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FORM 2

WISCONSIN LEGISLATIVE COUNCIL STAFF

RULES CLEARINGHOUSE

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CLEARINGHOUSE REPORT TO AGENCY

[THIS REPORT HAS BEEN PREPARED PURSUANT TO S. 227.15, STATS. THIS IS A REPORT ON A RULE AS ORIGINALLY PROPOSED BY THE AGENCY; THE REPORT MAY NOT REFLECT THE FINAL CONTENT OF THE RULE IN FINAL DRAFT FORM AS IT WILL BE SUBMITTED TO THE LEGISLATURE. THIS REPORT CONSTITUTES A REVIEW OF, BUT NOT APPROVAL OR DISAPPROVAL OF, THE SUBSTANTIVE CONTENT AND TECHNICAL ACCURACY OF THE RULE.]

CLEARINGHOUSE RULE 00-012

AN ORDER to repeal and recreate chapter PI 32, relating to grants for alcohol and other drug abuse programs.

Submitted by **DEPARTMENT OF PUBLIC INSTRUCTION**

01-14-00 RECEIVED BY LEGISLATIVE COUNCIL.

02-14-00 REPORT SENT TO AGENCY.

RNS:MM:jal;rv

LEGISLATIVE COUNCIL RULES CLEARINGHOUSE REPORT

This rule has been reviewed by the Rules Clearinghouse. Based on that review, comments are reported as noted below:

1. STATUTORY AUTHORITY [s. 227.15 (2) (a)]

Comment Attached

YES

NO

2. FORM, STYLE AND PLACEMENT IN ADMINISTRATIVE CODE [s. 227.15 (2) (c)]

Comment Attached

YES

NO

3. CONFLICT WITH OR DUPLICATION OF EXISTING RULES [s. 227.15 (2) (d)]

Comment Attached

YES

NO

4. ADEQUACY OF REFERENCES TO RELATED STATUTES, RULES AND FORMS [s. 227.15 (2) (e)]

Comment Attached

YES

NO

5. CLARITY, GRAMMAR, PUNCTUATION AND USE OF PLAIN LANGUAGE [s. 227.15 (2) (f)]

Comment Attached

YES

NO

6. POTENTIAL CONFLICTS WITH, AND COMPARABILITY TO, RELATED FEDERAL REGULATIONS [s. 227.15 (2) (g)]

Comment Attached

YES

NO

7. COMPLIANCE WITH PERMIT ACTION DEADLINE REQUIREMENTS [s. 227.15 (2) (h)]

Comment Attached

YES

NO

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CLEARINGHOUSE RULE 00-012

Comments

[NOTE: All citations to "Manual" in the comments below are to the Administrative Rules Procedures Manual, prepared by the Revisor of Statutes Bureau and the Legislative Council Staff, dated September 1998.]

2. Form, Style and Placement in Administrative Code

- a. In s. PI 32.02 (9), "Prevention" should replace "It also" at the beginning of the second sentence.
- b. Section PI 32.03 (1) (intro.) states that a school board "shall consider requiring" any of the items contained in the paragraphs following that introductory material. If any of those items are not required by the school board, is the school board required to explain why they are not required? In addition, it appears that the requirements set forth in par. (a) should be required for all administrators and teachers who participate in alcohol and other drug abuse programs funded by grants under the rule.
- c. The requirements set forth in s. PI 32.03 (2) (b) do not appear to relate to the title of that subsection, "AODA PROGRAM CONTENT."
- d. The rule should specify the procedure to be followed when applying for a continuation grant, referred to in s. PI 32.03 (3) (intro.).
- e. In s. PI 32.04 (1) (a), "a grant for" should be inserted after "apply for."
- f. A colon should follow the introductory material contained in ss. PI 32.03 (3) (intro.) and 32.04 (2) (intro.).

g. Section PI 32.05 (3) should clarify whether a person may serve more than two three-year terms if those terms are not consecutive.

4. Adequacy of References to Related Statutes, Rules and Forms

a. Section PI 32.02 (1) refers to the program "described in s. PI 32.06." There is no such rule.

b. Section PI 32.03 (1) (intro.) should contain specific citations to the "applicable state and federal laws" which are referred to in that rule.

5. Clarity, Grammar, Punctuation and Use of Plain Language

a. In s. PI 32.03 (2) (a) 1., "includes" should be changed to "does."

b. What is the difference between a goal and an objective, referred to in s. PI 32.03 (3) (d)?

c. The rule should explain what is meant by "outcome evaluations," referred to in s. PI 32.03 (3) (e).

d. The rule should establish criteria to be followed by the state superintendent in determining the funding limits that must be established under s. PI 32.03 (4) (a).

