

Safe & Drug-Free Schools Program (Title IV-A)

Sample Application Pages

- Sample Assurances & Needs Assessment / Planning Sheet
- Sample Project Sheet # 1: Substance Abuse Counseling Project
- Sample Project Sheet # 2: Second Step Model Program Project
- Sample Project Sheet # 3: Camp ABC Project
- Sample Project Sheet # 4: Civil Rights Team Project

LEA Name: Merrydale School District

A. CONSULTANTS:

Identify, by name and title, all persons who serve as consultants to your Title IV-A, Safe & Drug-Free Schools & Communities Program. Make sure that your consultation group includes parents and student representatives!

- Amy Nelson, High School Principal*
- Joanne Gardner, High School Guidance Counselor*
- John Winters, School Board*
- Freda Manning, School Nurse*
- Jim Bannister, Elementary Health Teacher*
- Doug Laurent, Chief of Police*
- Paul Ames, Parent*
- Beth Andronson, Parent*
- Carla Prentiss, Student*
- John Norridge, Student*

B. CONSULTATION PROCESS:

Describe the consultation process as it applies to your Safe & Drug-Free Schools and Communities Program.

At a meeting in late May the consultation group reviewed each Title IV-A project and analyzed attitude/behavior change data to determine project effectiveness relative to the anticipated outcomes that had been established. We discussed roles and responsibilities for completion and timely submission of the annual performance report. In late June we analyzed the results of the latest MYDAUS survey and the Incidence of Prohibited Behavior (IPB) data. We reviewed form changes and guidance relating to next year's application. We established project priorities based on available data and developed a plan and budget for the next school year. We discussed roles and responsibilities for completion and timely submission of the application. We determined who will be providing oversight of the programs and activities to be supported by Title IV-A funds during the next school year. In October and March, the group will meet to review progress to date. Parent and student consultants are present at each meeting and freely share their thoughts and perceptions on prevention program effectiveness.

C. PUBLIC REPORTING:

State the method(s) that the LEA will employ to publicly report progress toward attainment of performance measures.

We will use the following methods to publicly report on progress toward attainment of performance measures: District newsletters; presentations to the school board at the beginning and end of the school year, parent and community forums, district website.

D. NEEDS ASSESSMENT:

List the specific local objective data that were reviewed and analyzed as part of your substance use/violence needs assessment.

- ✓ MYDAUS data*
- ✓ School discipline data*
- ✓ Student Assistance Team data*
- ✓ Title IV-A project attitude/behavior change data*
- ✓ Incidence of Prohibited Behavior data*

E. RISK FACTORS:

Identify at least three significant risk factors that exist in your community.

- ✓ There is a high degree of transition/mobility in the community due to the military installation here.*
- ✓ Social norms exist that are favorable to ATOD use.*
- ✓ Children often left unsupervised due to working parents and lack of recreational activities within the community*

F. PROTECTIVE FACTORS:

Identify at least three significant protective factors that exist in your community.

- ✓ Low student to teacher ratio.*
- ✓ Existence of a Community Wellness Coalition that fosters collaboration.*
- ✓ History of strong local support for schools.*

G. PRIORITY ISSUES:

As a result of the assessment of local objective data and community risk & protective factors, identify the priority issues that your LEA will address during this school year.

***Priority Issue 1:** The high number of physical aggression incidents on the playground at Merrydale Elementary School. 102 (40%) of the 256 total incidents referred to the site disciplinarian during the past school year involved some degree of physical aggression on the playground.*

***Priority issue 2:** The percentage of Merrydale Middle School grade 8 students who) indicated on the most recent MYDAUS survey that they had used alcohol in the past 30 days. (25% or 32 of 128 students indicated that they had used alcohol in the past 30 days.)*

***Priority issue 3:** During the past school year, 37 students at Merrydale High School violated school substance abuse policies. All students who violate the SA policies must agree to substance abuse counseling. The most recent MYDAUS indicates that 43% of Merrydale High School juniors have used alcohol or other drugs. On a recent school / community survey, 68% of respondents indicated as a "top priority" the need to continue the services of the substance abuse counselor.*

***Priority issue 4:** During the past school year there were 10 harassment incidents and 26 bullying incidents at Merrydale Middle School as reported on end of year discipline records.*

H. COMPREHENSIVE K-12 SUBSTANCE USE AND VIOLENCE PREVENTION PROGRAM:

You will be presented with a drop down menu from which to choose the programs, services, or activities that your LEA employs (**not just those that are Title-IV A funded**) to promote safe and drug-free learning environments.

