

1. What is PA CARES? (page 1...

THE FIRST 6 SCREENS CONTAIN IMPORTANT APPLICATION INSTRUCTIONS.

PLEASE READ ALL THIS INFORMATION CAREFULLY.

IT MAY BE USEFUL TO PRINT EACH SCREEN OF INSTRUCTIONS SO YOU CAN REFER BACK TO THEM AS YOU COMPLETE THE APPLICATION.

BACKGROUND

In an effort to address the issue of bullying, the Highmark Foundation through its Healthy High 5 Initiative has partnered with the Pennsylvania Department of Education (PDE) and the Center for Safe Schools (CSS) to provide grant funding to support expansion of the Olweus Bullying Prevention Program (OBPP) in Pennsylvania. The Olweus program has demonstrated significant results in decreasing bullying behaviors. This public/private partnership enables the Center to increase technical assistance supports and offer mini-grant funding to implement the research-based Olweus Bullying Prevention Program to a limited number of school districts within the Highmark service region. Grant funds will be awarded through this grant application process.

The issue of bullying is one of five components of the Highmark Healthy High 5, a five-year, \$100 million initiative of the Highmark Foundation aimed to reverse the current trends in children's health. The goal of Highmark Healthy High 5, through the support of bullying prevention programs and initiatives, is to help reduce the incidences of bullying in schools and to help children and adolescents lead happier, healthier lives. Since its inception in December 2000, the Highmark Foundation has awarded more than \$2 million in grants to charitable organizations, to support initiatives and services that aim to improve community health status.

To ensure effective implementation of the Olweus Bullying Prevention Program, PLEASE review the official Olweus Bullying Prevention Program website: <http://www.clemson.edu/olweus/index.html>

WHAT IS PA CARES?

Using the Highmark Foundation grant funding, the Center for Safe Schools will administer a new initiative called PA CARES (Creating an Atmosphere of Respect and Environment for Success). This program strives to help school personnel strengthen their efforts to eliminate bullying behaviors and provide safe and nurturing learning environments. The program will provide bullying prevention readiness tools, technical assistance support and resources to a total of 118 schools across the Highmark service regions of Pennsylvania over a three year period. From the applications received in response to this announcement, the Center will select up to 30 schools to receive the PA CARES initiative in the first year. Approximately, 44 additional schools will be selected in years 2 and 3. Schools will be selected through a competitive grant process and all applications will be screened for eligibility before being reviewed by a team of individuals designated by the Center for Safe Schools. Selected schools will be expected to fully implement the OBPP and participate in training and evaluation activities conducted by the Center for Safe Schools.

INSTRUCTIONS CONTINUE ON THE NEXT PAGE - PLEASE CLICK 'NEXT' TO PROCEED.

2. What do selected schools receive? (page 2 of instructions)

WHAT DO SELECTED SCHOOLS RECEIVE?

Schools selected for participation in the PA CARES initiative will receive a grant of up to \$7500 and three years of on-going training and technical assistance to implement the Olweus Bullying Prevention Program (OBPP). Eligible expenses under the grant include the OBPP committee training, materials and printing costs directly related to program implementation and are described in greater detail in the Terms and Conditions section of these instructions (see pages 3-4). The Center for Safe Schools will assist the selected schools in evaluating and improving their readiness to implement a school-wide initiative, provide guidance on methods to implement the program with fidelity to the model and generating strategies and supports to sustain bullying prevention efforts over time. The Center will assist in identifying the certified trainer that will work with the selected schools. Selected sites will also benefit from ongoing technical assistance to school staff

through live and on-line professional training, web-based program supports and a school climate and classroom management toolkit to comprehensively addressing incidents of bullying.

THE INSTRUCTIONS CONTINUE ON THE NEXT PAGE - PLEASE CLICK 'NEXT' TO PROCEED.

3. Terms and Conditions: Expenses (page 3 of instructions)

WHAT ARE THE TERMS AND CONDITIONS OF THIS GRANT?

The following terms and conditions apply to all applications submitted for funding consideration to implement the Olweus Bullying Prevention Program. Throughout the application, the school building where the OBPP will be implemented is referred to as the "Target School".

The application process is competitive and applicant schools are not guaranteed to receive funding. Funding for this initiative is contingent upon the availability of funds from the Highmark Foundation. The Center for Safe Schools reserves the right to assure regional and demographic equity in the distribution of the grant awards.