REPORT TO
LEGISLATIVE COUNCIL RULES CLEARINGHOUSE
ALCOHOL AND OTHER DRUG ABUSE PROGRAMS
Chapter PI 32, Wisconsin Administrative Code

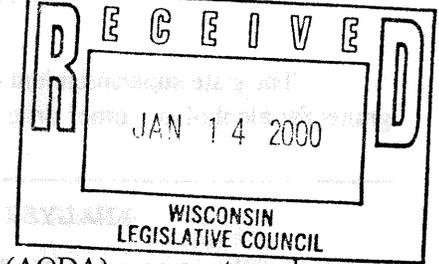
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Wisconsin Statutory Authority - ss. 115.36 (3) (a) 5., 115.361 (1), and 227.11 (2) (a), Stats. *a) am by Act 9*

Federal Statutory Authority - None

Court Decisions Directly Relevant - None

Analysis of the Rule - Rule Effect - Reason for the Rule



1999 Wisconsin Act 9 provides a single, comprehensive alcohol and other drug abuse (AODA) program to replace several existing categorical AODA grant programs. The rules will still allow the use of funds for the individual categorical programs that existed before the law was changed. Such categorical programs include drug abuse resistance education programs, families and schools together programs, and after school and summer school programs. Although the law eliminated these categorical programs to create a comprehensive AODA program, it was not meant to preclude these individual programs from continuing to receive funds.

To correspond to the statutory changes made under the Act, the proposed rules establish criteria and procedures for awarding grants to fund comprehensive K-12 AODA programs and student mini grants. Student mini grants are funded under the AODA program appropriation but do not have to go through the same application and review procedures as the comprehensive programs and, therefore, are included in the rule.

As with the current rules, the proposed rules:

- Maintain an advisory council to advise the state superintendent in reviewing grant applications submitted under comprehensive AODA programs (This provision does not apply to student mini grants).
- Require applicants to provide for a 20% matching fund. Private and in-kind contributions may be used to meet this requirement (This provision does not apply to student mini grants).
- Prohibit the supplanting of funds which are otherwise available for the program.

The department will annually submit to school districts application materials specifying funding limits and eligibility criteria. For the upcoming school year, the department will send grant application materials to school districts in March. Grant applications must be returned to the department in the spring of 2000 and grants will be awarded prior to July 1, 2000.

The department intends to promulgate these rules as emergency rules in March 2000.

Agency Procedure for Promulgation

Notice to Legislative Council pursuant to s. 227.15, Stats., and proceeding under the ten day notice/hearing process pursuant to ss. 227.16 to 227.18, Stats.

Description of any Forms (attach copies if available) None

PI-1816, Application - Alcohol and Other Drug Abuse Program Grant.

PI-2391, Application - Student AODA Mini-Grant.

Name and Telephone Number of Agency Liaison(s)

Michael Thompson, Director, Student Services, Prevention, and Wellness Team, 266-3584
Lori L. Slauson, Administrative Rules Coordinator, Policy and Budget, 267-9127

**PROPOSED ORDER OF THE
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
REPEALING AND RECREATING RULES**

The state superintendent of public instruction hereby proposes to repeal and recreate chapter PI 32, relating to grants for alcohol and other drug abuse programs.

ANALYSIS BY THE DEPARTMENT OF PUBLIC INSTRUCTION

Statutory authority: ss. 115.36 (3) (a) 5., 115.361 (1), and 227.11 (2) (a), Stats.

Statute interpreted: ss. 115.36 and 115.361, Stats. *as amended*

1999 Wisconsin Act 9 provides a single, comprehensive alcohol and other drug abuse (AODA) program to replace several existing categorical AODA grant programs. The rules will still allow the use of funds for the individual categorical programs that existed before the law was changed. Such categorical programs include drug abuse resistance education programs, families and schools together programs, and after school and summer school programs. Although the law eliminated these categorical programs to create a comprehensive AODA program, it was not meant to preclude these individual programs from continuing to receive funds.

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The department intends to promulgate these rules as emergency rules in March 2000.

SECTION 1. Chapter PI 32 is repealed and recreated to read:

Chapter PI 32

GRANTS FOR ALCOHOL AND OTHER DRUG ABUSE PROGRAMS

PI 32.01 Purpose. (1) Under s. 115.36 (1), Stats., public and private schools are encouraged to develop comprehensive kindergarten through grade 12 programs to prevent or ameliorate alcohol and other drug abuse among minors.

(2) Under s. 115.36 (3), Stats., the department shall fund school district projects designed to assist minors experiencing problems resulting from alcohol or other drug use or to prevent alcohol and drug use by minors.