LEA NAME: *Merrydale School District*

Title IV-A Project # 1: *Substance Abuse Counselor*

If this is a non-public school project, provide the name of the non-public school: *N/A*

1. DESCRIBE THE PRIORITY ISSUE THAT THIS TITLE IV-A FUNDED PROJECT WILL ADDRESS:

(Support the priority issue statement with applicable baseline data.)

During the past school year, 37 students at Merrydale High School violated school substance abuse policies. All students who violate the SA policies must agree to substance abuse counseling. The most recent MYDAUS indicates that 43% of Merrydale High School juniors have used alcohol or other drugs. On a recent school / community survey, 68% of respondents indicated as a "top priority" the need to continue the services of the substance abuse counselor.

2. SELECT THE "MODEL" or "OTHER ALLOWABLE" PREVENTION STRATEGY THAT THIS PROJECT WILL EMPLOY:

(Please carefully review all Section 2 guidance before proceeding. Only one prevention strategy per project is allowed.)

Strategy Selection: Other Allowable Prevention Strategies, Student Assistance Programs (Substance Abuse Counselor)

3. JUSTIFY THE USE OF THE SELECTED PREVENTION STRATEGY TO ADDRESS THE PRIORITY ISSUE:

(In this section you need to cite convincing evidence (data) that the selected prevention strategy is appropriate to address the identified priority issue.)

SDFSCA funds have partially funded a substance abuse counselor for the last two years. Over that time period, 68 students have been referred to the SA counselor. Of the 68 referred, 49 have indicated through anonymous surveys and counselor reports that they have either stopped abusing or have reduced their use.

4. DESCRIBE HOW THE SELECTED PREVENTION STRATEGY WILL BE IMPLEMENTED:

(In this section provide additional detail on how the selected strategy will be implemented. (Identify the basic "who, what, where, when" components for each selected strategy.)

We will contract with a licensed SA counselor to offer Individual and small group counseling services to students who have been referred by the Student Assistance Team or other designated referral methods.

5. ESTABLISH ANTICIPATED ATTITUDE AND/OR BEHAVIOR CHANGE OUTCOMES FOR THE PROJECT:

(In this section establish measurable outcome(s) for this project. Outcomes must be measurable in terms of changing attitudes and/or behaviors relative to substance use and/or violence and must include relevant baseline data. Outcomes that measure only greater awareness/knowledge or increased attendance/participation are not acceptable. At least one anticipated outcome for a substance abuse counselor project should measure anticipated attitude and/or behavior change for the **specific students** who will be referred to the counselor.)

- *30 students are expected to be referred to the counselor for substance abuse issues during the school year.*
- *The counselor will develop an "action plan" and tracking tool that will effectively measure attitude and/or behavior change for each referred student.*
- *We estimate that 24 (80%) of the referred students will be "successful" in changing attitudes/behaviors relative to his/her particular substance abuse issue(s).*
- *"Success" for each of the referred students will be defined / determined according to the attitude/behavior change goals established for each student in his/her action plan.*
- *Discipline records, counselor reports, attendance records, grade reports, self-assessments, and other applicable records / data will be used to track and report the attitude/behavior change for each referred student.*

6. ESTABLISH A PROJECT BUDGET:

(Use caution when assigning Title IV-A funds to the OTHER budget category. The OTHER budget category should be used very sparingly. If you do assign funds to the OTHER budget category you will need to fully explain and justify these costs. Write the explanation and justification in the strategy implementation section of the project page.)

