


DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M - E - M - O - R - A - N - D - U - M

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TO: Pat Ditri

FROM: Jason Killian 

RE: Board Agenda

DATE: 06-04-2013

The Superintendent recommends and I so move that the board approve New Jersey Child Assault Prevention 2013-2014 Grant Application Elementary, Teen, and Special Needs (CAP) in accordance with the information in the hands of each board member.



**NEW JERSEY CHILD ASSAULT PREVENTION**  
**2013/2014 Grant Application**  
**Elementary, Teen & Special Needs**

The NJ Child Assault Prevention Project (CAP) is a statewide prevention program whose mission is to provide schools and communities with information and resources to reduce children's vulnerability to assault and bullying. NJ CAP, a program of the Educational Information and Resource Center (EIRC) and the NJ Department of Children and Families, has trained over 3 million children and 500,000 parents and teachers since its inception in 1985. NJ CAP has 21 county offices with an additional office in the city of Newark and over 200 program facilitators. To learn more visit [www.njcap.org](http://www.njcap.org)

Applications should be submitted electronically at <http://njcap.org/grant-applications/>

The District Superintendent will complete the following application, review and sign implementation timelines and contract criteria, and submit it to **CAP State Office**, by **June 28, 2013**.

In order to provide this lifesaving program to more children across the State, each district is requested to provide a minimum contribution of **30%** of the total cost of implementation.

The district match may only be waived if there is a demonstrable financial need, eligibility for urban aide funding or other related factors. In these circumstances, a waiver letter on school district letterhead from the Chief School Administrator, must accompany this application. Applications requesting exemption will not be accepted without the waiver letter.

**Depending on availability of funds, districts may be responsible for additional funding.**

(Please Print)

COUNTY: Union SCHOOL DISTRICT: Township of Union

SCHOOL NAME: Township of Union Public Schools

DISTRICT SUPERINTENDENT NAME: Dr. Patrick Martin

PHONE: 908-851-6418 Email: pmartin@tunionschools.org FAX: 908-851-6421

MAILING ADDRESS: 2369 Morris Ave.  
Union, NJ 07083

## NJ CAP

A project of the Educational Information and Resource Center (EIRC)  
 107 Gilbreth Parkway, Suite 200  
 Mullica Hill, NJ 08062  
 Phone – (856) 582-7000- Fax: 856.582.3588  
[www.njcap.org](http://www.njcap.org)

### Elementary CAP Program

This application is for Pre-K, Kindergarten, and 1st - 6<sup>th</sup> Grades. (See page 7 for specific information about each program.)

**PLEASE COMPLETE FUNDING REQUEST:**

The following should be completed in conjunction with the CAP County Coordinator. The CAP program requires a **1½ hour staff in-service** of continuous time for teachers who have not had CAP training in the last four years. The in-service date should be reserved in advance. A **1½ hour parent workshop** is also required for each school; however, where low attendance is anticipated, schools are encouraged to combine these workshops.

Funding may not be authorized to districts who cannot guarantee in-service dates. Please indicate a tentative in-service date 9-18-13 to begin program

Elementary Program (Pre K through 6th grades)

a) \$181.00 x        # of Pre-K classes = \$ N/A

b) \$169.00 x        # of Kindergarten classes = \$ N/A

c) \$130.00 x 25 # of 1<sup>st</sup> - 6<sup>th</sup> classes (AM Classes & PM Classes) (5<sup>th</sup> Grade) = \$ 3,250.00

(Includes all classes other than cognitively impaired  
- see page four for special needs classes)

d) \$168.00 x 1 # of Staff workshops = \$ 168.00

e) \$168.00 x 1 # of Parent workshops = \$ 168.00

Total cost of implementation (a+b+c+d+e) = \$ 3,586.00

District contribution – 30% minimum minus \$ 1,075.80

State CAP Funding = \$ 2,510.20

**Partial grants may be awarded.**

If the application is not approved for CAP funding, the district may still implement the CAP program using other funding sources. Visit the NJ CAP website at [www.njcap.org](http://www.njcap.org) to download additional applications.

## TEEN CAP PROGRAM

This application is for **Teen CAP, 7<sup>th</sup>-12<sup>th</sup> Grades**. (See page 7 for specific information about program.)

**PLEASE COMPLETE FUNDING REQUEST:**

The following should be completed in conjunction with the CAP County Coordinator. The CAP program requires a **1½ hour staff in-service** of continuous time for teachers who have not had CAP training in the last four years.

The in-service date should be reserved in advance. A **1½ hour parent workshop** is also required for each school; however, where low attendance is anticipated schools, are encouraged to combine these workshops.