(3) Under s. 115.361, Stats., the department shall award grants to school boards to fund an alcohol and other drug abuse prevention and intervention program.

(4) This chapter sets forth characteristics of a comprehensive kindergarten through grade 12 program including criteria and procedures in awarding grants under ss. 115.36 and 115.361, Stats. *check stats.*

PI 32.02 Definitions. In this chapter:

(1) "AODA program" means a comprehensive kindergarten through grade 12 alcohol and other drug abuse program as described in s. PI 32.06. *no such rule*

(2) "CESA" means a cooperative educational service agency created in ch. 116, Stats.

(3) "Community-based organization" means a private, non-profit organization which is representative of a community or a significant segment of a community and which provides educational and job training services.

(4) "Council" has the meaning given in s. 115.36 (2) (e), Stats.

(5) "County department of community programs" means the county department of community programs appointed under s. 51.42 (3) (a), Stats.

(6) "Department" means the Wisconsin department of public instruction.

(7) "Intervention" means efforts to respond to and provide appropriate assistance to students experiencing health and safety problems including alcohol and other drug abuse. *substantive*

(8) "Membership" has the meaning given in s. 121.004 (5), Stats.

(9) "Prevention" means efforts to provide pupils appropriate information and developmental experiences necessary to make personally and socially responsible decisions regarding their own alcohol and other drug use and non-use and other health and safety factors and to cope effectively with the personal and social results of health and safety decisions made by others. *Prevention* It also includes efforts to develop assets which can be used to overcome challenges and setbacks and to help students become positive, caring, responsible and productive citizens.

(10) "Pupil assistance program," also referred to as a student assistance program, means an alcohol and other drug abuse support program involving pupils with health and safety problems and concerns in individual or group settings operating under conditions established by school board policy, rules and responsibilities.

(11) "School board" has the meaning defined in s. 115.001(7), Stats.

(12) "State superintendent" means the state superintendent of public instruction for the state of Wisconsin.

PI 32.03 Comprehensive kindergarten through grade 12 AODA programs, application requirements, and awarding of grants.

(1) AODA PROGRAM POLICIES. Except projects funded under 32.04, a school board conducting an AODA program shall establish policies and procedures that clearly articulate how the program will operate consistent with

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applicable state and federal laws. In developing policies under this section, a school board shall consider requiring any of the following:

(a) That administrators and teachers designated to engage in AODA programs under s. 118.126, Stats., have received appropriate training and are aware of the requirements of s. 118.126, Stats.

Handwritten note: This should be revised (2)

(b) Provide for cooperative arrangements with the county department of community programs regarding the availability of AODA services as specified under s. 118.24 (2) (f), Stats.

(c) That school administrators, principals, pupil services professionals and teachers employed by the school board are aware of the provisions under s. 118.257, Stats., pertaining to liability for referral to police, when referring pupils to law enforcement authorities for removal from school grounds or school sponsored activities as a result of suspicion of possession or consumption of an alcoholic beverage or controlled substance.

(d) That school administrators, principals, pupil services professionals and teachers employed by the school board are aware of the provisions of s. 118.258, Stats., pertaining to the prohibition of electronic communications devices and that pupils are annually provided with a copy of the board's rules pertaining to this prohibition.

(e) That school administrators, principals, pupil services professionals and teachers employed by the school board are aware of the provisions of s. 120.12 (20), Stats., pertaining to prohibiting the use of all tobacco products on school premises.

(f) That school administrators, principals, pupil service professionals and teachers employed by the school board are aware of the provisions of s. 125.09, Stats., pertaining to the prohibition of alcohol beverages on school grounds.

(g) That school administrators, principals, pupil service professionals and teachers employed by the school board are aware of the provisions of s. 118.125, Stats., pertaining to the maintenance and confidentiality of certain types of pupil records.

(h) That school administrators, principals, pupil service professionals and teachers employed by the school board are aware of the provisions of s. 118.45, Stats., pertaining to use of portable breath testing devices with pupils suspected of consuming alcohol or being under the influence of alcohol at school or a school sponsored event.

note

(2) AODA PROGRAM CONTENT. (a) Under s. 115.36 (1), Stats., every public and private school is encouraged to develop AODA programs to prevent or ameliorate alcohol and other drug abuse among minors. Sections 115.36 (3) and 115.361, Stats., provide for grants to assist school districts in developing or supplementing AODA programs. An AODA program under this section may include any of the following:

1. Curriculum and instruction that meets all of the requirements of s. 118.01 (2) (d) 2. c. and 6., Stats., and which includes all of the following:

- a. Provides accurate and up-to-date information on health promotion and risk behaviors.
- b. Provides accurate information about youth attitudes and behaviors about AODA and related youth risk behaviors.

