

School Safety Program Fiscal Year 2019 End-Year Report

Due: June 21, 2019

The purpose of the School Safety Program End-Year Report (EYR) is to collect school-level performance data from each school* that participated in the School Safety Program during quarters three (January – March) and four (April - June) of Fiscal Year (FY) 2019. The report consists of six sections:

- I.) School Safety Assessment and Prevention Team (SSAPT)
- II.) Activity Log Summary
- III.) Officer Information
- IV.) Reflection on Year Two (FY 2019) of the School Safety Program
- V.) Preparing for Year Three (FY 2020) of the School Safety Program
- VI.) Customer Service

*Only one EYR is necessary for schools that share an officer (joint applicants). However, if each school convened a separate SSAPT, an additional reporting table has been included.

The FY 2019 End-Year Report template is in your LEA Document Library in the Grants Management Enterprise System (GME). To access the template, follow the instructions below:

- Login to GME (gme.azed.gov) or access via ADEConnect
- Select the LEA Document Library from the Main Menu
- Choose FY 2019
- Click Show Folders
- Expand folder by clicking the +plus sign
- Click the +plus sign next to School Safety Program – Continuation
- Click on Edit Documents next to the appropriate document template

After completing the EYR:

- Save the report to your computer; **name each report to correspond to the appropriate school (example: TUSD – Catalina FY 2019 EYR)**
- Upload the completed EYR to the LEA Document Library of the Grants Management Enterprise System (GME) <https://gme.azed.gov>
- Click on the Upload Document Link and follow the prompts

If your school has a license to Adobe Acrobat Professional or an online subscription to Adobe Acrobat Reader, data from this form can be exported to MS Excel for further analysis by following these steps:

- Save the filled-out PDF
- Click Tools > Forms > More Form Options > Merge data files into spreadsheet
- Add file from saved location
- Click “Export” and “Save”

Free 30-day trial licenses for Adobe Acrobat Professional can be downloaded from:

https://www.adobe.com/en_us/free-trial-download.html

*****MacOS Users:** Please be aware that using Adobe Acrobat Professional on a Mac computer may cause information to be lost upon saving and/or uploading to the Grants Management Enterprise System (GME). If this situation occurs, please contact Su Huma at 602-364-2092 or su.huma@azed.gov for assistance.

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Use the drop-down menu to select your district name, school name and type of officer that serves this school. Manually enter the officer's name (First and Last).

District Name	School Name

Officer Name (First and Last)	Officer Type

I. School Safety Assessment and Prevention Team (SSAPT)

Enter the date, safety concerns identified by data, data reviewed, and team member attendance for each SSAPT quarterly meeting held during quarters three (January – March) and four (April – June) of FY 2019. If multiple meetings were held, document one to represent compliance for each quarter. For the Arizona Department of Education (ADE) to check compliance, names **AND** titles of those who attended each quarterly meeting must be provided. Please be specific about who is filling the role of the school prevention coordinator or school mental health/behavioral health specialist. Joint applicants complete this section for the primary school. If the partner school convened a separate SSAPT, please also complete the second table.

Qtr.	Meeting Date	Safety Concerns Identified by Data	Data Reviewed	Team Member Attendance	
				Name(s)	Title(s)
Q3					
Q4					

For **joint** applicants **only** (complete for the partner school **if** that partner school convened a separate SSAPT)

Qtr.	Meeting Date	Safety Concerns Identified by Data	Data Reviewed	Team Member Attendance	
				Name(s)	Title(s)
Q3					
Q4					

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II. Activity Log Summary

a. Cohort LRE Classroom Instruction

Enter the student group, grade, LRE topic or curriculum, safety concern addressed, number of lessons, and total LRE classroom instruction hours taught per cohort during quarters three and four (see example below). The total overall Cohort LRE instruction hours will auto calculate.

	Student Group	Grade	LRE Topic or Curriculum	Safety Concern Addressed	No. of Lessons	Total Hours
E.g.	<i>Ms. Peters – Social Studies</i>	<i>8</i>	<i>Cyberbullying through Social Media</i>	<i>Peer Conflict</i>	<i>6</i>	<i>6</i>
1.						
2.						
3.						
4.						
5.						
6.						
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8.						
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17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
Total Cohort LRE Classroom Instruction Hours						

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b. Universal LRE Instruction

Enter total number of LRE hours completed during quarters three and four in each Universal LRE category below. Universal LRE Staff and Community and Planning and Preparation hours cannot exceed 20 hours each in FY 2019. The total overall Universal LRE hours will auto calculate.

Universal LRE Classroom Instruction Hours	
Universal LRE Staff and Community Instruction (10 hours or less, not to exceed 20 hours per year)	
Universal LRE Planning and Preparation (10 hours or less, not to exceed 20 hours per year)	
Total Universal LRE Hours	

The Total LRE hours (Cohort + Universal) will auto calculate.

Total LRE Hours	
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c. Time Off-Campus

Enter the total number of hours the officer spent off campus during quarters one and two.

Total Off Campus Hours	
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III. Officer Information

a. Was there a change in officer during FY 2019?

b. What was the reason for change in officer?

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IV. Reflection on Year Two (FY 2019) of the School Safety Program

Referring to the Year Two column of the Outcomes section of your Logic Model, describe two or three ways in which Law-Related Education has helped to impact campus safety concerns at your site in Year Two of this three-year cycle.

V. Preparing for Year Three (FY 2020) of the School Safety Program

Referring to the Year Three column of the Outcomes section of your Logic Model, explain how your site plans to measure the impact of the School Safety Program on campus safety next year.

VI. Customer Service

Describe any customer service improvements you would like the Arizona Department of Education's School Safety Program team to implement to assist you with the program. If none, please type "None."