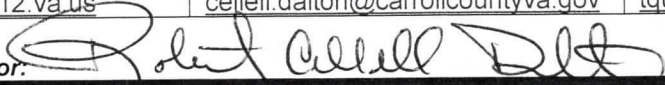




**Commonwealth of Virginia  
Virginia Department of Criminal Justice Services  
Grant Application**

<b>Grant Program:</b>	School Resource Officer / School Security Officer Grant Program	<b>Congressional District(s)</b>	Ninth
<b>Applicant:</b>	Carroll County Public Schools	<b>Faith Based Organization?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicant Federal ID Number:</b>	54-6001194	<b>Best Practice?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Jurisdiction(s) Served and Zip Codes:</b>	Carroll County 24343, 24333, 24328		
<b>Program Title:</b>	School Security Officer	<b>Certified Crime Prevention Community?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Grant Period:</b>	July 1, 2020 to June 30, 2021	<b>DUNS NUMBER:</b>	159508431
<b>Type of Application:</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Grant Number <u>19-A4551FR19</u> <input type="checkbox"/> Revision of Grant Number _____		<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban

	<b>Project Director</b>	<b>Project Administrator</b>	<b>Finance Officer</b>
<b>Name:</b>	Mark A. Burnette	R. Cellell Dalton	Tammy Quesenberry
<b>Title:</b>	Division Superintendent, Carroll County Public Schools	Interim County Administrator	Finance Manager, Carroll County Public Schools
<b>Address:</b>	605-9 Pine Street Hillsville, VA 24343	605-1 Pine Street Hillsville, VA 24343	605-9 Pine Street Hillsville, VA 24343
<b>Phone:</b>	276-730-3200	276-730-3001	276-730-3200
<b>Fax:</b>	276-730-3210	276-730-3004	276-730-3210
<b>E-Mail:</b>	maburnet@ccpsd.k12.va.us	cellell.dalton@carrollcountyva.gov	tquesenb@ccpsd.k12.va.us

*Signature of Project Administrator:* 

**Brief Project Description:**

<b>Project Budget</b>	<b>DCJS Funds</b>		<b>Local Match</b>	<b>Total Requested</b>
	<b>Federal</b>	<b>State</b>		
Personnel		50,756	19,244	70,000
Consultants				
Travel				
Equipment				
Supplies/Other				
Indirect Costs				
<b>Total Requested</b>		<b>50,756</b>	<b>19,244</b>	<b>70,000</b>

# ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Kelly Williams	SSO	23,348	1184		\$23,348		\$9,622	\$32,970
Larry Hall	SSO	23,348	1184		\$23,348		\$9,622	\$32,970
								\$0
								\$0
								\$0
								\$0
<b>TOTAL</b>				\$0	\$46,696	\$0	\$19,244	\$65,940
<b>b. Fringe Benefits</b>								\$0
FICA % =		0.08%			\$4,060			\$4,060
RETIREMENT =								\$0
OTHER (Itemize) =								\$0
<b>TOTAL</b>				\$0	\$4,060	\$0	\$0	\$4,060
<b>TOTAL PERSONNEL (A+B)</b>				\$0	\$50,756	\$0	\$19,244	\$70,000

2. Consultants (including Travel and Subsistence)				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
<b>a. Individual Consultants</b>								
Type								\$0
Hours Devoted:								\$0
<b>TOTAL</b>				\$0	\$0	\$0	\$0	\$0
<b>b. Organizations and Associations</b>								
Type:								\$0
Fee:								\$0
Time Devoted:								\$0
<b>TOTAL</b>				\$0	\$0	\$0	\$0	\$0
<b>c. Consultants' Subsistence and Travel</b>								
Number of Days:								\$0
Rate/Day:								\$0
<b>TOTAL</b>				\$0	\$0	\$0	\$0	\$0
<b>TOTAL CONSULTANTS (a+b+c)</b>				\$0	\$0	\$0	\$0	\$0

3. Travel and Subsistence for Project Personnel				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a.	Local Milage = No. of Miles X Rate Per mile	X						\$0
b.	Non Local Milage = No. of Miles X Rate Per mile	X						\$0
c.	Subsistence = number of days X rate per day	X						\$0
d.	Air or other fares							\$0
<b>TOTAL TRAVEL:</b>				\$0	\$0	\$0	\$0	\$0



**2020-21 School Security Officer - Continuation  
Budget Narrative**

**Personnel/Employees:**

Grant funding will be used for the continuation of two existing SSOs. One position currently serves Fancy Gap and Oakland elementary schools and the other position serves our Regional Alternative Education Center. In-kind contributions include the use of a county vehicle, fuel and dedicated office space at 3 locations.

State \$50,756      Local Contribution – In kind – \$19,244

**Fringe Benefits:**

No fringe benefits with the grant will be paid to the School Security Officers as both are part-time positions.