**Funding may not be authorized to districts who cannot guarantee in-service dates. Please indicate a tentative in-service date** 9-18-13 to begin program

Teen CAP Program (7<sup>th</sup> through 12<sup>th</sup> grades)

a) \$191 x <u>27</u> # of <u>8<sup>th</sup></u> grade classrooms in district	=	\$ <u>5,157.00</u>
b) \$168 x <u>2</u> # of Staff workshops	=	\$ <u>336.00</u>
c) \$168 x <u>2</u> # of Parent workshops	=	\$ <u>336.00</u>
Total cost of implementation (a+b+c)	=	\$ <u>5,829.00</u>
District contribution - 30% minimum	minus	\$ <u>1,748.70</u>
State CAP Funding	=	\$ <u>4,080.30</u>

**Partial grants may be awarded.**

If the application is not approved for CAP funding, the district may still implement the CAP program using other funding sources. Visit the NJ CAP website at [www.njcap.org](http://www.njcap.org) to download additional applications.

## SPECIAL NEEDS CAP PROGRAM

This application is for the CAP program designed for **cognitively impaired** students. (See page 7 for specific details on program.)

### PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in conjunction with the CAP County Coordinator. The CAP program requires a **1½ hour staff in-service** of continuous time for teachers who have not had CAP training in the last four years. The in-service date should be reserved in advance. A **1½ hour parent workshop** is also required for each school; however, where low attendance is anticipated schools, are encouraged to combine these workshops.

**Funding may not be authorized to districts who cannot guarantee in-service dates. Please indicate a tentative in-service date** 9-18-15 to begin program

#### Special Needs CAP Program

a) \$307 x <u>2</u> # of cognitively impaired classes	=	\$ <u>614.00</u>
b) \$168 x <u>2</u> # of Staff workshops	=	\$ <u>336.00</u>
c) \$168 x <u>2</u> # of Parent workshops	=	\$ <u>336.00</u>
Total cost of implementation (a+b+c)	=	\$ <u>1,286.00</u>
District contribution - 30% minimum	minus	\$ <u>385.80</u>
State CAP Funding	=	\$ <u>900.20</u>

#### Partial grants may be awarded.

If the application is not approved for CAP funding, the district may still implement the CAP program using other funding sources. Visit the NJ CAP website at [www.njcap.org](http://www.njcap.org) to download additional applications.



Name of School/District: Township of Union

**1) *What needs does the CAP program meet in your school and/or community?***

To promote a positive school culture by increasing the safety and well being of students, in and outside of school, so they are more available for learning. Our goal is to empower students so they can self advocate without worry of appraisal to prevent and reduce their susceptibility to being victims. Also, to maintain a safe learning environment, it is important to empower staff and parents so they can talk effectively about preventing abuse and communicate with children who are victims, and how to respond to the situation.

**2) *Please provide a statement of broad-based community support in each school.***

A committee of staff, representing different areas of expertise within the schools developed a District wide mission statement regarding HIB during the 2012-2013 school year. The mission was and will continue to be presented on the District website and displayed in the schools. The mission statement supports NJCAP initiatives by facilitating the goal of helping to empower students to advocate for themselves and others so they are not victims to allow them to reach their potential.

**3) *Please provide a statement of in-kind contribution which teaching staff will render on behalf of the project (e.g. additional in-service time, public relations, community outreach, curriculum additions focusing on prevention issues, bulletin boards, etc.)***

Additional in-services, such as building level meetings, will be provided for staff to exchange ideas and how to implement the CAP program, discuss concerns, and/or receive further training. Non-instructional staff would be provided the opportunity to attend. To spread the CAP initiatives to the community and to further obtain their support, NJCAP will be discussed at PTA meetings, and we will advertise on the marquee in front of the board of education office as available. The CAP mission and initiatives will be carried out via Physical Education and Health curricula in addition to our Harassment, Intimidation, and Bullying (HIB) program, such as anti-bullying clubs, posters and counseling groups. Bulletin boards that convey the mission of CAP will also be created by the School Counselors/SAC and be displayed in the schools as available. Communication with the Union Police Department will also occur to discuss ways to integrate CAP initiatives into the DARE program. The CAP mission could also be implemented through the PBSIS incentive program.

**4) *Please provide a statement of the service which parent/home organizations will render on behalf of the project.***

The building PTAs would be involved to support the CAP mission by helping to promote parent participation and attendance at meetings. Staff would present the program at PTA meetings.