FUNDING

Selected schools will receive grant funding up to \$7500 for program implementation. This is the maximum possible amount of the award. Additional funds will not be provided. Restrictions apply to the use of these grant funds.

ALLOWABLE grant expenditures are listed here.

This is not an inclusive list and budgets will be reviewed for allowable items:

+ TRAINING COSTS related to required Olweus Bullying Prevention Committee training are allowable and must be conducted by Certified Olweus trainers. Additional training expenses, such as trainings in the use of a class meeting model, are allowable if conducted by a qualified trainer.

+ MATERIAL/RESOURCE PURCHASES directly related to the Olweus Bullying Prevention Program. Program materials are estimated to cost \$1500 to \$3200 for an individual school.

EXAMPLE: An allowable material purchase is the School-Wide Guide and accompanying Teacher Guide. The Olweus program model recommends that schools provide no less than 1 Teacher Guide for every 3 teachers in the school building and a School-Wide Guide for each member of the bullying prevention coordinating committee and for school administration.

Note: The Hazelden publishing website where OBPP Materials should be priced and purchased is found here:

<http://www.hazelden.org/itemquest/search.view?srch=Y&start=0&event=&kw=olweus>

Hazelden Publishing can also be reached by phone at 1-800-328-9000 or 1-651-213-4000.

+ Purchase of OLWEUS STUDENT SURVEYS – The cost to administer the Olweus Student Survey is \$1 per student per administration. This includes the purchase of questionnaires, data scanning services, and a report of results from Hazelden.

+ Schools that receive funding are required to:

1) Use the surveys and scanning capability provided by Hazelden, and

2) Administer the survey to all students a minimum of 2 times - once immediately prior to program implementation and again at the end of the first year of program implementation. Additional survey administrations after the first year of implementation may be possible.

The following items (not inclusive) are NOT ALLOWABLE expenditures:

- Salaries for substitutes or for staff to chair committee, release time, etc.

- Stipends for staff to chair committee or train incoming personnel.

- Speakers or assembly programs (i.e., for the Bullying Prevention Kick-Off Event).
- Awards, promotional program items, incentives, prizes, lotteries or marketing costs (i.e., stress balls, t-shirts, pencils, parties, billboards, radio/TV advertisements, etc.)
- Meals, snacks or refreshments including paper products or supplies for committees, meetings, events, etc.
- Building improvements, construction costs, rent or utility fees.
- Equipment and software purchases, licensing and service fees for phones, software, internet access, etc.
- Professional membership fees
- Travel

THE INSTRUCTIONS CONTINUE ON THE NEXT PAGE - PLEASE CLICK 'NEXT' TO PROCEED.

4. Terms and Conditions: Program Implementation (page 4 of instructions)

PROGRAM IMPLEMENTATION

Selected schools will be expected to FULLY IMPLEMENT in the Olweus Program and participate in evaluation of the program for a minimum of 3 years. Submitting an application confirms that the applicant has reviewed the program details and intends to implement the following, required program components:

GENERAL Requirements:

- + Generate awareness and involvement on the part of adults in the school

SCHOOL-LEVEL COMPONENTS:

- + Establish a Bullying Prevention Coordinating Committee
- + Conduct Coordinating Committee and staff trainings
- + Administer the Olweus Bullying Questionnaire to all students in the school (GRADES 3 and up) - twice during the 3-year implementation period
- + Hold staff discussion group meetings
- + Introduce the school rules against bullying
- + Review and refine the school's supervisory system
- + Hold a school kick-off event to launch the program
- + Involve parents

CLASSROOM-LEVEL COMPONENTS:

- + Post and enforce school-wide rules against bullying
- + Hold regular class meeting about bullying with all students
- + Hold meetings with students' parents

INDIVIDUAL-LEVEL COMPONENTS:

- + Supervise student's activities
- + Ensure that all staff intervene on the spot when bullying occurs
- + Hold meetings with students involved in bullying and parents of the students involved
- + Develop individual intervention plans for involved students

COMMUNITY-LEVEL COMPONENTS:

- + Involve community members on the Bullying Prevention Coordinating Committee
- + Develop partnerships with community members to support the school program
- + Help spread anti-bullying messages and principles of best practice in the community

CENTER FOR SAFE SCHOOLS (CSS) COMPONENTS:

- + Participate in training opportunities provided by the CSS
- + Participate in evaluation activities conducted by the CSS
- + Provide a copy of any reports generated by Hazelden for the school regarding results of the Olweus

Student Survey to the CSS.