## **Progress Report:**

The primary goal of Carroll County Public School's School Security Officer program is "provide a safer and more secure learning environment." To that end, the original application established two primary objectives:

1. Coordinate with school officials and perform training sessions for students on safety procedures.
2. Participate actively in supervision of school grounds and student interaction.

The two school resource officers that we are submitting the continuation application on behalf of are assigned to Gladesboro Elementary School, the Regional Alternative Education Center, Oakland Elementary School, and Fancy Gap Elementary School. At these schools they have performed many duties and activities to achieve these goals and objectives. In summary the SSOs:

- Participated in a variety of professional development activities including the three-day School Safety Conference and Firearms Training. At these sessions, topics such as FERPA, de-escalation, emergency planning, hate crime and others were discussed.
- Assisted with the facilitation of many fire drills, lock-down drills, and other emergency preparation trainings and activities to ensure that both the students and faculty members are prepared to act appropriately in the event of an emergency.
- Provide for additional supervision of the facility and the students on an ongoing and daily basis. The school security officers are often called upon to assist with behavior issues or even emergency medical situations. Both school security officers are training on the school's surveillance system and are exceptionally important in monitoring the safety of the building through this system.
- Facilitated and assisted with several student programs such as the "Eddie Eagle" Gun Safety program, drug awareness and peer pressure resistance.
- Work with faculty and staff members to better manage large scale events that bring visitors to the school such morning and evening pick-up/drop-off, as the annual Halloween events, Thanksgiving meals, and other academic program. Their ability to work with and manage the public within the building creates a safer environment for our students and our visitors.
- Work closely with local law enforcement and other community agencies such as the Department of Social Services and the Mt. Rogers Community Services to advocate for the needs of our children.
- Communicate daily with the principals regarding patterns and trends in behaviors and discipline referral in order to provide recommendations for the improvement of student behavior across the buildings.

We anticipate that the two current school security officers will carry on with very similar duties next school year. One officer will share duties between the Regional Alternative Education Center and Gladesboro Elementary School while the other will share duties between Oakland Elementary School and Fancy Gap Elementary School. We do have a need to create any significant changes in schedules or their daily activities as we feel like the program has been very successful this year.



## Department of Criminal Justice Services Project Goals and Objectives Form

Applicants must complete and submit a *Project Plan* with their application. It is recommended that applicants choose one goal and no more than three objectives. Each objective must be Specific, Measurable, Achievable, Related to the project goal, and Time-bound (SMART). A separate form must be submitted for each objective.

**Please use Times New Roman, 11 point.** The text boxes will expand to accommodate text. Insert additional rows, if needed, for Activities. Otherwise, please do not alter the form.

<b>1. Purpose Area</b>	2020-21 School Security Officer Incentive Grant program												
<b>2. Goal</b>	Carroll County Public Schools will continue to develop a School Security Officer program by retaining a DCJS funded SSO to serve two K-5 elementary schools in an effort to provide a safer and more secure learning environment.												
<b>3. Objective</b>	Coordinate with school officials and perform training sessions for students on safety procedures at the two assigned schools.												
<b>4. Grant Start/End Dates</b>	July 1, 2020 – June 30, 2021												
<b>5. Activities</b>	<b>6. Mark months in which implementation step occurs</b>												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Continue with the employment of a qualified individual for the job position of part-time School Security Officer (SSO) to be assigned to Fancy Gap and Oakland elementary schools.		X											
The SSO will meet with the principal and division superintendent or her designee for orientation and to begin discussion on how to conduct safety procedure training for students at the two elementary schools.		X											
The SSO will attend training sessions provided by the DCJS.		X	X	X	X	X	X	X	X	X	X		
The SSO will assist in training and supervising students on school procedures in response to fire and natural disasters.		X	X	X	X		X	X	X	X	X		
The SSO will conduct training with teachers and students on active shooter response as well as supervise any active shooter response or lockdown drills.				X	X		X	X					
The SSO will assist in providing training to students on internet safety.		X	X	X	X	X	X	X	X	X	X		
The SSO will meet on a quarterly basis with other SSOs and SROs to discuss safety issues, coordinate activities and drills, and share relevant information that could affect the school district.			X		X			X		X			
The SSO will keep weekly time sheets of hours spent at each site.		X	X	X	X	X	X	X	X	X	X		
Provide review to SSO with school division personnel on school policies and procedures. Assign office space, equipment, and work hours. Begin working SSO contract.		X											



