



Safe and Supportive School Climate Grant Monitoring Tool

School

Date

District

Principal

Grant Coordinator

Staff Interview

Staff Name

Staff Position

Student Interview

Student Name

Student Grade

School Climate Grant Management and Sustainability

A1. The School Climate Team has identified evidence (research) based interventions to address the needs and is implementing one model program from the SCDE list.

A1. Evidence Examples

PBIS
Botvin's Life Skills
Olweus
Capturing Kids Hearts
Check and Connect
Other

A1. Notes

A2. The school will administer the teacher, parent, and student surveys for grades 9-12, and the Abbreviated (YRBS) Youth Risk Behavior Survey and the abbreviated YRBS survey yearly. What is your plan to increase survey participation?

A2. Evidence Examples

2011
2012
2013
2014

A2. Notes

A3. How and when does the team address school climate issues?

A3. Evidence Examples

Meeting agendas
Samples
Examples
Other

A3. Notes

A4. The school must complete an annual report for each year of funding.

A4. Evidence Examples

2011
2012
2013
2014

A4. Notes

A5. How is the team (school climate) continuously monitoring the interventions and making adjustments as needed?

A5. Evidence Examples

PowerSchool Data
Curriculum/Lesson Plans
Action Plans
Other

A5. Notes

A6. Describe the school's plan to reach out and increase parental involvement.

A6. Evidence Examples

Communications with Parents
Parental Involvement Activities
Other

A6. Notes

A7. The School Climate-
Intervention team meets
as needed and follows
the project timeline of
activities.

A7. Evidence Examples

Meeting Schedule
Meeting Agendas
Minutes
Other

A7. Notes

A8. Which of the
WestEd
recommendations are
being implemented and
how they being
implemented?

A8. Evidence Examples

Samples
Examples
Other

A8. Notes

Management and Sustainability Summary/Recommendations

School Climate Grant Financial

B1. How are the financial supports functions organized, centralized or decentralized? Who is responsible?

B1. Evidence Examples

Policy
Job Discription
Other

B1. Notes

B2. How are expenses charged to the grant? List steps, person responsible, and method used for payment.

B2. Evidence Examples

Finance Procedures and Policy
Choice 2
Other

B2. Notes

B3. Who ensures that expenses are eligible and compliant with agency guidelines?

B3. Evidence Examples

Supporting documentation
Job Descriptions
Other

B3. Notes

B4. How do you ensure that non-eligible expenses are not charged to grant account?

B4. Evidence Examples

Finance
Purchasing Procedures
Other

B4. Notes

B5. Are funds designated for the grant award maintained in a separate account? If not, how are grant funds maintained?

B5. Evidence Examples

Ledger
Bank Statement
Spreadsheet
Other

B5. Notes

B6. Who authorizes expenditures to the grant account?

B6. Evidence Examples

Job Description
Other

B6. Notes

B7. Expenditures were made according to SCDE and USDE regulations and guidelines.

B7. Evidence Examples

Budget Narratives
Receipts
Invoices
Budget Amendments
Other

B7. Notes

B8. Travel expense guidelines are compliant with guidelines and include supporting documentation.

B8. Examples

Travel Request
Authorization
Receipts
Invoices
Budget Narrative
Other

B8. Notes

B9. Who is responsible for reconciling expenses with reimbursement claims and what is the approval process for claims?

B9. Evidence Examples

Procedures/Policy
Purchase Orders
Receipts
Invoices
Other

B9. Notes

B10. How do you verify that supplies and materials are being used for grant purposes?

B10. Evidence Examples

Observation
Other

B10. Notes

B11. The school maintains appropriate documentation to support the purchases by S3 funds.

B11. Evidence Examples

Invoices
Record of Purchases
Contractual Agreements
Time Sheets
Other

B11. Notes

B12. The sub-grantee ensures that all costs are reasonable, necessary, allowable, and appropriate given the local market and scope of the program implementation.