THE INSTRUCTIONS CONTINUE ON THE NEXT PAGE - PLEASE CLICK 'NEXT' TO PROCEED.

5. Instructions for Online Application Process (page 5 of instructions)

ELIGIBILITY TO APPLY

Grant awards will be targeted to:

1. Elementary, middle, and junior high schools;
2. School buildings NOT previously implementing the Olweus program;
3. Public or private schools; and
4. Schools within districts that operate partly or wholly within a Highmark service region.

Please make sure the target school district operates within one of these counties: Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Columbia, Crawford, Cumberland, Dauphin, Elk, Erie, Fayette, Forest, Franklin, Fulton, Greene, Huntingdon, Indiana, Jefferson, Juniata, Lancaster, Lawrence, Lebanon, Lehigh, McKean, Mercer, Mifflin, Montour, Northampton, Northumberland, Perry, Potter, Schuylkill, Snyder, Somerset, Union, Venango, Warren, Westmoreland, York.

More than one school building within a district may apply for funding IF:

- a) An online application is completed for EACH school building applying for funds to implement the OBPP; and
- b) Schools recognize that the amount of the grant award may be affected if more than one school building per district is selected.

APPLICATION REQUIREMENTS

+ The application requires input from the principal of the school building where the OBPP will be implemented (referred to throughout the remainder of the application as the 'target school'). If someone other than the building principal completes the application, he or she will need to consult the principal to accurately complete some sections of the application. Sections that require input from the principal of the target school are noted.

+ The PA Cares Application is an online application process and must be completed and submitted online. No other form of the application will be accepted.

+ A Letter of Assurance signed by the school district Superintendent or Chief Operating Officer must be submitted to the CSS. Additional instructions for the Letter of Assurance are on page 6 of the instructions.

+ It is possible to start the online application and stop and continue at a later time from the SAME computer, however, it is not possible to skip questions as the application is completed. It will not be possible to revise applications after they are submitted.

+ It may be helpful to gather information on these topics before starting the online submission process:

1. Contact information (name, phone number, and email address) of the person who will serve as the OBPP building coordinator.

2. The number of staff (FTE), in addition to teachers, who work at the target school.

3. The Average Daily Attendance (ADA), truancy, and behavior sanctions at the target school during the 2006-2007 school year.

Note: ADA is the aggregate attendance of a school during a reporting period (normally the school year) divided by the number of days that school was in session during this period. Only days when pupils are under the guidance and direction of teachers are considered as days in session.

APPLICATION DEADLINE:

+ The online application must be submitted by 11:59 p.m. JANUARY 25, 2008.

- + Late and/or incomplete applications will not be considered.
- + Schools will be notified of selection by mid-February, 2008.

THE INSTRUCTIONS CONTINUE ON THE NEXT PAGE - PLEASE CLICK 'NEXT' TO PROCEED.

6. Additional REQUIRED Materials: Letter of Assurance (page 6 of instructions)

ADDITIONAL REQUIRED MATERIALS FOR ALL SCHOOLS

Each application that is submitted online (electronically) must have a Letter of Assurance printed on official letterhead and signed by the respective school district Superintendent or the Chief Operating Officer.

This signed letter must be submitted via fax or email to the Center for Safe Schools within 72 hours (3 days) of electronic submission of the completed grant application. The Center for Safe Schools must also receive the original signed Letter by mail. Failure to submit Letter(s) of Assurance within the given period of time may result in the disqualification of the school's grant application for the 2007-08 school year.

The Letter of Assurance provides documentation to the Center for Safe Schools and the Highmark Foundation that the applicant's Superintendent or Chief Operating Officer is aware of and supports the application for PA CARES grant funding in their district to implement the Olweus Bullying Prevention Program.

Sample text for the Letter of Assurance can be obtained on the next screen of the application or via the PA CARES Bullying Prevention Grant web page.

FAXED letters should be sent to:
The Center for Safe Schools
Subject: PA CARES Application Letter of Assurance
Attention: Regina Salvador

Fax Number: 717.763.2083

EMAILED letters should be sent to:
The Center for Safe Schools
Subject Line: PA CARES Application Letter of Assurance
Email Address: safeschools@csc.csiu.org

MAILED letters should be sent to:
The Center for Safe Schools
275 Grandview Avenue, Suite 200
Camp Hill, PA 17011
Attention: Regina Salvador

THIS COMPLETES THE INSTRUCTION SECTION OF THE APPLICATION. SAMPLE TEXT FOR THE LETTER OF ASSURANCE APPEARS ON THE NEXT PAGE.

