**The Safe Schools Act of 1998**

**Application for Funding**

### FY 2011 - 2012

### July 30, 2011

##### Application Deadline: October 3, 2011

**Tennessee Department of Education**

**Office of Safe and Supportive Schools**

**6th Floor, Andrew Johnson Tower**

**710 James Robertson Parkway**

**Nashville, TN 37243**

**(615) 741-3248**

# http://tennessee.gov/education/safe\_schls/safety\_cntr/safe\_schls\_act.shtml

# **I. GENERAL INFORMATION**

# **Overview/Purpose**

The Safe Schools Act of 1998 provides funding to local school systems for one or more of the following purposes:

* Innovative violence prevention programs
* School Resource Officers
* Conflict resolution
* Disruptive or assaultive behavior management
* Improved school security
* Peer mediation
* Training for employees on the identification of possible perpetrators of school-related violence.

In keeping with the intent of the Tennessee General Assembly, the Department of Education will allow local school systems considerable latitude in determining how to best utilize available funding.

**PLEASE NOTE The Department’s interpretation of legislative intent for the Safe Schools Act of 1998 is that these funds are intended to decrease the likelihood of violence or disruptive behavior occurring and to protect students and staff from harm when violence may occur. *Generic safety concerns such as fire alarms, sprinklers, updated playground equipment, etc. do not fall within the realm of allowable expenditures for this grant program. Similarly, security enhancements intended to solely protect school property are not allowable expenditures.***

## Funding/Match Requirements

Funds are allocated to local school systems based upon their relative share of BEP funding and are subject to a local match requirement. The local match may be cash or in-kind and may be provided by an entity other than the school system.

###### Program Administration

Acceptable applications will be approved as projects and administered by reimbursements being made for expenditures. **Projects will be approved beginning with the effective date the application was received and end on June 30, 2012.**

**Funding allocated to a system but not applied for by December 31, 2011, will be reallocated.**

Disbursements of grant funds are made on a reimbursement basis and may be requested as often as monthly by utilizing the *Safe Schools Act Reimbursement Request Form* on the website at: http://tennessee.gov/education/safe\_schls/safety\_cntr/safe\_schls\_act.shtml

Each district should maintain appropriate documentation of expenditures including expenditures of in-kind contributions made or provided for the local match.

Significant changes to a Safe Schools project should be approved in advance by using the Safe Schools Act *Budget Amendment Form (*located on the above-noted website). Project amendments should be requested when budget line item variances greater than 15 % of the approved amount are desired or whenever substantial changes in the nature or scope of the project are planned.

The Safe Schools Act of 1998 Program is an element of the Audit Review Program of the Department’s Office of Internal Audit.

## General Guidelines

The following guidelines are provided to help insure that funding is utilized efficiently and effectively.

1. *Base programs/expenditures on a thorough assessment of your system’s needs.* Take advantage of existing needs assessments conducted for the mandated school safety plan (SAVE Act), consolidated federal programs, school improvement, etc. A variety of excellent web-based resources is provided below. Districts are specifically encouraged to review the *Serious Incident Index* for each school provided in the *School Safety Index* located at http://tennessee.gov/education/safe\_schls/safety\_cntr/SAVE\_act.shtml
2. *Involve a wide range of stakeholders in your planning efforts including building administrators, law enforcement and other public safety personnel as well as teachers, students, parents, juvenile court, social services, civic groups and clergy.* School safety is a community issue and the community should be an active partner in your efforts.
3. *Design or select programs based on research or evaluation data that indicates a likelihood of success in addressing your system’s specific needs.* The resources identified below may be helpful.
4. *When purchasing security equipment, be aware that prices can vary tremendously for similar items. As with any technology-based product, dramatic improvements in performance can be expected and should be considered when making purchasing decisions.* Training and product support are also important considerations. Your local law enforcement agency or a business that utilizes security systems may be helpful in making an informed decision.
5. *School resource officer programs or similar local partnerships involving shared responsibilities and/or expenditures should include written contracts or letters of agreement between the various parties involved.* Expenditures made by schools to community agencies or other units of local government without a written agreement or contract will almost always result in an audit exception. Examples of such agreements are available from the Office of Safe & Supportive Schools by calling (615) 741-3248.