B12. Evidence Examples

Budget Narrative
Justification
Other

B12. Notes

School Climate Grant Financial Summary/Recommendations

School Climate Grant Programs/Interventions

C1. Which interventions/ strategies are you implementing to decrease the % of students who report current (30-day) alcohol use? (GPRA)

C1. Notes

C2. What interventions/ strategies are you implementing to decrease the % of students who report personal harassment or bullying on school property during the current school year? (GPRA)

C2. Notes

C3. What interventions/ strategies are you implementing to decrease the number of suspensions for violent incidents without physical injury? (GPRA)

C3. Notes

C4. What interventions/ strategies are being implementing to improve your school safety score? (school climate index) (GPRA)

C4. Notes

C5. How are you using data to improve your school climate score?

C5. Evidence Examples

Referral Forms

Data

Other

C5. Notes

C6. The team makes decisions about Tier 1 and 2 and 3 referrals, and who should receive what supports.

C6. Evidence Examples

Meeting Notes

Student Support Plans

Other

C6. Notes

C7. The person(s) who delivers the intervention have adequate time for this responsibility.

C7. Evidence Examples

Schedules

Roster of Students

Sample of Activities

Other

C7. Notes

C8. What is the system for follow-up on student referrals for both in school and community interventions?

C8. Evidence Examples

Team Meeting Notes
Follow-up Forms
Other

C8. Notes

C9. What system(s) is used for collecting and summarizing discipline referrals?

C9. Evidence Examples

PowerSchool
Educator's Handbook
Other

C9. Notes

C10. How are primary family members notified about impact and changes to strategies?

C10. Evidence Examples

Meeting Notes
Telephone Contacts
Other

C10. Notes

C11. There are documented guidelines to determine that interventions are implemented consistently.

C11. Evidence Examples
Intervention Guidelines
Handbooks
Training Manuals
Other

C11. Notes

C12. The School climate Team has established a meeting schedule for the year.

C12. Evidence Examples
Meeting Schedules
Other

C12. Notes

C13. What procedures does the team use for collecting and analyzing data to measure progress on the Smart goals (GPRA measures)?

C13. Evidence Examples
Meeting Notes
Data Collection Reports
Incident Management Data
Educator's Handbook Data
Other

C13. Notes

School Climate Grant Programs/Interventions Summary/Recommendations

School Climate Grant Training

D1. The school climate applicants participate in the technical assistance sessions provided by SCDE. Which year?

Name of Training 1 Year 1

Name of Training 2 Year 2

Name of Training 3 Year 3

Name of Training 4 Year 4

Name of Training 5 Year 5

Name of Training 6 Year 6

Name of Training 7 Year 7

Name of Training 8 Year 8

D2. How does the School Climate Team promote staff development on at-risk issues/interventions addressed by the Grant?

D2. Evidence Examples
Training Agendas
Sign-in Sheets
Other

D2. Notes

D3. How does the leadership team participate and actively support the school climate initiative?

D3. Evidence Examples

Training Agendas
Sign-in Sheets
Other

D3. Notes

D4. All school staff have been trained and knows the available student services and the referral process for student support/intervention.

D4. Evidence Examples

Training Agendas
Training Sign-in Sheets
Other

D3. Notes

School Climate Grant Training Summary/Recommendations

School Climate Grant Family

E1. What strategies are in your school's plans which help families feel welcomed, valued, and respects their culture and diversity? (poverty, special needs, ethnicity)

E1. Evidence Examples

Sample of Activities
Written Communications
Telephone Logs
Parent Contracts
School Web Pages
Other

E1. Notes

E2. How do you involve parents and/or families in school activities, committee participation, and volunteering?

E2. Evidence examples

Activities
Sign-in Sheets
Written Communications
Telephone Logs
Parent Contracts
School Web Pages
Other

E2. Notes

E3. What is your plan to ensure parent participation in completing and returning the EOC surveys?

E3. Evidence Examples

Strategies
Budget
Activities
Communications
Other

E3. Notes

E4. How are family members notified about changes and the impact of interventions/ supports for students?

E4. Evidence Examples

Activities
Written Communication
Telephone Logs
Other

E4. Notes

E5. How do you disseminate the results of surveys and progress on goals to parents and families?

E5. Evidence Examples

Meeting Sign-in Sheets
Written Communication
Telephone Logs
Other

E5. Notes

School Climate Grant Family Summary/Recommendations

Grant Monitor

Date Completed

By checking the box below, I certify that this monitoring tool has been electronically signed by me. I also certify that all the information I have provided above is true.

I accept

SCDE School Climate Grant Monitor Email Address