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- c. Provides a strong focus on life skill development, such as decision making, goal setting and communication skills.
 - d. Emphasizes key concepts that cut across many health and safety issues.
 - e. Provides multiple instructional strategies.
 - f. Is developmentally appropriate and builds on a pupil's prior knowledge.
 - g. Provides a sense of safety and community in the classroom.
 - h. Provides clear and consistent messages.
 - i. Involves parents and guardians in instructional programs.
2. A written school district policy which supports comprehensive alcohol and other drug abuse programming including pupil assistance programs, curriculum, instruction, staff development and youth oriented activities. The policies shall be widely publicized and be in accordance with appropriate state and federal laws.
3. Programs for pupils including pupil assistance programs, peer programs, student clubs, and drug free alternatives.
4. Programs for adults including staff development, employee assistance and wellness programs, and parent and community education.
5. Integration of community resources and support services including, but not limited to, human services providers, private treatment providers, law enforcement officers, and judicial personnel.
6. Access to a collaborative pupil service team made up of school counselors, social workers, nurses and psychologists.
7. An AODA program coordinator who is provided with appropriate time and training.
8. Ongoing monitoring, assessment and evaluation of AODA program activities.
9. Strategies to develop comprehensive school health programs which include, but are not limited to, a police-school partnership project, a family support project providing parenting skills and family cohesion building strategies, after school and summer school tutorial services, student assistance programs, youth-led prevention activities, any other strategy approved by the state superintendent to meet the statutory objectives of prevention or amelioration of alcohol and drug use by minors.

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Take
AODA
Program
Center

(b) A school district may enter into contracts with public or private non-profit agencies to collaborate on family support programs that include parenting skills and family cohesion building strategies.

(3) GRANT APPLICATION REQUIREMENTS. A school board or a school board in cooperation with another school board under an agreement under s. 66.30, Stats.; or a CESA board under s. 116.03 (3), Stats.; may apply for a grant under this section. Maximum awards for consortium projects shall be determined by the superintendent as described under sub. (4) (a). Annually, except for those applying for continuation grants, an applicant under this section shall submit all of the following information to the department in its grant application.

(a) Evidence of the need for the grant.

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(b) The name of the AODA program coordinator, and evidence that the AODA program coordinator holds a current license issued by the department under ch. PI 3.

(c) A description of how the proposed program activities will be integrated with the school district's current AODA program as specified in s. PI 32.03, as well as other school improvement strategies.

(d) An outline of the proposed program goals, objectives, activities, and related timelines. The program's goals and objectives shall be measurable.

(e) A description of how the proposed program will be evaluated. The description shall contain outcome evaluations.

(f) A description of how the program activities will continue after the grant period is completed.

(g) A description of how the strategies and activities contained in the proposal contribute to the prevention or amelioration of alcohol, tobacco, and other drug abuse.

(h) A description of the collaborative development of the proposal, including the individuals that participated in the process.

(i) A description of the resources and funds necessary to implement the project and how the matching fund contribution of 20% will be met. Private and in-kind contributions may be applied to meet this requirement.

(j) An assurance that the grant applicant will not use the funds to supplant any funds which are otherwise available for the proposed project.

(k) Evidence that the grant applicant submitted a copy of the proposed project to the county department of community programs for advisory review.

(4) REVIEW OF APPLICATIONS AND AWARDING OF GRANTS. (a) The state superintendent, annually, shall establish funding limits for programs under this section based on the amount appropriated for the program under s. 20.255 (2) (dm) and (kd), Stats. The state superintendent shall inform school districts of the funding limits by letter which will accompany application materials.

(b) The council under s. PI 32.05 shall review the applications submitted under this section and make recommendations to the state superintendent regarding the funding of school district applications. These recommendations shall be based on the criteria specified in par. (c).

(c) 1. The state superintendent shall review the applications submitted under this section and consider the recommendations made by the council under par. (b) to determine which of the applications eligible for funding will receive grants. The state superintendent shall make this determination based on the following primary criteria:

- a. The extent to which the goals, objectives and activities relate to the purpose of the proposed program.
- b. The extent to which the proposed program activities will assist the district in meeting the requirements of this section.
- c. The local capacity to sustain program activities.
- d. The extent to which programs are innovative or exemplary and may serve as a model for other school districts.

2. Secondary criteria in awarding grants shall, to the extent possible, include the following:

- a. The grants shall be distributed equally throughout the state.
- b. The grants shall be awarded to school districts of varying sizes, as determined by membership.

