



NEW JERSEY CHILD ASSAULT PREVENTION

Program Application – 2021/2022

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

Applications must be submitted via email to 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 August 30, 2021.

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: Gloucester SCHOOL DISTRICT: Glassboro

NAMES of SCHOOLS: Thomas E. Bowe School

DISTRICT SUPERINTENDENT NAME: Dr. Mark Silverstein

PHONE: (856) 652-2700 EMAIL: mmachmichel@gpsd.us

MAILING ADDRESS: 560 Bowe Blvd.
Glassboro NJ 08028

NJ CAP

www.njcap.org

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 collaboration with the CAP County Coordinator. The CAP program requires a **staff in-service** for teachers who have not had CAP training in the last three years. The in-service date should be reserved in advance. A **parent workshop** is required for each school; however, districts may opt for a district wide parent workshop.

Funding may not be authorized to districts who cannot guarantee in-service dates.

Please indicate a tentative in-service date 10/8/21

Elementary Program (Grades Pre K - 6)

a) \$181.00 x _____ # of Pre-K classes	=	\$ <u>N/A</u>
b) \$169.00 x _____ # of Kindergarten classes (AM Classes & PM Classes)	=	\$ <u>N/A</u>
c) \$130.00 x <u>12</u> # of classes 1 - 5 (Includes all classes other than cognitively impaired - see page four for special needs classes)	=	\$ <u>1,560</u>
d) \$109.00 x <u>6</u> # of 6 th grade classes	=	\$ <u>654</u>
e) \$168.00 x <u>1</u> # of Staff workshops	=	\$ <u>168</u>
f) \$168.00 x <u>1</u> # of Parent workshops	=	\$ <u>168</u>
Total cost of implementation (a+b+c+d+e+f)	=	\$ <u>2,550</u>
District contribution – 30% minimum	minus	\$ <u>768</u>
State CAP Funding	=	\$ <u>1785</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.

M/A

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 collaboration with the CAP County Coordinator. The CAP program requires a **staff in-service** for teachers who have not had CAP training in the last three years. The in-service date should be reserved in advance. A **parent workshop** is required for each school; however, schools districts may opt to provide a district wide parent workshop.

Funding may not be authorized to districts who cannot guarantee in-service dates.

Please indicate a tentative in-service date _____

Teen CAP Program (grades 7- 12)

a) \$191 x _____ # of _____ grade classrooms = \$ _____

b) \$168 x _____ # of Staff workshops = \$ _____

c) \$168 x _____ # of Parent workshops = \$ _____

Total cost of implementation (a+b+c) = \$ _____

District contribution - 30% minimum minus \$ _____

State CAP Funding = \$ _____

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.

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 collaboration with the CAP County Coordinator. The CAP program requires a **staff in-service** for teachers who have not had CAP training in the last three years. The in-service date should be reserved in advance. A **parent workshop** is required for each school; however, school districts may opt to provide a district wide parent workshop.

Funding may not be authorized to districts who cannot guarantee in-service dates.

Please indicate a tentative in-service date _____

a) \$307 x <u>3</u> # of intellectually disabled classes	=	\$ <u>921</u>
b) \$168 x <u>1</u> # of Staff workshops	=	\$ <u>168</u>
c) \$168 x <u>1</u> # of Parent workshops	=	\$ <u>168</u>
Total cost of implementation (a+b+c)	=	\$ <u>1,257</u>
District contribution - 30% minimum	minus	\$ <u>378</u>
State CAP Funding	=	\$ <u>879</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.

PLEASE COMPLETE THE FOLLOWING:

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

We implemented last year and I believe it was successful in providing information/drawing to staff, as well as training students to be self-advocates and to communicate w/ trusted adults.

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

We have some parents who are involved and supportive. Others need additional support to further engage them w/ our district.

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.)

I have a great staff that will do what is necessary to support this program. We already have strong SEL supports in place which go hand-in-hand w/ goals of the CAP.

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?)

Yes. We will continue to integrate w/ SEL programs and health instruction to ensure our students have the tools to advocate for themselves or seek support when needed. We will also ensure our staff is equipped to assess needs and deliver supports.

CONTRACT CRITERIA

A school district which chooses to apply for funding 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 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 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 time for each class to attend three student workshops on three sequential days, within a maximum of seven school days. The school will provide space for the post workshop review for individual students to meet with workshop facilitators each day, if interested.
 - i. **Special Needs (Intellectually Disabled)** - Provide five consecutive days for student workshops (Day 1 and 5 taught by the classroom teacher. Days 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 schools in a district will participate, if funding allows.
3. All districts will have school board approval.
4. All districts will be available for implementation during the months of September 2021-May 2022.
5. **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

NEW JERSEY CAP TIME LINES/DEADLINES

By March 2021- CAP application will be available.