*5) Please provide a statement of future integration of Child Assault Prevention programming in the district. (Will there be plans to continue with a maintenance CAP program?)*

In order to continue the establishment of a safe, positive school culture and prevent students from being victims, it would be integral to integrate the CAP program, each year, across curricula, in HIB and bullying programs, extra-curricula activities, and by actively seeking the support of local community organizations and agencies, and the PTA.



## NEW JERSEY CAP TIME LINES/DEADLINES

**By February 2013** - CAP State Office will have communicated with all county superintendents, notifying them of the potential Child Assault Prevention monies in their county. This notification will be accompanied by program time lines, program description, and county coordinator roster.

**By March 2013** - CAP application will be available on-line at [www.njcap.org](http://www.njcap.org).

**By June 28, 2013** - All District Superintendents interested in applying for CAP monies will complete the application, receive school board approval and return application to the CAP State Office.

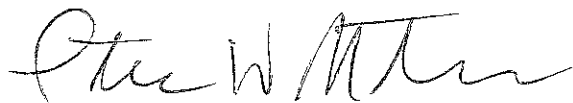
**By September 9, 2013** - The CAP State Office in conjunction with County Superintendents and CAP County Coordinators will have selected school districts and notified them of this selection.

**By January 31, 2014** - All CAP grant workshops will have been scheduled with the CAP County Coordinator.

**By May 30, 2014** - All CAP workshops will have been completed. Deadline extensions must be approved by the State CAP Office.

**Program evaluation will be completed one month following the finalization of services and will be conducted by CAP county coordinator in conjunction with school administrator.**

I have read and agreed to the above deadlines and I understand that they are essential for the efficient implementation of the CAP program within my district. I understand that by signing this document, the school district is legally bound to implement the CAP Program as indicated by Timelines/Deadlines and Contract Criteria.



\_\_\_\_\_  
District Superintendent Signature

5/17/13

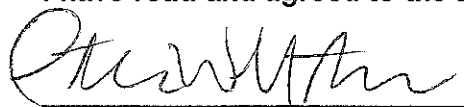
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Date

## CONTRACT CRITERIA

A school district which chooses to nominate itself will meet the following criteria:

1. Will agree to have CAP County Coordinator and CAP Facilitators implement the CAP programs according to the design of the International Center for Assault Prevention, including:
  - a. **Teacher-Staff Workshops** - provide *1½ hours* of continuous and uninterrupted time for teacher/staff in service.
  - b. **Support Staff** - (e.g. bus drivers, crossing guards, maintenance, lunch aides and kitchen staff) will be invited to participate in parent or staff workshops.
  - c. **Parent Workshops** - provide space to conduct a 1½ to 2 hour parent workshop.
  - d. **Pre-K**- provide one hour on three consecutive days for the classroom workshop and for review time. The school will allow the post workshop review to take place in the classroom. Children interested in participating in the Review Time shall be permitted the time to attend.
  - e. **Kindergarten**- provide one hour on two consecutive days for classroom workshop and for review time. The school will allow the post workshop review to take place in the classroom. Children interested in participating in the Review Time shall be permitted the time to attend.
  - f. **Elementary CAP Children Workshops** - provide 1½ hours of uninterrupted time for each workshop and for post workshop review. The school will provide space for the post workshop review. Children interested in participating in the Review Time shall be permitted the time to attend.
  - g. **Teen CAP Student Workshops** - provide additional staff coverage for day two and three. Provide time for each class to attend three student workshops on three sequential days, within a maximum of seven school days. The school will provide the following: space on the first day for one joint workshop which will include both male and female students; space for two separate and simultaneous workshops, one male and one female, the second and third day; space for the post workshop review for individual students to meet with workshop facilitators each day.
  - h. **Special Needs (Cognitively Impaired)** - provide five consecutive days for student workshops (Day 1 and 5 taught by the classroom teacher. Day 2, 3 & 4 are presented by CAP Facilitators. One hour of uninterrupted time for each workshop and for post workshop review.) **(Note: This program is designed for students with moderate to severe cognitive impairment in self-contained special education settings. Students with mild cognitive disability should receive CAP in the regular education classroom with typically developing peers.)**
2. All elementary and/or secondary schools in a district will participate.
3. All districts will have school board approval.
4. All districts will have support of home/school organization.
5. All districts will be available for implementation during the months of September 2013-May 2014.
6. All districts will participate in a CAP evaluation process which will involve evaluations of the classroom workshop by classroom teacher and an exit interview with School Principal or Chief School Administrator.

I have read and agreed to the above terms for application to this grant application.

  
\_\_\_\_\_  
District Superintendent Signature

5/17/13  
\_\_\_\_\_  
Date