7. Blank Letter of Assurance

This screen provides sample text for the REQUIRED Letter of Assurance. THIS PAGE CANNOT BE COMPLETED ONLINE. The text may be copied and pasted into a word document, modified as appropriate, printed and signed.

THIS COMPLETES THE INSTRUCTION SECTION OF THE APPLICATION. CONTACT INFORMATION FOR CSS

STAFF APPEARS ON THE NEXT PAGE. CLICK 'NEXT' TO PROCEED.

[School District Superintendent/Chief Operating Officer Address]
[School District Superintendent/Chief Operating Officer City, State Zip]
[Date]

Lynn Cromley, Executive Director
Center for Safe Schools/Center for Schools and Communities
275 Grandview Avenue, Suite 200
Camp Hill, PA 17011

Dear Ms. Cromley:

This letter is to assure you that I, _____ (enter Superintendent or Chief Operating Officer name) am aware of and support the application for grant funding from the PA CARES Initiative submitted by _____ (enter name of application preparer) on _____ (enter date of submission) to obtain grant funding up to \$7500 to implement the Olweus Bullying Prevention Program (OBPP) in _____ (enter the name of the target school building).

This letter serves as documentation that I understand the Terms and Conditions of the PA CARES Initiative and the requirements of implementing the Olweus Bullying Prevention Program. If _____ (enter name of the target school building) is selected to receive funds, I will support the implementation of the OBPP in this building within my district.

Sincerely,

[Superintendent/Chief Operating Officer Name]

8. Additional Program Information and Technical Assistance

If you have questions about completing this application, you can contact the following individuals at the Center for Safe Schools:

For questions about the OBPP, the Terms of Agreement, or how to complete the application contact:

Mary Dolan
(717) 763-1661 ext. 151
email: mdolan@csc.csiu.org

For technical questions about submitting the online application, contact:

Beth Edwards
(717) 763-1661 ext. 198
email: bedwards@csc.csiu.org

You can stop the application and continue at a later time from the SAME computer.

9. Statement of Understanding

* 1. Do you understand the 'Terms of Agreement' described in the instructions for this application?

Yes, I understand the 'Terms of Agreement'

No, I do not understand the 'Terms of Agreement'

10. School District and Intermediate Unit Information

On this page, enter information about the school district and intermediate unit.

* 2. School District.

Enter N/A if not applicable.

* 3. Intermediate Unit Number.

Enter N/A if not applicable.

11. Superintendent or Chief Operating Officer Information

On this page, please provide contact information for the school district Superintendent or Chief Operating Officer.

* 4. Superintendent/Chief Operating Officer Name & Title.

* 5. Superintendent/Chief Operating Officer Address.

Include the street address, city, state, and zipcode.

* 6. Superintendent/Chief Operating Officer EMAIL address.

* 7. Superintendent/Chief Operating Officer PHONE number.

Please include an extension number, if applicable.

* 8. Superintendent/Chief Operating Officer FAX number.

12. Target School Information

Throughout the application, the term 'target school' refers to the individual school building where the OBPP will be implemented.

* 9. Target School Name

Enter the name of the school building where the OBPP will be implemented. Please be sure to spell the name of the school building correctly. Do not abbreviate the school building name.

* 10. Target School Street Address

Include the street number, name and city here.

* 11. Target School 5-digit ZIPCODE.

Enter the 5-digit zipcode of the target school building here.

13. School District County

* 12. In which of the following Highmark Service Region counties does all or part of the target school DISTRICT operate?

Private school applicants should select the county in which the target building is located.

14. Application Preparer Information

On this page, enter the contact information for the individual who is preparing and submitting the PA CARES application.

* 13. Last Name

* 14. First Name

* 15. Title/Position

* 16. Address

Include the street address, city, state, and zipcode.

* 17. EMAIL Address

* 18. Daytime PHONE Number

Please include an extension number, if applicable.

19. Alternate Phone Number

* 20. FAX number

15. Building Coordinator Confirmation

* 21. Will you (individual completing this application) serve as the OBPP Building Coordinator?

