

PA CARES Application Cohort 2 (print view) October 1, 2008

1. Introduction to PA CARES: Creating an Atmosphere of Respect and Environment...

Thank you for your interest in the PA CARES Initiative.

Before you continue to the online application, you must review the complete grant announcement and instructions on the PA CARES webpage. The announcement and instructions include important information and documents necessary to complete the application. In addition, a printable view of the entire application is available for preview on the webpage.

<http://www.safeschools.info/pacares/>

Click 'next' when you are prepared to continue with the application process.

2. Statement of Understanding

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

Yes, I understand the 'Terms and Conditions'

No, I do not understand the "Terms and Conditions"

3. Target School Information

Throughout the application, the term 'target school' refers to the individual school building where the Olweus Bullying Prevention Program (OBPP) will be implemented.

* 2. Target school contact information.

Target School Name:

Address:

Address 2:

City/Town:

State:

5 Digit ZIP:

Phone Number with area code:

4. Intermediate Unit (IU), School District and Target School Identifying Infor...

On this page, you will enter information about the Intermediate Unit (IU), School District, Administrative Unit Number (AUN), and the school/branch number of the target school.

This information may be obtained from the Pennsylvania Department of Education web site as described in the instructions

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below.

To locate the requested information, follow these steps:

1. Go to: <http://www.edna.ed.state.pa.us/#county>
2. Click on the COUNTY of the target school to see a list of basic and higher education entities operating in that county.
3. Under the list headed "Basic Education," click on School District (or, if the target school is private, click "nonpublic, nonlicensed school").
4. On the next page, click the appropriate district or private entity.
5. Locate the AUN number. Note that you may also find the IU associated with the school district or nonpublic school in this section.
6. FOR PUBLIC SCHOOLS ONLY, click the 'related entities' button on this page (the yellow 'related entities' button appears on the right-hand side, at about midpage) to view a new page with a list of school buildings in the district.
7. Click the name of the target school from the list that appears under 'Institution Name.'
8. Find the School/Branch number in the upper right hand corner of the screen. Note that nonpublic schools only will enter 0000 for School/Branch number.

- * 3. Select the Intermediate Unit (IU) with which the target school district is associated from the drop down menu.

Enter N/A if not applicable.

- * 4. Select the target school's DISTRICT name from the drop down menu.

Enter N/A if not applicable.

- * 5. Enter the Administrative Unit (AUN) of the target school DISTRICT:

To find the school district AUN number, follow the directions above.

- * 6. Enter the TARGET SCHOOL'S school/branch number.

To find the school/branch number, follow the directions above. Nonpublic schools only should enter 0000.

5. School District County

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- * 7. 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.

6. Prior Olweus Experience

- * 8. Has the Target School Building ever implemented the Olweus Bullying Prevention Program in the past?

Yes

No

7. Prior PA CARES application

- * 9. To the best of your knowledge, was an application for a PA CARES grant submitted to the Center for Safe Schools (CSS) for the target school last year (2007-08 school year)?

Yes

No

Don't know

8. Other PA CARES applicants from the target school district

- * 10. **In the space below, please list the names of any other building(s) in the target school district applying for a PA CARES grant in this round of funding.**

Enter the building name(s) or enter 'none'.

9. Other PA CARES grantees in target school district

- * 11. **In the space below, please list the names of any building(s) in the target school district that were awarded a PA CARES grant for previous round of funding (the 2007-08 school year).**

Enter the building name(s) or enter 'none'.

10. Superintendent or Chief Operating Officer Information

On this page, please provide contact information for the school district Superintendent or Chief Operating Officer. Please verify that all information entered is correct. It will be used for communication purposes. Thank you.

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* 12. Superintendent/Chief Operating Officer

Salutation	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Complete Title	<input type="text"/>

* 13. Superintendent/Chief Operating Officer Address.

Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
5 Digit ZIP:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number with Area Code:	<input type="text"/>

* 14. Please re-enter the Superintendent or Chief Operating Officer's email address.

* 15. Superintendent/Chief Operating Officer FAX number with AREA CODE.

11. Application Preparer Contact Information

On this page, please provide contact information for the individual completing the PA CARES application. Please verify that all information entered is correct. It will be used for communication purposes. Thank you.

