

F-13

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

---

TO: Greg Tatum  
C: Julia Vicidomini, Diane Cappiello  
FROM: Latesha Jenkins  
RE: Board Agenda  
DATE: June 5, 2018

Approval for the district to apply for the Union County New Jersey Child Assault Prevention Grant for the 2018-2019 school year. This grant will provide "schools and communities with information and resources to reduce children's vulnerability to assault and bullying." Students enrolled in the Kindergarten, Fifth, and Ninth grades will receive services from this grant.



# NEW JERSEY CHILD ASSAULT PREVENTION

Program Application – 2018/2019

Elementary, Teen & Special Needs

NJ Child Assault Prevention (NJ CAP) seeks to improve school climate, strengthen families and reduce students' vulnerability to assault and bullying. NJCAP is funded through the NJ Department of Children and Families and is supported by the NJ Department of Education with 21 County CAP Offices and over 200 program facilitators. To date, NJCAP has trained over 4 million students, parents and school staff. To learn more about the CAP program and network visit [www.njcap.org](http://www.njcap.org)

**Applications must be submitted via email to [njcap.applications@gmail.com](mailto:njcap.applications@gmail.com)**

The District Superintendent will complete the following application, review and sign implementation timelines and contract criteria, and submit it to **NJ CAP State Office, by June 29, 2018.**

In order to maximize funds, 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. **Exemption requests will not be approved without the waiver letter.**

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

(Please Print or Type)

COUNTY: Union SCHOOL DISTRICT: Township of Union Public Schools

NAMES of SCHOOLS: Districtwide

DISTRICT SUPERINTENDENT NAME: Mr. Gregory Tatum

PHONE: 908-851-3000 EMAIL: gtatum@twpunionschools.org

MAILING ADDRESS: 2369 Morris Ave, Union, NJ 07083

Name of School/District: Township of Union Public Schools

**NJ CAP**

[www.njcap.org](http://www.njcap.org)

## TEEN CAP PROGRAM

This application is for **Teen CAP, Grades 7-12**. (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 three 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 18-19 School Year

Teen CAP Program (grades 7- 12)

$$\text{a) } \$191 \times \underline{21} \text{ \# of } \underline{9} \text{ grade classrooms} = \underline{\$4011.00}$$

$$\text{b) } \$168 \times \underline{1} \text{ \# of Staff workshops} = \underline{\$168.00}$$

$$\text{c) } \$168 \times \underline{1} \text{ \# of Parent workshops} = \underline{\$168.00}$$

$$\text{Total cost of implementation (a+b+c)} = \underline{\$4347.00}$$

$$\text{District contribution - 30\% minimum} \text{ minus } \underline{\$1304.10}$$

$$\text{State CAP Funding} = \underline{\$3042.90}$$

**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.

**Elementary CAP Program**

**This application is for Pre-K, Kindergarten, (within the district) and Grades 1- 6. (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 three 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** 18-19 School Year

Elementary Program (Grades Pre K - 6)

a) \$181.00 x <u>0</u> # of Pre-K classes	=	<u>\$0.00</u>
b) \$169.00 x <u>27</u> # of Kindergarten classes (AM Classes & PM Classes)	=	<u>\$4563.00</u>
c) \$130.00 x <u>29</u> # of classes 1 - 6 (Includes all classes other than cognitively impaired - see page four for special needs classes)	=	<u>\$3770.00</u>
d) \$168.00 x <u>7</u> # of Staff workshops	=	<u>\$1176.00</u>
e) \$168.00 x <u>7</u> # of Parent workshops	=	<u>\$1176.00</u>
Total cost of implementation (a+b+c+d+e)	=	<u>\$10685.00</u>
-		
District contribution – 30% minimum	minus	<u>\$3205.50</u>
State CAP Funding	=	<u>\$7479.50</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.

**PLEASE COMPLETE THE FOLLOWING:**

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 wellbeing of students, in and outside of school, so they are more available to learning. Our goal is to empower students so they can self-advocate without worry of reprisal and to prevent and reduce their susceptibility to becoming victimized. Also, to maintain a safe learning environment, it is important to empower staff and parents so they can effectively talk about preventing abuse and communicate with children who are victims about 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 districtwide 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's initiatives by facilitating the goal of helping to empower students to advocate for themselves and others so they are not victims and 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 initiative 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 and/or informational handouts that convey the mission of CAP will also be created by the School Counselors/SAC and be displayed in the schools as available. 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-curricular activities, and by actively seeking the support of local community organizations and agencies, and the PTA.

### SPECIAL NEEDS CAP PROGRAM

This application is for the CAP program designed for **Intellectually Disabled** 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 three 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 18-19 School Year

a) \$307 x <u>1</u> # of <b>intellectually disabled classes</b>	=	\$ <u>307.00</u>
b) \$168 x <u>1</u> # of <b>Staff</b> workshops	=	\$ <u>168.00</u>
c) \$168 x <u>1</u> # of <b>Parent</b> workshops	=	\$ <u>168.00</u>
Total cost of implementation (a+b+c)	=	\$ <u>643.00</u>
District contribution - 30% minimum	minus	\$ <u>192.90</u>
State CAP Funding	=	\$ <u>450.10</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.

**NEW JERSEY CAP  
TIME LINES/DEADLINES**

**By February 2018**- CAP application will be available on-line at [www.nicap.org](http://www.nicap.org) .

**By June 30, 2018** – **Application Deadline**- 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 August 31, 2018**- 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, 2019**- All CAP grant workshops will have been scheduled with the CAP County Coordinator.

**By May 29, 2019** - All CAP workshops will have been completed. Deadline extensions must be approved by the State CAP Office.

**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 will be committed to implement the CAP Program as indicated by Timelines/Deadlines and Contract Criteria.**

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

\_\_\_\_\_  
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. **Administrative Set up Meeting** - 30-60 minutes - Involving principal and CAP County Coordinator to discuss all specifics of the programming and scheduling.
  - b. **Teacher-Staff Workshops** - Provide 1½ hours of continuous and uninterrupted time for teacher/staff in service.
  - c. **Support Staff** - (e.g. bus drivers, crossing guards, maintenance, lunch aides and kitchen staff) will be invited to participate in parent or staff workshops.
  - d. **Parent Workshops** - Provide space to conduct a 1½ to 2 hour parent workshop.
  - e. **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.
  - f. **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.
  - g. **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.
  - h. **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.
  - i. **Special Needs (Intellectually Disabled)** - 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 intellectual impairment in self-contained special education settings. Students with mild intellectual 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 2018-May 2019.
6. **All districts will participate in a CAP evaluation process which will require that each teacher complete an evaluation of the classroom workshop and the School Principal or Chief School Administrator complete an in-person exit interview with the CAP County Coordinator to be submitted to NJ CAP RTC.**

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

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

\_\_\_\_\_  
Date