The OBPP Building Coordinator has the overarching responsibility for overseeing and planning the implementation of the OBPP in the entire school setting, including establishing the OBPP Coordinating Committee.

The Building Coordinator will be assisted by the Coordinating Committee Members.

Yes

No

16. OBPP Building Coordinator Contact Information

On this page, enter the contact information for the individual who will serve as the Olweus Bullying Prevention Program Building Coordinator and point of contact with the Center for Safe Schools (CSS), IF DIFFERENT from the individual preparing the application.

* 22. Last Name

* 23. First Name

* 24. Title/Position

* 25. Address

Include the street address, city, state, and zipcode.

* 26. EMAIL Address

* 27. Daytime PHONE Number

Please include an extension number, if applicable.

28. Alternate Phone Number

* 29. FAX Number

17. Target School Personnel

On this page, please provide information about staffing at the target school.

* 30. How many of each of the following staff work at the target school?

You may use decimals to represent part-time staff. For example, enter 0.5 for a half-time staff member or 1.5 for 3 half-time staff members. Enter 0 for none.

Principal

Assistant Principal

Teachers

Teachers Aides/Staff Aides

School Nurse

School Counselor

School Psychologist

School Social Worker

School Security/Law Enforcement

Other

18. Student Recreation and Lunch Time

On this page, please provide background information about student recreation at the target school.

* 31. Are there any RECESS periods at the target school?

Yes

No

* 32. On average, what is the maximum amount of time a student could spend at recess during the school day?

Answer in minutes. Enter a whole number. Enter 999 if there are no recess periods at this school.

* 33. On an average day, about how many students are supervised per (1) monitor at RECESS?

Enter zero (0) if there are no monitors or 999 if there are no recess periods.

Enter the number of
STUDENTS per 1 adult
monitor:

* 34. On an average day, about how many students are monitored by each (1) adult during LUNCH period(s)?

Enter zero (0) if there are no monitors.

Enter the number of
STUDENTS per 1 adult
monitor:

19. School Safety

On this page, describe the target school's safety plan and committee.

* 35. Does the target school currently have a comprehensive School Safety Plan?

Yes

No

Don't Know

* 36. Does the target school have an established school safety team or committee?

Yes

No

Don't Know

20. How often does the school safety team meet?

* 37. How often does the school safety team meet?

Note: The response choices are: a)More than once per week, b)About once a week, c)About 2 - 3 times per month, d)About once a month, e)A few times per school year, f) About once a year or less, g)Don't know.

21. Bullying Narrative Page

Please insure that the target school principal is consulted when answering items on this page.

* 38. In the space provided, briefly describe any current challenges the target school faces concerning safety. Include problems concerning bullying and school climate in this space. If you have survey or other data to support the narrative, please refer to it here.

Please insure that the target school principal is consulted when answering question. Enter n/a if not applicable or none.

22. Implementing New School Programs

Please insure that the target school principal is consulted when answering items on this page.

* 39. Please rate the target school's ability to implement the activities listed below.

Note: The response options are: a) Fully able to implement this activity, b) Mostly able to implement this activity, c) Somewhat able to implement this activity, d) Somewhat unable to implement this activity, e) Mostly unable to implement this activity, f) Not at all able to implement this activity.

Please insure that the target school principal is consulted when answering this question. Select one response from the drop-down menu for each item listed.

Degree of ability

Provide release time for staff meetings	<input type="text"/>
Provide release time for staff training	<input type="text"/>
Provide release time for committee meetings	<input type="text"/>
Provide facilities for committee meetings	<input type="text"/>
Provide internet access to staff	<input type="text"/>
Communicate policies school-wide	<input type="text"/>
Implement standardized classroom rules/expectations	<input type="text"/>
Administer surveys to all students	<input type="text"/>
Collect program related data	<input type="text"/>
Provide classroom time to present program material to students	<input type="text"/>
Generate parent support for new programs	<input type="text"/>
Generate teacher support for new programs	<input type="text"/>
Generate community support for new programs	<input type="text"/>

23. Behavior Monitoring Systems and School Policies

On this page, please provide background information for any behavior monitoring systems at the target school. Please insure that the target school principal is consulted when answering items on this page.

* 40. During the 2006-2007 school year, what was the Average Daily Attendance (ADA) at the target school?