* 16. Application Preparer

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title/Position	<input type="text"/>

* 17. Application Preparer Address.

Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
5 Digit ZIP:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number with Area Code:	<input type="text"/>

* 18. Please re-enter the application preparer's email address.

* 19. Please enter the applicant preparer's FAX number with AREA CODE.

12. Target School Building Principal Contact Information

On this page, enter the contact information of the principal at the target school.

Please verify that all information entered is correct. It will be used for communication purposes. Thank you.

* 20. Target School Building Principal

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title/Position	<input type="text"/>

* 21. Target School Building Principal Contact Information.

Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
5 Digit ZIP:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number with Area Code:	<input type="text"/>

* 22. Please re-enter the Target School Building Principal's EMAIL ADDRESS.

* 23. Please enter the Target School Building Principal's FAX number with AREA CODE.

13. (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.

The OBPP Building Coordinator has the overall 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.

* 24. OBPP Building Coordinator

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title/Position	<input type="text"/>

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* 25. OBPP Building Coordinator Contact Information.

Address:

Address 2:

City/Town:

State:

5 Digit ZIP:

Email Address:

Phone Number with Area Code:

* 26. Please re-enter the OBPP Building Coordinator's EMAIL ADDRESS.

* 27. Please enter the OBPP Building Coordinator's FAX number with AREA CODE.

14. Business/Financial Officer Information

On this page, enter the contact information for the individual who will serve as the fiscal contact for PA CARES grant funding.

The fiscal contact person will handle budget reporting and requirements and serve as a point of contact for CSS fiscal management staff.

* 28. Fiscal Management Contact

First Name

Last Name

Title/Position

* 29. Fiscal Management Contact Information.

Building Name:

Address:

Address 2:

City/Town:

State:

5 Digit ZIP:

Email Address:

Phone Number with Area Code:

* 30. Please re-enter the Fiscal Management contact person's EMAIL ADDRESS.

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- * 31. Please enter the Fiscal Management contact person's FAX number with AREA CODE.

15. Drop Shipment Contact Information

On this page, enter the physical address where bulk shipments may be delivered and contact information for the individual who receives, tracks, and distributes deliveries. The CSS must have accurate drop shipment information to provide and track material shipments to PA CARES grant recipients. Please note that selected schools will receive bulk shipments of materials to implement the OBPP at the drop shipment address provided here. Ensure the accuracy of this information.

- * 32. Drop Shipment Contact

First Name

Last Name

Title/Position

- * 33. Drop Shipment Address and Contact Information.

Building Name:

Address:

Address 2:

City/Town:

State:

5 Digit ZIP:

Email Address:

Phone Number with Area Code:

- * 34. Please re-enter the Drop Shipment contact person's EMAIL ADDRESS.

- * 35. Please enter the Drop Shipment contact person's FAX number with AREA CODE.

16. Preventing School Violence: Readiness Series Completion

At least one professional staff member from the target school is **required to complete** all three modules of the online *Preventing School Violence Readiness Series*. Application requirements include:

- Viewing all PowerPoint presentations (PowerPoint slides with audio narrative);
- Completion and submission of module quizzes; and
- Completion and submission of module evaluations.

CSS will verify that the target school meets this application requirement.

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Provide the contact information for one target school staff member who will complete the *Preventing School Violence Readiness Series*. To access the online *Readiness Series*, the identified staff person must create his or her own individual account by submitting user contact information (first name, last name, email address, title/position) at <http://fm.center-school.org/moodle/>.

Additional information and instructions regarding the *Preventing School Violence Readiness Series* can be found on the PA CARES webpage.

* 36. Identify the target school staff member completing the Readiness Series.

First name	<input type="text"/>
Last name	<input type="text"/>
Title/Position	<input type="text"/>
Email address	<input type="text"/>

17. Target School Personnel

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

* 37. **How many of each of the following staff work (or serve students) at the target school?**

- *Enter a digit.*
- *Round up part time staff to the nearest whole number.*
- *Enter a zero (0) for none.*
- *Do not double count staff members in more than one staff category.*

Principal	<input type="text"/>
Assistant Principal	<input type="text"/>
Teachers	<input type="text"/>
Teachers Aides/Staff Aides	<input type="text"/>
School Nurse	<input type="text"/>
School Counselor	<input type="text"/>
School Psychologist	<input type="text"/>
School Social Worker	<input type="text"/>
School Security/Law Enforcement	<input type="text"/>
Cafeteria and other non-professional support staff	<input type="text"/>
Bus drivers	<input type="text"/>
Other	<input type="text"/>

18. Student Enrollment and Target School Grade Span

* 38. How many students are enrolled in each grade at the target school for the 2008-09 school year?