NOTE: PI-1816, Application – Alcohol and Other Drug Abuse Program Grant, may be obtained at no charge from the Department of Public Instruction, P. O. Box 7841, Madison, WI 53707-7841.

5 **PI 32.04 Student mini grants.** (1) GRANT APPLICATION REQUIREMENTS. (a) A school district may apply for an AODA education and related youth risk behaviors education, prevention and intervention activities program designed by the pupils enrolled in the school district. A grant under this section may not exceed \$1,000. Annually, an applicant under this section shall submit all of the following information to the department in its grant application:

1. A description of the program to be developed and implemented by pupils and whether the program is being implemented at a building, district, or community level.
2. An outline of the proposed program goals, objectives, activities, personnel involved, material to be developed or needed, and related timelines.
3. A description on how the proposed activities will be evaluated to determine the extent to which the objectives were met.
4. A budget that describes how grant funds will be used.

(2) REVIEW OF APPLICATIONS AND AWARDING OF GRANTS. The state superintendent shall review applications submitted under this section and determine which of the applications eligible for funding will receive grants. The state superintendent shall make this determination based on all of the following criteria. 1 2

- (a) The extent to which the goals, objectives and activities relate to the purpose of the proposed program.
- (b) The extent to which program activities have an educational focus.
- (c) Evidence that the proposal was developed and will be implemented by youth.

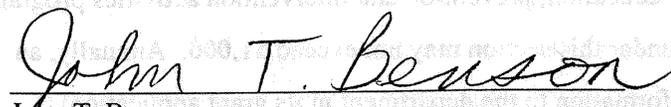
NOTE: PI-2391, Application – Student Alcohol and Other Drug Abuse Mini-Grant, may be obtained at no charge from the Department of Public Instruction, P. O. Box 7841, Madison, WI 53707-7841.

4 **PI 32.05 Advisory council.** (1) An 18 member council, selected from local educational agency staff, professionals in the AODA field and related interest groups, shall be appointed by and advise the state superintendent concerning the administration of s. 115.36 (3), Stats, and other matters related to AODA, health and safety, and other pupil service programs as the state superintendent requests.

- (2) Council members shall be appointed to staggered 3-year terms.
- (3) Council members may not serve more than 2 consecutive 3-year terms. 5 Can they serve 3 year consecutive
- (4) The state superintendent may withdraw an appointment of a council member who fails to attend 3 consecutive meetings.
- (5) The council chairperson shall be elected annually from the council's membership. The term shall begin on July 1 and conclude on the following June 30.

The proposed rules contained in this order shall take effect on the first day of the month commencing after the date of publication in the Wisconsin Administrative Register, as provided in s. 227.22(2)(intro.), Stats.

Dated this 14th day of January, 2000


John T. Benson
State Superintendent

FISCAL ESTIMATE FORM

1999 Session

- ORIGINAL UPDATED
 CORRECTED SUPPLEMENTAL

LRB #
Introduction #
Admin. Rule # Chapter PI 32

Subject
Grants for Alcohol and Other Drug Abuse Programs

Fiscal Effect
 State: No State Fiscal Effect
 Check columns below only if bill makes a direct appropriation or affects a sum sufficient appropriation.

<input type="checkbox"/> Increase Existing Appropriation	<input type="checkbox"/> Increase Existing Revenues	<input type="checkbox"/> Increase Costs - May be possible to Absorb Within Agency's Budget <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Decrease Existing Appropriation	<input type="checkbox"/> Decrease Existing Revenues	
<input type="checkbox"/> Create New Appropriation	<input type="checkbox"/> Decrease Costs	

Local: No local government costs

1. <input type="checkbox"/> Increase Costs <input type="checkbox"/> Permissive <input type="checkbox"/> Mandatory	3. <input type="checkbox"/> Increase Revenues <input type="checkbox"/> Permissive <input type="checkbox"/> Mandatory	5. Types of Local Governmental Units Affected: <input type="checkbox"/> Towns <input type="checkbox"/> Villages <input type="checkbox"/> Cities <input type="checkbox"/> Counties <input type="checkbox"/> Others _____
2. <input type="checkbox"/> Decrease Costs <input type="checkbox"/> Permissive <input type="checkbox"/> Mandatory	4. <input type="checkbox"/> Decrease Revenues <input type="checkbox"/> Permissive <input type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> School Districts <input type="checkbox"/> WTCS Districts

Fund Sources Affected <input type="checkbox"/> GPR <input type="checkbox"/> FED <input type="checkbox"/> PRO <input type="checkbox"/> PRS <input type="checkbox"/> SEG <input type="checkbox"/>	Affected Ch. 20 Appropriations s. 20.255 (2) (dm) and (kd)
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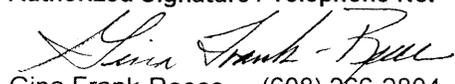
Assumptions Used in Arriving at Fiscal Estimate:

To award grants under the AODA program, 1999 Wisconsin Act 9 appropriated:

- \$4,520,000 GPR under s. 20.255 (2) (dm) and \$1,427,100 PR-S under s. 20.255 (2) (kd), Stats., in the 1999-2000 school year; and
- \$4,520,000 GPR under s. 20.255 (2) (dm) and \$1,498,600 PR-S under s. 20.255 (2) (kd), Stats., in the 2000-2001 school year.