Note: Average daily attendance (ADA) is the aggregate attendance of a school during a reporting period (normally the school year) divided by the number of days the school is in session during this period. Only days on which pupils are under the guidance and direction of teachers are considered as days in session.

Please insure that the target school principal is consulted when answering question.

Please round your response to the nearest whole percent.

Percent

* 41. For the 2006-2007 school year, what percentage of students at the target school were truant more than 10 days per semester?

Please insure that the target school principal is consulted when answering question.

Enter 999 if you do not know.

Percent

24. Behavior Monitoring Systems and School Policies - continued.

Please insure that the target school principal is consulted when answering items on this page.

* 42. Please indicate about how often each type of behavioral sanction occurred at the target school during the 2006-2007 school year.

Note: the response options are: a) More than once per week, b) About once a week, c) About 2 - 3 times per month, d) About once a month, e) A few times per school year, f) Did not happen, g) Not applicable.

Please insure that the target school principal is consulted when answering this question.

Choose one response for each item.

Frequency of sanctions

Students were removed from class (i.e. principal's office)

Students had recess restrictions

Students were given after school detention

Students were given in-school suspension

Students were given out of school suspension

Students were expelled

Students were assigned to alternative education

List any other behavior sanctions that are used in this space

* 43. Does the target school district have a written policy that addresses bullying?

Yes

No

25. Parent Involvement

On this page, please provide background information concerning parent involvement at the target school. Please insure that the target school principal is consulted when answering items on this page.

* 44. A key component of the OBPP is an anonymous survey of all students. Please indicate the method USUALLY used at the target school to obtain parental consent for student participation in data collection.

Please insure that the target school principal is consulted when answering this question.

Check all that apply.

- Opt-out permission slip (parents are notified and given the choice to exclude the child by sending notice to the school) Opt-in permission (signed permission slip for each student) Other*

*Other method (s): please specify

* 45. Indicate the methods used to communicate information to parents.

Check all that apply.

- Newsletter Email distribution list Assemblies
 Information sent home with student Mail Other
 Website Posted information
 Phone tree Meetings

Other (please specify)

* 46. During the 2006-2007 school year, what percentage of students at the target school had at least one parent or guardian participate in the following events?

Please insure that the target school principal is consulted when answering this question.

Select one response per item. Answer to the best of your knowledge.

	0-25%	26-50%	51-75%	76-100%	N/A
Open house or back to school night	jn	jn	jn	jn	jn
Regularly scheduled parent-teacher conferences	jn	jn	jn	jn	jn
One or more special subject events (e.g. science fair, concerts)	jn	jn	jn	jn	jn
Volunteer in the school on a regular basis	jn	jn	jn	jn	jn

Comments

26. Social Climate of School: Bullying Prevention Needs

Please insure that the target school principal is consulted when answering items on this page.

* 47. About how often does the school administrator hear reports of bullying from each of the sources below?

Note: the response options are: a) More than once per week, b) About once a week, c) About 2 - 3 times per month, d) About once a month, e) A few times per school year, f) Once a year or less.

Please insure that the target school principal is consulted when answering this question.

"Reports" can be anecdotal or formal.

Select an option from the drop down menu.

Frequency of reports

Teachers	<input type="text"/>
Students	<input type="text"/>
Professional student support staff (i.e. guidance counselor, psychologist, etc.)	<input type="text"/>
Non-teaching student support staff (i.e. bus drivers, cafeteria staff, etc.)	<input type="text"/>
Parents	<input type="text"/>
Community members	<input type="text"/>

Use this space to describe any other sources of information you have about bullying in this school. Include any data collected, such as surveys, and any other formal or informal reports

* 48. Indicate the extent to which the groups listed below describe bullying at the target school as:

Please insure that the target school principal is consulted when answering this question.

Choose 1 response for each group listed.

	A large problem	A moderate problem	A small problem	A very small problem
Administrators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional student support staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-teaching student support staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

27. Programs in School

On this page, list or very briefly describe any ongoing social climate programs in the target school. Please insure that the target school principal is consulted when answering items on this page.

- * 49. Please list any programs CURRENTLY in place in the target school to promote the development of a positive school climate, such as, social climate change programs, social-emotional learning programs, character education, etc.

Please insure that the target school principal is consulted when answering this question.

Enter "N/A" if not applicable or "don't know."

28. Staff Climate

Responses in this section will help the CSS develop tailored program assistance for the target school. Please insure that the target school principal is consulted when answering items on this page.