By August 30, 2021 – 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 September 30, 2021- 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, 2022- All CAP grant workshops will have been scheduled with the CAP County Coordinator.

By June 15, 2022 - 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



NEW JERSEY CHILD ASSAULT PREVENTION
2021/2022 Grant Application
K-8 CAP's Bullying Prevention Program

CAP's Bullying Prevention Program is an initiative of New Jersey Child Assault Prevention (NJ CAP) for schools (grades K – 8) and is funded through the NJ Department of Children and Families. The most effective prevention program for any school or district is one which involves the entire school community. As such, CAP's Bullying Prevention Program offers a series of workshops for staff, parents and students to assess the specific nature of bullying in the school, to train adults in appropriate intervention strategies and to improve student interaction.

Applications must be submitted via email to njcap.applications@gmail.com

This application is to be completed for each participating school in the district. The School Principal will complete the application, review and sign Implementation Timelines and Contract Criteria, and return to **CAP State Office**, by **August 30, 2021**.

Schools applying for CAP funding must provide a minimum of **50%** 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.**

First time applicants will be prioritized for funding.

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

(Please Print)

COUNTY: Gloucester SCHOOL DISTRICT: Glassboro

SCHOOL NAME: Thomas E. Biwe School
(one application per school)

SCHOOL PRINCIPAL: Craig S. Stephenson EMAIL: cstephenson@apsd.us

PHONE: 856-652-2700 Ext. 3101

MAILING ADDRESS: 7 Marcus Lane
Glassboro NJ 08028

NJ CAP

www.njcap.org

Name of School : _____

PLEASE COMPLETE FUNDING REQUEST:

The following should be completed in collaboration with the CAP County Coordinator.

CAP's Bullying Prevention Program requires a **staff in-service**. The in-service date should be reserved in advance. A parent workshop is also required for each school.

Funding may not be authorized to districts who cannot guarantee in-service dates.

Please indicate a tentative in-service date 10/8/21.

- | | |
|---|----------------|
| a) \$180.00 x _____ # of Kindergarten in school | \$ _____ |
| b) \$180.00 x _____ # of 1 st grades in school | \$ _____ |
| c) \$180.00 x _____ # of 2 nd grades in school | \$ _____ |
| d) \$180.00 x _____ # of 3 rd grades in school | \$ _____ |
| e) \$180.00 x <u>6</u> # of 4 th grades in school | \$ <u>1080</u> |
| f) \$ 180.00 x <u>6</u> # of 5 th grades in school | \$ <u>1080</u> |
| g) \$180.00 x <u>6</u> # of 6 th grades in school | \$ <u>1080</u> |
| h) \$180.00 x _____ # of 7 th grades in school | \$ _____ |
| i) \$180.00 x _____ # of 8 th grades in school | \$ _____ |
| j) \$188.00 x <u>1</u> # of Staff in-service | \$ <u>188</u> |
| k) \$188.00 x <u>1</u> # of Parent workshop | \$ <u>188</u> |
| l) \$339.00 Implementation/Program Review (Optional) | \$ _____ |

Suggested components for first time applicants that select third through eighth grade implementation.

- 1) Staff In-Service
- 2) Parent Workshop
- 3) Implementation Planning Committee
- 4) Program Review Report
- 5) Workshops for students

Total cost of implementation (a+b+c+d+e+f+g+h+i+j+k+l)	=	\$ <u>3616</u>
School contribution - 50% minimum	minus	\$ <u>1808</u>
State CAP Funding	=	\$ <u>1808</u>

Partial grants may be awarded.

If the application is not approved for CAP funding, the school may still implement this curriculum using other funding sources.

PLEASE COMPLETE THE FOLLOWING:

1. When did your district last implement the CAP Elementary Program?

2020-21

2. If applicable, please respond to the following:

A. When did you last implement CAP's Bullying Prevention Program?

B. In what grades was the program implemented?

3. What needs do you think CAP's Bullying Prevention Program will meet in your school and/or community?

This is an ideal grade range to implement. We have a strong anti-bullying program in place but this will further supplement it.

4. 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.)

My staff will infuse the training in our SEL programs & instruction where appropriate.