The rule establishes criteria and procedures for awarding AODA program grants. The rule, while affecting the grant award and administration processes, would have no net effect on state or local revenues or costs.

Long-Range Fiscal Implications:

Prepared By: Lori Slauson 267-9127 Department of Public Instruction	Authorized Signature / Telephone No.  Gina Frank-Reece (608) 266-2804	Date 12/17/99
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Wisconsin Department of Public Instruction
**APPLICATION—ALCOHOL & OTHER DRUG
 ABUSE PROGRAM GRANTS**
 PI-1816 (Rev. 1-00)

For DPI Use

DRAFT

INSTRUCTIONS: Complete and return original and 4 copies postmarked by April 21, 2000, to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
 ALCOHOL & OTHER DRUG ABUSE PROGRAM
 PO BOX 7841
 MADISON, WISCONSIN 53707-7841

USE OF THIS FORM REPLACES APPLICATIONS PREVIOUSLY USED IN APPLYING FOR SEPARATE GRANTS FUNDED UNDER s. 115.361 Stats.

Collection of this information is a requirement of s. 115.361, Stats.

I. GENERAL INFORMATION

1. Applicant or Agency Legal Name of Agency		2. Grant Type <input type="checkbox"/> Single District <input type="checkbox"/> Consortium		3. Mailing Address Street, City, State, Zip	
4. District/Agency Administrator			5. CESA Region	6. Telephone Area/No.	
7. Project Coordinator			8. Telephone Area/No.		
9. Project Coordinator's Address Street, City, State, Zip					
10. E-mail Address		11. Enrollment Category See Table in General Overview <input type="checkbox"/> A 10,000+ <input type="checkbox"/> C 1,000-2,999 <input type="checkbox"/> B 3,000-9,000 <input type="checkbox"/> D 999 or under			
12. Grant Funds Requested for 2000-2001 School Year <input type="checkbox"/> AODA Program \$					

II. PROJECT ABSTRACT

A brief overview of the proposed project, including the individual strategies you propose utilizing through the grant. If a consortium of districts, attach a list of all participating districts. Use no less than a 10-point font.

III. ASSURANCES

The applicant hereby gives assurance to the State Superintendent of Public Instruction that: *(Please check)*

- A. The applicant will maintain its local efforts; i.e., it will use s. 115.361 grant funds to supplement rather than to supplant local efforts, strengthening the fiscal effort made for educational purposes which would not occur in the absence of such funds;
- B. Funds made available in this application will be used only for the approved program, as indicated in the proposal;
- C. The applicant will use monies coupled from other sources with requested grant funds pursuant to the multiple funding policy in order to avoid conflict and audit exceptions;
- D. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Bureau for School Management Services and Federal Aids of the Department of Public Instruction;
- E. No board or staff member of a Local Educational Agency (LEA) will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family;
- F. The Department of Public Instruction will reserve the right to a final audit at the end of the fiscal year of actual expenditures under this contract or at any time during the duration of the proposal period. In the event of an overpayment, the grantee agrees to reimburse the Wisconsin Department of Public Instruction for the amount of such overpayment;
- G. The applicant will submit a final report to the Department of Public Instruction within 10 days of the project completion date as specified in the grant award;
- H. The applicant will share project experiences, activities and materials on a cost recovery basis with other interested Wisconsin school districts upon request;
- I. The applicant will participate in all regional and state meetings held by the Department of Public Instruction for project directors and project teams;
- J. In connection with performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, age, color, national origin or handicapping condition. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post notices where they are readily available to employees and employment applicants. The notices are to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. Furthermore, the State of Wisconsin Department of Public Instruction operates under an Affirmative Action Plan and under a merit employment system;
- K. The applicant will provide equal opportunities for individuals to participate in the project experiences in school and community settings regardless of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability;
- L. All staff employed by the District and designated to work with students on an ongoing basis shall be DPI licensed;
- M. The school district has a professional school employee designated as an AODA program coordinator who holds a license issued by the DPI under ch. PI 3 to administer, coordinate, and implement the AODA program;
 Name of AODA Program Coordinator _____
 Type of DPI Certification Held _____
- N. The applicant will participate in statewide evaluation initiatives.
- O. Districts that elect to contract out for this program, may do so with a private nonprofit or a public organization.
- P. Continuation projects assure program activities and services will be maintained at a level consistent with the first year of funding.