- Enter a whole number.
- Enter a zero (0) if the target school does not have a grade.
- Accurate counts are important to provide correct material amounts to grantees.

Kindergarten	<input type="text"/>
First Grade	<input type="text"/>
Second Grade	<input type="text"/>
Third Grade	<input type="text"/>
Fourth Grade	<input type="text"/>
Fifth Grade	<input type="text"/>
Sixth Grade	<input type="text"/>
Seventh Grade	<input type="text"/>
Eighth Grade	<input type="text"/>
Ninth Grade	<input type="text"/>
Tenth Grade	<input type="text"/>
Eleventh Grade	<input type="text"/>
Twelfth Grade	<input type="text"/>
Ungraded students	<input type="text"/>
TOTAL student enrollment	<input type="text"/>

19. Lunch Periods

* 39. On an average day, are adult monitors present at all student lunch periods? Choose 'No' if monitors are not regularly present at all lunch periods and/or students regularly go off campus for lunch.

Yes

No

20. Students per lunch monitor

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

Enter the number of STUDENTS per one (1) adult monitor:

21. School Safety

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

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

Yes

No

Don't Know

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

Yes

No

Don't Know

22. How often does the school safety team meet?

* 43. How often does the school safety team meet? 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) About once a year or less; (g) Don't know

23. Bullying Narrative Page

Please ensure that the target school principal is consulted when answering the question(s) on this page.

* 44. In the space provided, describe any current challenges the target school faces concerning safety. Include problems concerning bullying and school climate in this space. Include examples of bullying concerns and incidents, if applicable. Describe any data collected, including survey, formal, informal, or anecdotal reports that support the challenges described in the narrative.

Enter n/a if not applicable or none.

24. Implementing New School Programs

Please ensure that the target school principal is consulted when answering the question(s) on this page.

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- * 45. Please rate the target school's ability to implement the activities listed below. 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;

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"/>

25. Behavior Monitoring Systems and School Policies

Please ensure that the target school principal is consulted when answering the question(s) on this page.

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* 46. Please indicate about how often each type of behavioral sanction occurred at the target school during the 2007-2008 school year.

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

Choose one (1) response from the drop-down menu for each item listed.

Frequency of sanctions

Students were removed from class (i.e. principal's office)	<input type="text"/>
Students had recess restrictions	<input type="text"/>
Students were given after school detention	<input type="text"/>
Students were given in-school suspension	<input type="text"/>
Students were given out of school suspension	<input type="text"/>
Students were expelled	<input type="text"/>
Students were assigned to alternative education	<input type="text"/>

List any other behavior sanctions that are used in this space

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

Yes

No

26. Parent Involvement

Please ensure that the target school principal is consulted when answering the question(s) on this page.

* 48. A key component of the OBPP is an anonymous questionnaire administered to all students above grade 2 in the target building. Please indicate the method USUALLY used at the target school to obtain parental consent for student participation in data collection. You may 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

* 49. Is the target school required to obtain school board permission prior to surveying students?

- Yes, always
- Yes, in some cases
- No
- Don't know

* 50. During the 2007-2008 school year, what percentage of students at the target school had at least one parent or guardian participate in the following events?

Select one (1) 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly scheduled parent-teacher conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One or more special subject events (e.g. science fair, concerts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer in the school on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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27. Social Climate of School: Bullying Prevention Needs

Please ensure that the target school principal is consulted when answering the question(s) on this page.

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* 51. Approximately how often does the target school administrator receive reports of bullying from each of the sources below? 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

"Reports" can be anecdotal or formal.

Select one (1) response from the drop-down menu for each source listed.

	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"/>

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

Choose one (1) response for each group listed.

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

28. Programs in School

Please ensure that the target school principal is consulted when answering the question(s) on this page.