5. How will CAP's Bullying Prevention Program fit into your current character education program?

We have a strong SEL program w/ schoolwide buy-in and a Bulldogs of Character program. This will further enhance these supports.

6. Please provide a statement on future plans on follow up of this K-8 program. Will you provide for the maintenance phase of the program for next year? Will you include CAP in your health curriculum in the future?

Yes, we just added a new Health/SEL special in our schedule & this program will blend well w/ the course.

CONTRACT CRITERIA

A school that chooses to apply for funding will meet the following criteria:

- Since the basic CAP curriculum forms the foundation for CAP's Bullying Prevention Program, schools must have had CAP within the three years preceding implementation of CAP's Bullying Prevention Program.
- Will agree to have CAP County Coordinator and CAP Facilitators implement CAP's Bullying Prevention Program according to the design of NJ CAP, including:

- a. **Administrative Meeting**-30-60 minutes. This meeting is required and should be scheduled in the fall of the current school year. The CAP County Coordinator will meet with administration to discuss all specifics of the program.
 - b. **Teacher/Staff Workshop**-This workshop is mandatory. All school staff are invited including cafeteria workers, playground aides and any auxiliary staff who interface with the children.
 - c. **Implementation/Planning Committee**-(Optional) This group will be comprised of Principal, school nurse, counselor, parents, one student from each grade and staff representatives, etc. They will act as a steering committee for the implementation of the program and will meet after the staff in-service and prior to the classroom workshops. Their initial meeting will be 30-60 minutes with the CAP coordinator to discuss the specific needs of the school community and plan the implementation of school workshops. They will again meet at end of the program during the program review.
 - d. **Parent Workshop**- This workshop is mandatory. This workshop gives parents the opportunity to discuss the problem of bullying behaviors in the school community and to give strategies to help their children who are being bullied, those exhibiting bullying behaviors or those witnessing bullying.
 - e. **Student Workshops**-These workshops are developmentally appropriate for students in Kindergarten through 8th grades. This workshop helps sensitize students to the roles of those being bullied, those exhibiting bullying behavior and those witnessing bullying. Strategies to de-escalate bullying will be presented.

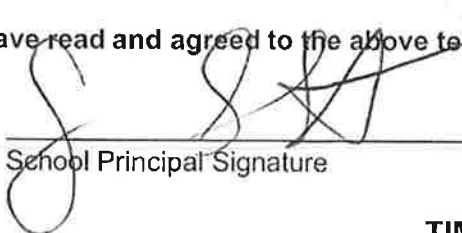
Grades K-5 - two 1-hour classroom presentations with an additional 30-minute Review Time.
Grades 6th-8th - two 40 to 60-minute classroom presentations. Additional 30 minutes required for Review Time for every two classes.

Review Time – The school will provide space for a post workshop review. This review follows the classroom workshop. Children interested in participating in the post workshop review shall be permitted the time to attend.
 - f. **Program Review Meeting**-(Optional) 60 minutes. Takes place within one month of concluding the student workshops and is attended by the original Implementation Steering Committee, the principal, school nurse, counselor, parent, staff and student representatives from all grades, etc., and CAP Coordinator. A report will be given to the committee which will summarize the amount and severity of bullying in the school from the school community's perspective. A suggested timeline will be given to the committee for ongoing de-escalations of bullying in the school, including setting up school policies, adult intervention and resources on bullying. The Implementation Steering Committee will be encouraged to continue as the group which will oversee the prevention of bullying in the school.
 - g. **Exit Interview**-This meeting is mandatory and should be within 2 weeks after completing the students' workshops. This meeting will allow feedback from school administrator and a written evaluation.
3. All schools will be available for implementation during the months of September 2021–June 2022.

Name of School: _____

4. All schools 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 NJCAP RTC.

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



School Principal Signature



Date

TIME LINES/DEADLINES


By March 2021- CAP application will be available.

By August 30, 2021 – Application Deadline- All School Principals interested in applying for CAP funding will complete application, receive school board approval and return application to the CAP State Office.

By September 30, 2021 - The CAP State Office in conjunction with School Principals and County Coordinators will have selected schools and notification of the selections will be made.

By June, 2022 - All adult and student workshops will have been completed.

I have read and agreed to the above deadlines and I understand that they are essential for the efficient implementation of CAP's Bullying Prevention Program within my school. I understand that by signing this document, the school will be committed to implement CAP's Bullying Prevention Program as indicated by Timelines/Deadlines and Contract Criteria.



School Principal Signature



Date