## Recommended Resources

[www.tennessee.gov/education/learningsupport/SAVE.shtml](http://www.tennessee.gov/education/learningsupport/SAVE.shtml) provides an overview of the Schools Against Violence in Education (SAVE) Act including specific quality indicators and links to resources specific to each requirement.

http://www.state.tn.us/education/safe\_schls/index.shtml is the website for the Tennessee Department of Education’s Office of School Safety and Learning Support and includes a listing of currently-available training programs as well as links to a number of state and federal policy and guidance documents

<http://tn.gov/education/learningsupport/doc/SAVEActReport08-09.pdf> This site contains the School Safety Index and may be helpful in making decisions regarding the use of your Safe Schools Act Grant Funds.

*Safeguarding Our Children: An Action Guide* and Ea*rly Warning* and *Timely Response: A Guide to Safe Schools* are two excellent publications produced by the U.S. Departments of Education and Justice. Both are available free-of-charge by calling 800-872-5327.

[www.edfacilities.org/safeschools](http://www.edfacilities.org/safeschools) is the website for the National Clearinghouse for Educational Facilities School Safety Page. The site is particularly good for facilities issues.

*The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies* reviews existing, commercially available technologies and considers both the potential safety benefits of the technology and its cost to the school. The 140-page report can be ordered by calling 1-800-638-8736 and asking for publication # NCJ 178265.

<http://rems.ed.gov/> - The REMS TA Center disseminates information about emergency management to help schools, school districts, and institutions of higher education learn more about developing, implementing, and evaluating crisis plans.

<http://smhp.psych.ucla.edu/qf/p2108_03.htm> - This site is one of the better electronic clearinghouses for school safety/violence prevention issues.

**II. APPLICATION INSTRUCTIONS**

**Application Package**

A complete application for funds will consist of the following:

## 1. Cover Sheet

Complete the enclosed cover sheet and attach as the first page of your application. **PLEASE SHOW THE SAVE ACT COMPLIANCE COORDINATOR APPOINTED BY THE DIRECTOR OF SCHOOLS, WITH EMAIL ADDRESS AND PHONE NUMBER WHERE HE/SHE CAN BE REACHED.**

**2. School Resource Officer Status Report**

Using the form attached, provide the requested information pertaining to any school resource officers (SRO) working in your district. Please include the ***estimated*** amount of funding provided by Safe School funds, local district funds, other local funds (sheriff’s or police department), and Federal Funds. ***A School Resource Officer is a uniformed, duly sworn, law-enforcement officer, assigned at least 50% of his/her time to a school.*** Security guards are not considered to be school resource officers. Completion of this report fulfills the district’s reporting and certification requirements established under PC 99.

## 3. Project Narrative

Describe how the available funds will be utilized to address needs. Identify the outcomes that you hope to achieve and your plans for evaluating the project.

**4. Project Budget**

Utilizing the attached form, present a budget for the proposed project through June 30, 2011*.* ***Project start date will be the date of receipt of an acceptable application.******Include a justification for each line item*.** Identify the source(s) of funding for the local match. Refer to the attached Safe Schools Act of 1998 Revenue and Expenditure Account Codes information in coding revenues and expenditures.

**5. Prior Year Report**

Provide a brief report on the results of your system’s previous Safe Schools Act project. At a minimum this report should include a summary of the activities or programs implemented and the outcomes achieved. A copy of your report may be forwarded to members of the General Assembly upon request.

#### III. SUBMITTAL INSTRUCTIONS

Applications should be received at the address identified below no later than October 3, 2011. **Systems that would like an earlier project start date may submit their application immediately.**

**A complete application package will consist of the original signed copy of the items described in Section II.** Applications should be forwarded to:

Jo Ann Summers

Office of Safe and Supportive Schools

6th Floor, Andrew Johnson Tower

710 James Robertson Parkway

Nashville, TN 37243

Questions regarding this application should be directed to:

[mike.herrmann@tn.gov](mailto:mike.herrmann@tn.gov) (615-741-3248) or

[jo.ann.summers@tn.gov](mailto:jo.ann.summers@tn.gov) (615-532-1665).