IV. SIGNATURES

Signature of District/Agency Administrator ➤	Date Signed
Signature of School Board/Agency Clerk ➤	Date Signed

V. NARRATIVE

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

1. Current Program Status: Describe/list the components of a Comprehensive School Health Program the district or building has in place to address AODA and other youth risk behaviors or promote health for staff and students. Highlight those that are primarily AODA-focused.

Current

Pupil Services Teams

The school will use various strategies to address youth risk behaviors, including but not limited to:

- 1. **Peer Education:** Utilizing trained student leaders to deliver health messages and provide support to their peers.
- 2. **Health Education:** Integrating health topics into the core curriculum and providing additional instruction through assemblies and guest speakers.
- 3. **Parental Involvement:** Engaging parents through workshops, newsletters, and home visits to reinforce health messages.
- 4. **Community Partnerships:** Collaborating with local health organizations and businesses to provide resources and support.
- 5. **Individualized Support:** Providing counseling and referrals to students who may be struggling with substance use or other risk behaviors.
- 6. **Health Screenings:** Offering regular health check-ups, including vision, dental, and mental health assessments.
- 7. **Safe Spaces:** Creating designated areas where students can seek help and support without judgment.
- 8. **Staff Training:** Ensuring all staff members are equipped with the knowledge and skills to identify and respond to student needs.
- 9. **Health Fairs:** Organizing events that provide a variety of health services and educational opportunities.
- 10. **Online Resources:** Developing digital content that is accessible and engaging for students.

PK-12 Curriculum and Instruction Specific to Health and Safety Issues

The district's curriculum and instruction are designed to address health and safety issues through a variety of strategies:

- 1. **Integrated Health Education:** Embedding health topics within existing subject areas to ensure comprehensive learning.
- 2. **Standards-Based Instruction:** Aligning health education with state and national standards to ensure quality and consistency.
- 3. **Active Learning:** Utilizing experiential and inquiry-based methods to engage students and promote understanding.
- 4. **Health Literacy:** Teaching students how to access, understand, and use health information effectively.
- 5. **Life Skills Training:** Providing students with the skills and confidence to make healthy choices and resist peer pressure.
- 6. **Character Education:** Fostering values such as respect, responsibility, and self-control that are essential for health and safety.
- 7. **Health Promotion:** Encouraging positive behaviors and lifestyle choices that contribute to overall well-being.
- 8. **Health Communication:** Developing students' ability to communicate effectively about health and safety issues.
- 9. **Health Decision-Making:** Empowering students to evaluate risks and make informed choices based on their values and circumstances.
- 10. **Health Advocacy:** Encouraging students to become active participants in their own health and the health of their community.

V. NARRATIVE (cont.)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

1. (continued)

Current

Student Programs

Adult Programs

V. NARRATIVE (cont.)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

1. (continued)

Current

Healthy School Environment

Family and Community Connections

V. NARRATIVE (cont.)

Responses must be limited to the space provided. Grant reviewers will not consider attachments.

- 2. Demonstration of Need and Rational for Strategies Proposed:** Briefly describe the need for grant funded strategies proposed in this project. Describe how the strategies proposed will develop or expand upon a component of a Comprehensive School Health Program as outlined in, or missing from, narrative question #1.

- 3. Collaboration.** Describe how the proposed project involves joint participation of school, family, and community agencies. (If contracting on family support programs that include parenting skills and family cohesion building strategies, describe how mental health and alcohol and other drug abuse program specialists will be involved.

V. NARRATIVE (cont.)

Duplicate as needed.

(A separate plan is required for each year of requested program funding.)

Check One YEAR 1, 2

4. Local Plan

Outline the plan proposed: Include major objectives, related activities and a timelines for completion.

Major Objectives	Related Activities	Timelines for Completion
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EXHIBIT 1

1. The first part of the exhibit is a list of the names of the persons who were interviewed for the purpose of this report.

2. The second part of the exhibit is a list of the names of the persons who were interviewed for the purpose of this report.

3. The third part of the exhibit is a list of the names of the persons who were interviewed for the purpose of this report.

4. The fourth part of the exhibit is a list of the names of the persons who were interviewed for the purpose of this report.

5. The fifth part of the exhibit is a list of the names of the persons who were interviewed for the purpose of this report.