Salaries & Benefits (100, 200)	Contracts (300-500)	Travel (500)	Supp/ Books (600)	Security Equipment (20% of the adjusted Title IV-A allocation is max amount allowed.) (700)	Capital Equipment (780) Not allowable under Title IV-A	Other (890)	Project Total ⌘ Copy to Pg. E-10 Row (b)
	\$8,800				XXXXXX		\$8,800

LEA NAME: *Merrydale School District*

Title IV-A Project # 2: *Second Step Program*

If this is a non-public school project, provide the name of the non-public school: *N/A*

1. DESCRIBE THE PRIORITY ISSUE THAT THIS TITLE IV-A FUNDED PROJECT WILL ADDRESS:

(Support the priority issue statement with applicable baseline data.)

This project will target the high number of physical aggression incidents on the playground at Merrydale Elementary School. 102 (40%) of the 256 total incidents referred to the site disciplinarian during the past school year involved some degree of physical aggression on the playground.

2. SELECT THE "MODEL" or "OTHER ALLOWABLE" PREVENTION STRATEGY THAT THIS PROJECT WILL EMPLOY:

(Please carefully review all Section 2 guidance before proceeding. Only one prevention strategy per project is allowed.)

Strategy Selection: *Model Prevention Strategies (Second Step Program)*

3. JUSTIFY THE USE OF THE SELECTED PREVENTION STRATEGY TO ADDRESS THE PRIORITY ISSUE:

(In this section you need to cite convincing evidence (data) that the selected **prevention strategy** is appropriate to address the identified priority issue.)

This is the first year that Merrydale School District is requesting Title IV-A funding for this strategy. Second Step is recognized as a model prevention program by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services.

4. DESCRIBE HOW THE SELECTED PREVENTION STRATEGY WILL BE IMPLEMENTED:

(In this section provide additional detail on how the selected strategy will be implemented. (Identify the basic "who, what, where, when" components for each selected strategy.)

We will contract with an already- trained Second Step instructor who resides in the community to provide the program in grades K-5 at Merrydale Elementary School. All Second Step program components will be adhered to with fidelity.

Second Step is a classroom-based social skills program for preschool through junior high students (4 to 14 years old). It is designed to reduce impulsive, high-risk, and aggressive behaviors; and increase children's social-emotional competence and other protective factors. Group discussion, modeling, coaching, and practice are used to increase students' social competence, risk assessment, decision making ability, self-regulation, and positive goal setting. The program's lesson content varies by grade level and is organized into three skill-building units covering: 1. Empathy: teach young people to identify and understand their own emotions and those of others. 2. Impulse control and problem solving: help young people choose positive goals; reduce impulsiveness; and evaluate consequences of their behavior in terms of safety, fairness, and impact on others. 3. Anger management: enable young people to manage emotional reactions and engage in effective decision making.

5. ESTABLISH ANTICIPATED ATTITUDE AND/OR BEHAVIOR CHANGE OUTCOMES FOR THE PROJECT:

(In this section establish measurable outcome(s) for this project. Outcomes must be measurable in terms of changing attitudes and/or behaviors relative to substance use and/or violence and must include relevant baseline data. Outcomes that measure only greater awareness/knowledge or increased attendance/participation are not acceptable.)

We anticipate that the implementation of the Second Step Program at Merrydale Elementary School will contribute to a 25% reduction in the number of physical aggression incidents recorded by the site disciplinarian. (From 102 to 77.)

6. ESTABLISH A PROJECT BUDGET:

(Use caution when assigning Title IV-A funds to the OTHER budget category. The OTHER budget category should be used very sparingly. If you do assign funds to the OTHER budget category you will need to fully explain and justify these costs. Write the explanation and justification in the strategy implementation section of the project page.)

Salaries & Benefits (100, 200)	Contracts (300-500)	Travel (500)	Supp/ Books (600)	Security Equipment (20% of the adjusted Title IV-A allocation is max amount allowed.) (700)	Capital Equipment (780) Not allowable under Title IV-A	Other (890)	Project Total ⌘ Copy to Pg. E-10 Row (b)
	<i>\$2,600</i>		<i>\$1,250</i>		XXXXXX		<i>\$3,850</i>

LEA NAME: *Merrydale School District*

Title IV-A Project # 3: *Camp ABC*

If this is a non-public school project, provide the name of the non-public school: *N/A*

1. DESCRIBE THE PRIORITY ISSUE THAT THIS TITLE IV-A FUNDED PROJECT WILL ADDRESS:

(Support the priority issue statement with applicable baseline data.)