- * 50. To what extent do you agree with the following statements related to staff environment and efforts in the target school?

Please insure that the target school principal is consulted when answering this question.

Choose one response for each item.

	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
Faculty and staff like being at this school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faculty and staff receive a great deal of support from parents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a great deal of cooperative effort among staff members at this school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The level of student misbehavior in this school (such as noise, horseplay, or fighting in halls or cafeteria) interferes with teaching in this school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

29. Olweus Program Implementation Needs

Please provide the information below to assist the CSS in planning technical assistance supports for selected schools.

Please insure that the target school principal is consulted when answering items on this page.

* 51. To the best of your ability, indicate the extent to which the target school is prepared to fully implement components of the OBPP listed below.

Please insure that the target school building principal is consulted when answering this item.

Choose one response for each item.

	Can NOT implement	Can implement only with SUBSTANTIAL assistance	Can implement with moderate assistance	Can implement with minor assistance	Ready to implement - no assistance needed
Form a schoolwide bullying committee of at least 6 members	jn	jn	jn	jn	jn
Convene the bullying committee twice monthly	jn	jn	jn	jn	jn
Form standardized classroom rules/expectations concerning bullying	jn	jn	jn	jn	jn
Communicate standardized classroom rules/expectations concerning bullying	jn	jn	jn	jn	jn
Administer anonymous survey of all students (45 minutes) twice during school year	jn	jn	jn	jn	jn
Hold weekly in-class meetings about bullying with all students	jn	jn	jn	jn	jn
Provide 1-day OBPP Training for all staff prior to start of school year	jn	jn	jn	jn	jn
Provide release time for ongoing staff training events	jn	jn	jn	jn	jn
Provide supervision in high risk areas (e.g. recess)	jn	jn	jn	jn	jn
Provide individual intervention with victims	jn	jn	jn	jn	jn
Provide individual intervention with bullies	jn	jn	jn	jn	jn
Generate parent support for OBPP	jn	jn	jn	jn	jn

Comments

30. Bullying Prevention Coordinating Committee

* 52. Indicate whether you have identified and confirmed at least one individual from each category below to serve on the OBPP coordinating committee.

Note: the response options are: a) Not applicable or none at this school, b) Identified: participation confirmed, c) Identified: participation tentative, d) Identified: not yet invited to participate, e) Not yet identified.

Select one choice from the drop down menu for each category.

	Status
Classroom teacher: kindergarten	<input type="text"/>
Classroom teacher: grade 1	<input type="text"/>
Classroom teacher: grade 2	<input type="text"/>
Classroom teacher: grade 3	<input type="text"/>
Classroom teacher: grade 4	<input type="text"/>
Classroom teacher: grade 5	<input type="text"/>
Classroom teacher: grade 6	<input type="text"/>
Classroom teacher: grade 7	<input type="text"/>
Classroom teacher: grade 8	<input type="text"/>
Classroom teacher: grade 9	<input type="text"/>
Classroom teacher: grade 10	<input type="text"/>
Classroom teacher: grade 11	<input type="text"/>
Classroom teacher: grade 12	<input type="text"/>
Classroom teacher: other	<input type="text"/>
Classroom teacher: other	<input type="text"/>
Principal or assistant principal	<input type="text"/>
Professional student support staff (i.e. school counselor, psychologist, nurse)	<input type="text"/>
Non-teaching student support staff (i.e. bus driver, cafeteria worker, etc.)	<input type="text"/>
Parent(s)	<input type="text"/>
Community member	<input type="text"/>
Other school personnel (i.e. Title IX rep., etc.)	<input type="text"/>

31. Program Supports and Needs

Please insure that the target school principal is consulted when answering items on this page.

* 53. Use this space to describe additional supports the target school will need to implement the OBPP.

Please insure that the target school principal is consulted when answering this question.

Enter n/a if none or not applicable.

32. Budget Estimate and Potential Funding Sources

On this page, provide an estimated budget for expenditure of the first year grant award of up to \$7500.

This is a budget worksheet. Additional, detailed budget information may be required of successful applicants.

* 54. Calculate estimated budget figures for the following categories as described below:

Enter amounts in whole dollars.