**Department of Criminal Justice Services  
Project Goals and Objectives Form**

<b>1. Purpose Area</b>	2020-21 School Security Officer Incentive Grant program											
<b>2. Goal</b>	Carroll County Public Schools will continue to develop a School Security Officer program by retaining a DCJS funded SSO to serve two K-5 elementary schools in an effort to provide a safer and more secure learning environment.											
<b>3. Objective</b>	Coordinate with school officials and perform training sessions for students on safety procedures at the two assigned schools.											
<b>4. Grant Start/End Dates</b>	July 1, 2020 – June 30, 2021											
<b>5. Activities</b>	<b>6. Mark months in which implementation step occurs</b>											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
The school security officer will actively participate in meetings with the principal, students and their parents involved in disciplinary incidents.		X	X	X	X	X	X	X	X	X	X	
The school security officer will actively monitor hallways, cafeteria, and classrooms to help reduce any disciplinary incidents in these locations.		X	X	X	X	X	X	X	X	X	X	
The school security officer will assist with parent pick-up and bus duty to help reinforce school policies and procedures with both parents and students.		X	X	X	X	X	X	X	X	X	X	
The school security officer will prepare a report for the school division comparing the number of disciplinary incidents from previous years to the current year and provide recommendations for improvements in regards to school security and safety protocols.												X
The school security officer will assist the superintendent's designee in completing quarterly reports to DCJS.				X			X		X		X	





## Department of Criminal Justice Services Project Goals and Objectives Form

Applicants must complete and submit a *Project Plan* with their application. It is recommended that applicants choose one goal and no more than three objectives. Each objective must be Specific, Measurable, Achievable, Related to the project goal, and Time-bound (SMART). A separate form must be submitted for each objective.

**Please use Times New Roman, 11 point.** The text boxes will expand to accommodate text. Insert additional rows, if needed, for Activities. Otherwise, please do not alter the form.

<b>1. Purpose Area</b>	2020-21 School Security Officer Incentive Grant program												
<b>2. Goal</b>	Carroll County Public Schools will continue to develop a School Security Officer program by retaining a DCJS funded SSO to serve the Regional Alternative Education Center (RAE) in an effort to provide a safer and more secure learning environment.												
<b>3. Objective</b>	Coordinate with school officials and perform training sessions for students on safety procedures at the RAE Center.												
<b>4. Grant Start/End Dates</b>	July 1, 2020 – June 30, 2021												
<b>5. Activities</b>	<b>6. Mark months in which implementation step occurs</b>												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Continue with the employment of a qualified individual for the job position of part-time School Security Officer (SSO) to be assigned to the Regional Alternative Education Center.		X											
The SSO will meet with the principal and division superintendent or her designee for orientation and to begin discussion on how to conduct safety procedure training for students at RAE Center.		X											
The SSO will attend training sessions provided by the DCJS.		X	X	X	X	X	X	X	X	X	X		
The SSO will assist in training and supervising students on school procedures in response to fire and natural disasters.		X	X	X	X		X	X	X	X	X		
The SSO will conduct training with teachers and students on active shooter response as well as supervise any active shooter response or lockdown drills.				X	X		X	X					
The SSO will assist in providing training to students on internet safety.		X	X	X	X	X	X	X	X	X	X		
The SSO will meet on a quarterly basis with other SSOs and SROs to discuss safety issues, coordinate activities and drills, and share relevant information that could affect the school district.			X		X			X		X			
The SSO will keep weekly time sheets.		X	X	X	X	X	X	X	X	X	X		
Provide review to SSO with school division personnel on school policies and procedures. Assign office space, equipment, and work hours. Begin working SSO contract.		X											





**Department of Criminal Justice Services  
Project Goals and Objectives Form**

<b>1. Purpose Area</b>	2020-21 School Security Officer Incentive Grant program											
<b>2. Goal</b>	Carroll County Public Schools will continue to develop a School Security Officer program by retaining a DCJS funded SSO to serve the Regional Alternative Education Center (RAE) in an effort to provide a safer and more secure learning environment.											
<b>3. Objective</b>	Coordinate with school officials and perform training sessions for students on safety procedures at the two assigned schools.											
<b>4. Grant Start/End Dates</b>	July 1, 2020 – June 30, 2021											
<b>5. Activities</b>	<b>6. Mark months in which implementation step occurs</b>											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
The school security officer will actively participate in meetings with the principal, students and their parents involved in disciplinary incidents.		X	X	X	X	X	X	X	X	X	X	
The school security officer will actively monitor hallways, cafeteria, and classrooms to help reduce any disciplinary incidents in these locations.		X	X	X	X	X	X	X	X	X	X	
The school security officer will assist with breakfast, lunch and bus duty to help supervise students and reinforce school policies and procedures with students.		X	X	X	X	X	X	X	X	X	X	
The school security officer will prepare a report for the school division comparing the number of disciplinary incidents from previous years to the current year and provide recommendations for improvements in regards to school security and safety protocols.												X
The school security officer will assist the superintendent's designee in completing quarterly reports to DCJS.				X			X		X		X	
The school security officer will assist the RAE Center principal/ Student Services Coordinator in preparing the state Discipline, Crime and Violence Report.												X

## **Sustainment Plan**

It is the commitment of the Carroll County Public Schools and the Carroll County government to continue with this program for the term of the grant and to sustain and grow the program into the future. As with the current SRO positions and in cooperation with the Carroll County Sheriff's Department and Carroll County Board of Supervisors, the Carroll County School Board is committed to provide funding to support the SSO program at the conclusion of the grant moving forward into the future.