This project will target the percentage of Merrydale Middle School grade 8 students who indicated on the most recent MYDAUS survey that they had used alcohol in the past 30 days. (25% or 32 of 128 students indicated that they had used alcohol in the past 30 days.)

2. SELECT THE "MODEL" or "OTHER ALLOWABLE" PREVENTION STRATEGY THAT THIS PROJECT WILL EMPLOY:

(Please carefully review all Section 2 guidance before proceeding. Only one prevention strategy per project is allowed.)

Strategy Selection: Other Allowable Prevention Strategies, Substance Abuse and/or Violence Prevention Activities (Camp ABC)

3. JUSTIFY THE USE OF THE SELECTED PREVENTION STRATEGY TO ADDRESS THE PRIORITY ISSUE:

(In this section you need to cite convincing evidence (data) that the selected **prevention strategy** is appropriate to address the identified priority issue.)

CAMP ABC: *This is the first year that Merrydale School District is requesting Title IV-A funding for this strategy. In March 2003, the XYZ Foundation reported on its three- year evaluation of the Camp ABC Experiential Program. The following is a summary of the key findings of the study. A copy of the full report is available upon request.*

- ✓ *Exposure to CAMP ABC EXPERIENTIAL PROGRAM prevented or delayed some youths from becoming regular heavy users of alcohol, tobacco, and illicit drugs (ATOD).*
- ✓ *Exposure to CAMP ABC EXPERIENTIAL PROGRAM helped youths maintain their resolve not to use illicit drugs in the future.*
- ✓ *Repeated exposure to CAMP ABC EXPERIENTIAL PROGRAM was associated with improvements to decision-making skills and self-confidence levels.*

4. DESCRIBE HOW THE SELECTED PREVENTION STRATEGY WILL BE IMPLEMENTED:

(In this section provide additional detail on how the selected strategy will be implemented. (Identify the basic "who, what, where, when" components for each selected strategy.)

In early October, eighth graders will experience a three-day outdoor challenge at Camp ABC. The students will work on team building, communication, trust, and facing and overcoming challenges. ATOD awareness and other health and violence prevention components are included as a primary focus of the experience. Throughout the year, grade 8 teachers will reinforce the concepts, attitudes, and skills learned at Camp ABC.

5. ESTABLISH ANTICIPATED ATTITUDE AND/OR BEHAVIOR CHANGE OUTCOMES FOR THE PROJECT:

(In this section establish measurable outcome(s) for this project. Outcomes must be measurable in terms of changing attitudes and/or behaviors relative to substance use and/or violence and must include relevant baseline data. Outcomes that measure only greater awareness/knowledge or increased attendance/participation are not acceptable.)

We anticipate that the implementation of the Camp ABC program for Merrydale Middle School 8th graders will contribute to a future 10% decline in the number of 8th graders who indicate that they are using alcohol. (From 25% to 15% as measured by the next MYDAUS survey to be administered.)

We also expect that the Camp ABC emphasis on improving decision-making skills will contribute to a 25% reduction in the number of discipline referrals for this current group of 8th graders compared to when they were in 7th grade. (There were 215 referrals recorded for this group when they were in grade 7. We expect no more than 161 referrals during their grade 8 year.)

6. ESTABLISH A PROJECT BUDGET:

(Use caution when assigning Title IV-A funds to the OTHER budget category. The OTHER budget category should be used very sparingly. If you do assign funds to the OTHER budget category you will need to fully explain and justify these costs. Write the explanation and justification in the strategy implementation section of the project page.)

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	<i>\$2,400</i>				<i>XXXXXX</i>		<i>\$2,400</i>

LEA NAME: **Merrydale School District**

Title IV-A Project # 4: **Middle School Civil Rights Team**

If this is a non-public school project, provide the name of the non-public school: *N/A*

1. DESCRIBE THE PRIORITY ISSUE THAT THIS TITLE IV-A FUNDED PROJECT WILL ADDRESS:

(Support the priority issue statement with applicable baseline data.)