**COVER SHEET**

**TENNESSEE DEPARTMENT OF EDUCATION**

**OFFICE OF SAFETY AND LEARNING SUPPORT**

**FY 2011-2012 SAFE SCHOOLS ACT APPLICATION**

**LOCAL EDUCATION AGENCY:**

**DIRECTOR OF SCHOOLS:**

**Address:**

**Phone: Fax:**

**Email:**

**AL ED**

**SAFE SCHOOLS ACT GRANT MANAER**

**GRANT MANAGER:**

**Address:**

**Phone: Fax:**

**Email:**

**SAVE ACT COMPLIANCE COORDINATOR:**

**(Appointed by the Director of Schools for matters related to the SAVE Act)**

**Address:**

**Phone: Fax:**

**Email:**

**THE INFORMATION CONTAINED IN THIS APPLICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT OUR SYSTEM WILL COMPLY WITH ALL APPLICABLE REPORTING REQUIREMENTS ESTABLISHED FOR THIS PROGRAM.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DIRECTOR OF SCHOOLS DATE**

Safe Schools Act of 1998 - Revenue and Expenditure Account Codes

## Revenue Account

Funds received should be coded as follows:

46590 – Other State Education Funds

## Expenditure Accounts

Funds should be classified according to the County Uniform Chart of Accounts issued by the Comptroller of the Treasury by the function and object codes most consistent with the activity for which the materials or services are acquired. School personnel should evaluate the facts of each situation to determine the proper account classification. Examples of some situations that might be encountered and the related account codes to be used are suggested below:

## Situation Account Code

***Training***provided to:

Students 71100 Instruction – Regular Instruction

Teachers 72210 Support Services – Instructional Staff

Parents and others in community 73300 Community Services

***Equipment***, placed in:

Buildings 72620 Support Services – Maintenance of Plant

School buses 72710 Support Services – Transportation

***Equipmen****t*, used:

In a violence prevention program 71100-722 Regular Instruction Equipment

By a school resource officer 72130-790 Other Equipment (in the Support Services area where SRO expenditures are recorded.)

***Personnel***, hired or contracted:

# Security Guard hired as employee 72130-160 Guard

# SRO Contracts with Sheriff’s Dept. 72130-309 Support Services – Students

# **Note that expenditures for security guards hired as employees to protect the School Plant (72610-160 Support Service-Maintenance of Plant) are not considered reimbursable expenditures under the Safe Schools Act of 1998.** Safe Schools Act funding is intended to protect students and staff rather than school property.

**SAFE SCHOOLS ACT OF 1998**

**SCHOOL RESOURCE OFFICER STATUS REPORT**

**SCHOOL YEAR 2011-2012**

**School District:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For the purpose of this report, a School Resource Officer is defined as a uniformed, duly sworn, law-enforcement officer, assigned at least 50% of his/her time to a school.*

**Number of High Schools** \_\_\_\_\_\_\_\_\_\_

**Number of FTE SRO’s assigned to High Schools** \_\_\_\_\_\_\_\_\_\_

**Number of Middle Schools**  \_\_\_\_\_\_\_\_\_\_

**Number of FTE SRO’s assigned to Middle Schools** \_\_\_\_\_\_\_\_\_\_

**Number of Elementary Schools** \_\_\_\_\_\_\_\_\_\_

**Number of FTE SRO’s assigned to Elementary Schools** \_\_\_\_\_\_\_\_\_\_

Please provide the following information pertaining to **estimated** funding for the FTE SRO’s identified above:

**Safe Schools Funds** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local District Funds**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Local (sheriff’s/police department) Funds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Federal Funds** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL ESTIMATED FUNDS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TCA 49-6-4202 defines a school resource officer as “a law enforcement officer, as defined under TCA 39-11-106, who is in compliance with all laws, rules and regulations of the POST Commission and who has been assigned to a school in accordance with a memorandum of understanding between the chief of the appropriate law enforcement agency and the local education agency.”

TCA 49-6-4217 requires school resource officers to participate in 40 hours of training specific to school policing within twelve months of their assignment and 16 hours of specialized training every year thereafter.

In addition, districts are now required to submit an annual report of their SRO employment standards. The following questions fulfill your reporting requirements:

1. **Does your district utilize school resource officers?**
2. **Does your district, either directly or via your relationship with a local law enforcement agency, adhere to the employment and training standards mandated under TCA 49-6-4217?**
3. **If answer to question #2 is “no”, please describe any employment and training standards your district currently utilizes.**

Who coordinates the SRO Program in your district (may be a member of a local law enforcement agency)?

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **SAFE SCHOOLS ACT 0F 1998**

# **PROPOSED BUDGET**

#### NOTE: PLEASE ATTACH A BRIEF NARRATIVE DESCRIBING EACH LINE ITEM

**SCHOOL SYSTEM:**

**School Year: 2011 - 2012**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | STATE FUNDS | **LOCAL MATCH** | **AMOUNT BUDGETED** |
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| **TOTALS** |  |  |  |