1. STUDENT SURVEY COST - Multiply the number of students in the target school, in grades 3 - 8 only, by \$1; double this amount to account for 2 administrations of the survey:
2. PROGRAM MATERIALS COSTS (Teacher Guide) - Divide the total number of classroom teachers for grades 3-8 by 3; multiply this figure by \$50.00:
3. PROGRAM MATERIALS COST (School-Wide Guide): - Add the number of school building administrators to the number of individuals who will serve on the Coordinating Committee; multiply this figure by \$90.00:
4. CERTIFIED OLWEUS TRAINING EXPENSE COSTS - Budget the average cost of a 2-day OBPP training by a certified trainer and monthly consultations for 1 year averages \$3200:
5. OTHER EXPENSES - If an amount is listed here, each other expense must be described in the next application question:
6. BUDGET MATCH - match is not required, but is desirable(enter \$0.00 if none):

* 55. List each OTHER expenses here. Provide a detailed explanation of each OTHER proposed budget expenditure. Clearly identify, for each OTHER expenditure, the per unit cost (hourly rate or per unit amount). Make sure that the items listed add up to the total amount entered in the OTHER EXPENSE budget line.

Enter n/a if you entered zero (0) in the OTHER EXPENSE line.

* 56. Indicate the extent to which additional funds (not including the first year grant of up to \$7500) are available to this school to cover direct and indirect costs of implementing the OBPP from the following sources:

	None available	Limited availability	Moderate availability	Substantial availability	Don't Know
1. Current budget	jn	jn	jn	jn	jn
2. Other grant monies	jn	jn	jn	jn	jn
3. Community support (donation, etc.)	jn	jn	jn	jn	jn
4. Other sources	jn	jn	jn	jn	jn

33. Design Partnerships

Selection for participation in the PA CARES initiative is a competitive process. Not all applicants can be selected to receive the program.

Some applicants who are not selected to receive the program in the first year may be invited to submit data collected via administration of the Olweus Student Survey to the Center for Safe Schools (CSS). These data will be used for comparison purposes.

Schools that agree to submit data if not selected to receive the program in year one, will receive PRIORITY CONSIDERATION for selection in the next two years of initiative. In addition, schools that collect and submit survey data to the CSS will be informed of the survey results. Submitting data does not guarantee schools will be selected. All funding is contingent on the availability of funding from the Highmark Foundation. The CSS and the Highmark Foundation reserve the right to assure regional and demographic equity in the distribution of grant awards.

* 57. Rate the willingness of this school to submit Olweus student survey data to the CSS, given the conditions below:

	Not at all	Somewhat likely	Very likely	Definitely
Submit data IF funding is provided.	jn	jn	jn	jn
Submit data regardless of funding.	jn	jn	jn	jn

34. Program Evaluation Activities

As part of our commitment to evidence-based program implementation, The Center for Safe Schools (CSS) will conduct ongoing evaluation of the PA CARES Initiative.

The evaluation will not collect any information that could personally identify students, but may include any of the activities described below.

Please indicate what types of evaluation activities this school will permit. This information will be used for planning purposes in designing evaluation methods, and is not related to program selection.

* 58. Please indicate which of the CSS evaluation activities this school will permit.

Note: The response options are: a) Will NOT permit, b) Will permit with restrictions, c) Will permit, d) Don't Know. [Choose a response from the drop down menu for each activity.](#)

	Permissions
Provide CSS staff access to observe classroom instruction	<input type="text"/>
Provide CSS staff access to observe recess and/or lunch periods	<input type="text"/>
Permit school staff to submit online implementation progress reports to the CSS	<input type="text"/>
Permit school staff to participate in telephone interviews with CSS staff	<input type="text"/>
Permit school staff to participate in focus groups led by CSS staff	<input type="text"/>
Permit school staff to submit surveys to CSS staff by MAIL	<input type="text"/>
Permit school staff to submit surveys to CSS staff by EMAIL	<input type="text"/>

35. Survey Completion Options

Your application is complete. Thank you for your interest in the PA CARES Initiative. Schools will be notified of their selection status by mid-February, 2008.

PLEASE NOTE: YOU WILL NOT BE ABLE TO REVISE YOUR APPLICATION AFTER YOU CLICK THE 'DONE' BUTTON.

If you reached this page after selecting the county in which the target school district operates, your response indicates that this district does not operate within the Highmark service region.

At this time, the PA CARES grant awards are only available to school districts that operate within the Highmark service region.

For additional resources on preventing bullying in your school, please visit:
www.centerschool.org/bullyingprevention

Thank you.