The Civil Rights Team at Merrydale Middle School more than doubled its membership during the past school year. This group works to identify areas around the school where students feel unsafe. They are a peer group that discourages bullying among their peers, and they are learning how to be role models and peer leaders. During the past school year there were 10 harassment incidents and 26 bullying incidents reported on end of year discipline records. The number of reported harassment and bullying incidents has decreased over the past three years. We believe that our active Civil Rights Team played an important role in reducing the number of these types of incidents and that the downward trend will continue during the coming school year.

2. SELECT THE "MODEL" or "OTHER ALLOWABLE" PREVENTION STRATEGY THAT THIS PROJECT WILL EMPLOY:

(Please carefully review all Section 2 guidance before proceeding. Only one prevention strategy per project is allowed.)

Strategy Selection: Other Allowable Prevention Strategies, Prejudice / Intolerance Prevention

3. JUSTIFY THE USE OF THE SELECTED PREVENTION STRATEGY TO ADDRESS THE PRIORITY ISSUE:

(In this section you need to cite convincing evidence (data) that the selected **prevention strategy** is appropriate to address the identified priority issue.)

As mentioned above, we believe that our active Civil Rights Team played an important role in reducing the number of bullying and harassment incidents over the past three years and that the downward trend will continue during the coming school year. The Civil Rights Team Project (CRTP) is a school-based preventative program sponsored by Maine Office of the Attorney General to combat hate violence, prejudice, harassment and bias in the schools. The CRTP builds a collaborative of students, faculty and community advisors who work together to create a safer environment for all students and to lower incidence of hate language in the school community. The Merrydale Middle School Civil Rights Team has increased its numbers from 12 students to nearly 30 students who participated last year in one or more activities or projects. A survey, administered to our middle school students during last school year indicated that 92% of students felt safe at the school. This represents a significant increase from the 87% who reported feeling safe in a similar survey administered 3 years ago and we believe that this is further proof that the Civil Rights Team is positively impacting our school culture

4. DESCRIBE HOW THE SELECTED PREVENTION STRATEGY WILL BE IMPLEMENTED:

(In this section provide additional detail on how the selected strategy will be implemented. (Identify the basic "who, what, where, when" components for each selected strategy.)

Our Civil Rights Team consists of team members, two faculty advisors, and a community advisor. At regional trainings in the fall, the team is grounded in the Civil Rights Act, develops team building and leadership skills, and learns more about civil rights and how the team can impact our school and community. In the spring, the team participates in a statewide conference. The conference provides broad based information and experiences relating to civil rights, and allows teams from across the state to work interactively. Our team will meet weekly. Team projects include bulletin boards, assemblies, and surveys, to name just a few. The team is supported by a community advisor. The community advisor assists in making connections with the larger community. The team is also supported by a regional coordinator. The regional coordinator has expertise in working with schools and provides invaluable resource information and ongoing consultation. The project budget includes \$500 stipends to each of the two faculty advisors for work performed outside of their regularly contracted duties; \$500 for travel to training conferences in the fall and spring; \$300 for supplies; and \$500 in contracted services for a facilitator who will lead a November community workshop dealing with the prevention of bullying and harassment.

5. ESTABLISH ANTICIPATED ATTITUDE AND/OR BEHAVIOR CHANGE OUTCOMES FOR THE PROJECT:

(In this section establish measurable outcome(s) for this project. Outcomes must be measurable in terms of changing attitudes and/or behaviors relative to substance use and/or violence and must include relevant baseline data.

Outcomes that measure only greater awareness/knowledge or increased attendance/participation are not acceptable.)

The anticipated outcome is to reduce bullying from the 26 incidents reported during the past school year to 20 during the coming school year and to reduce harassment incidents from 10 to 5. To increase parent awareness of positive student behavior at school, a minimum of 25 middle school parents will be contacted by a staff member during each grading period to report on positive observations of students at school. Student membership in the Civil Rights Team will increase from 30 to 38 students. A student survey that will be administered near the end of the school year will indicate that 94% of students report feeling safe at school.

6. ESTABLISH A PROJECT BUDGET:

(Use caution when assigning Title IV-A funds to the OTHER budget category. The OTHER budget category should be used very sparingly. If you do assign funds to the OTHER budget category you will need to fully explain and justify these costs. Write the explanation and justification in the strategy implementation section of the project page.)

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\$1,000	\$500	\$500	\$300		XXXXXX		\$2,300