* 53. 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. Also, describe the target populations and issues addressed by the program.

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

29. Staff Climate

Responses in this section will help the CSS develop tailored program assistance for the target school. Please ensure that the target school principal is consulted when answering the questions(s) on this page.

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

Choose one (1) response for each item.

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

30. Olweus Program Implementation Needs

Please provide the information below to assist the CSS in planning technical assistance supports for selected schools. Please ensure that the target school principal is consulted when answering the question(s) on this page.

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* 55. 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.

Choose one (1) 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	jñ	jñ	jñ	jñ	jñ
Convene the bullying committee twice monthly	jñ	jñ	jñ	jñ	jñ
Form standardized classroom rules/expectations concerning bullying	jñ	jñ	jñ	jñ	jñ
Communicate standardized classroom rules/expectations concerning bullying	jñ	jñ	jñ	jñ	jñ
Administer anonymous survey of all students (45 minutes) twice during school year	jñ	jñ	jñ	jñ	jñ
Hold weekly in-class meetings about bullying with all students	jñ	jñ	jñ	jñ	jñ
Provide 1-day OBPP Training for all staff prior to start of school year	jñ	jñ	jñ	jñ	jñ
Provide release time for ongoing staff training events	jñ	jñ	jñ	jñ	jñ
Provide supervision in high risk areas (e.g. recess)	jñ	jñ	jñ	jñ	jñ
Provide individual intervention with victims	jñ	jñ	jñ	jñ	jñ
Provide individual intervention with bullies	jñ	jñ	jñ	jñ	jñ
Generate parent support for OBPP	jñ	jñ	jñ	jñ	jñ

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31. Bullying Prevention Coordinating Committee

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* 56. Indicate whether you have identified and confirmed at least one individual from each category below to serve on the OBPP coordinating committee at the target school. The response options are:

(a) None at this school; (b) I identified: participation confirmed; (c) I identified: participation tentative; (d) I identified: not yet invited to participate; (e) Not yet identified

Select one (1) choice from the drop down menu for each category.

	Status
Classroom teacher: Kindergarten	<input type="text"/>
Classroom teacher: First Grade	<input type="text"/>
Classroom teacher: Second Grade	<input type="text"/>
Classroom teacher: Third Grade	<input type="text"/>
Classroom teacher: Fourth Grade	<input type="text"/>
Classroom teacher: Fifth Grade	<input type="text"/>
Classroom teacher: Sixth Grade	<input type="text"/>
Classroom teacher: Seventh Grade	<input type="text"/>
Classroom teacher: Eighth Grade	<input type="text"/>
Classroom teacher: Ninth Grade	<input type="text"/>
Classroom teacher: Tenth Grade	<input type="text"/>
Classroom teacher: Eleventh Grade	<input type="text"/>
Classroom teacher: Twelfth Grade	<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"/>

32. Program Supports and Needs

Please ensure that the target school principal is consulted when answering the question(s) on this page.

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* 57. PA CARES grants provide funding, materials, and training to implement the OBPP. Use this space to describe additional supports the target school will need to implement the OBPP. Address plans to meet these needs.

Enter n/a if none or not applicable.

33. Potential Supplemental Funding Sources

* 58. Indicate the extent to which additional funds (not including the first year grant of up to \$7500) are available to the target 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

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.

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* 59. Please indicate which of the CSS evaluation activities this school will permit. The response options are:
(a) Will NOT permit; (b) Will permit with restrictions; (c) Will permit; (d) Don't Know
Choose one (1) 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

Thank you for your interest in the PA CARES Initiative.

PLEASE REVIEW YOUR APPLICATION. YOU WILL NOT BE ABLE TO REVISE OR PRINT YOUR APPLICATION AFTER YOU CLICK THE 'DONE' BUTTON.

You must click 'done' to submit the online application.

Schools will be notified of their selection status in December 2008.

- *Note: 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.*
- *Note: If you reached this page after describing this building's prior experience implementing the Olweus Bullying Prevention Program (OBPP), please note that at this time, the PA CARES grant awards are only available to school buildings that have not previously implemented the OBPP.*

For additional resources about preventing bullying in your school, please visit:

<http://www.center-school.org/bullyingprevention/>

Thank you.