costs associated with ongoing evaluation of the SDFSCA program and periodic reporting of progress toward achieving program goals and objectives.

REMINDERS

- **Not more than 20 percent of the school division's allocation may be used to support safe zones of passages and acquiring and installing metal detectors and hiring security personnel**
- **ALL EQUIPMENT PURCHASES OVER \$500 MUST BE APPROVED IN ADVANCE BY THE VIRGINIA DEPARTMENT OF EDUCATION.** (All capital expenditures must be justified in terms of the item's relationship to the educational program for which it will be used. Such justification must include the purposes for which the equipment will be used; why the equipment is necessary; what alternatives were considered; how the costs were determined; and why the costs are reasonable. Send requests in advance for approval with justification to Foster Miles.)
- The SDFSCA does not specifically authorize the expenditure of funds for clothing, gifts, prizes and awards; standing alone, these items do not constitute educational or prevention programs. Items of this type may not be considered "necessary and reasonable." School divisions should maintain documentation to justify expenditures that might otherwise be challenged as unnecessary or unreasonable expenses.
- School divisions may spend no more than one percent of their total allocation for items considered to be promotional in type (pens, pencils, T-Shirts, etc.). Exceptions will be considered if a relationship can be documented between the item(s) and the program and addresses the issue of "necessary and reasonable." Any requests for consideration should be sent in advance of the actual purchase.
- When budget changes total more than 10 percent of the total allocation, a written budget amendment is required.
- All travel expenditures over \$500 for any one trip must be approved in advance by the Virginia Department of Education.
- Payment of private memberships in professional organizations is not allowed under SDFSCA guidelines.
- The use of SDFSCA funds to support School Health Advisory Board expenses is not allowed unless a direct relationship to SDFSCA activities can be documented. School Health Advisory Board activities should be paid from school division funds.