VI. BUDGET DETAIL FOR REQUESTED GRANT FUNDS*
YEAR ONE

1. Purchased Services

A. Item Name <i>Includes all items budgeted under Purchased Services Classification (e.g., consultant, travel, postage, printing, telephone).</i>	B. Unit Cost <i>Per day consultant fee must be specified. Maximum daily rate is \$800</i>	C. Total Cost	D. Purpose
		Total:	

Do not use this area to detail matching funds.

VII. YEAR ONE BUDGET SUMMARY

Function	Object	AODA Program Grants Requested	AODA Program Match (20%)
INSTRUCTION	Salaries		\$
	Fringes		
	Purchased Services		
	Non-Capital Objects		
	TOTAL Instruction	\$	\$
SUPPORT SERVICES	Salaries	\$	\$
	Fringes		
	Purchased Services		
	Non-Capital Objects		
	TOTAL Support	\$	\$
TOTAL BUDGET		\$	\$

UNIFIED SERVICES BOARD VERIFICATION

This form must be submitted along with the grant application

51.42 Board Name	School District Name
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Address

Contact Person who will serve as 51.42 Board Representative	Telephone Area/No.
---	--------------------

Contact Person's Title

Recommendations or Comments Related to this Application

(This area is intentionally left blank for handwritten recommendations and comments.)

Signature of 51.42 Board Representative	Date Signed
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LARGE DISTRICTS BUILDING VERIFICATION
(Enrollment over 10,000)

This form must be submitted along with the application for grant if AODA program grant funds are requested for use exclusively at the building level.

Building Name	School District Applicant		
Building Address	Building Telephone Area/No.	No. of Students	Grade Level(s)
Building Person Who Will Serve as Project Coordinator for Building		Telephone Area/No.	

Describe how the building administrator, staff, parents, students, and community have been involved in the planning and development of the project application.

Other Comments:

Signature of Building Principal ➤	Date Signed
Signature of Building AODA Project Coordinator ➤	Date Signed

CONSORTIUM VERIFICATION

Verification of participation in a CESA or LEA consortium state competitive alcohol and other drug programs must be made by each participating LEA. Each of the undersigned certifies that the information contained in this application is complete and accurate, that the local educational agency they represent has authorized them to enter into a consortium agreement and to provide the necessary assurances of compliance with applicable state and federal statutes, rules and regulations pertaining to the State Grant. The administering CESA or LEA shall be the fiscal agent and shall thereby incur and record all expenditures of funds available.

ADMINISTERING LEA

Agency Name	Date
Name of Administrator	Signature

PARTICIPATING AGENCIES
List Alphabetically

1. Agency	Date
Name of District Administrator	Signature
2. Agency	Date
Name of District Administrator	Signature
3. Agency	Date
Name of District Administrator	Signature
4. Agency	Date
Name of District Administrator	Signature
5. Agency	Date
Name of District Administrator	Signature
6. Agency	Date
Name of District Administrator	Signature
7. Agency	Date
Name of District Administrator	Signature
8. Agency	Date
Name of District Administrator	Signature
9. Agency	Date
Name of District Administrator	Signature
10. Agency	Date
Name of District Administrator	Signature



Wisconsin Department of Public Instruction
APPLICATION—ALCOHOL & OTHER DRUG ABUSE PROGRAMS
STUDENT ALCOHOL & OTHER DRUG ABUSE MINI-GRANT
PI-2391 (Rev. 1-00)

INSTRUCTIONS: Complete and return to your local CESA or Milwaukee Public Schools (MPS) Drug Free Schools Office for MPS buildings by September 29, 2000.

DRAFT

Collection of this information is a requirement of s. 115.361.

I. GENERAL INFORMATION

Name of School District					School <i>If appropriate/applicable</i>						
Address		Street			City		State		Zip		
Administrative Contact								Telephone Area/No.			
Advisor Contact								Telephone Area/No.			
Advisor Contact Address		Street			City		State		Zip		
Student Contact								Telephone Area/No.			
Name of Student Organization								Funds Requested \$			

II. CERTIFICATION SIGNATURES

Signature of District Administrator								Date Signed			
Signature of School Board/Agency Clerk								Date Signed			
Signature of Principal <i>If applicable</i>								Date Signed			

III. PROJECT ABSTRACT

1. A brief description of the program and activities to be developed and implemented by students at a building, district, or community level.

IV. PROJECT NARRATIVE

2. Describe how this proposal was developed including extent of student participation. *(Use only the space provided.)*

3. Describe the alcohol and drug abuse problem in your school and how this grant will address this problem and the connection to reducing other youth risk behaviors, such as, school violence, AIDS/HIV, etc. *(Use only the space provided.)*

IV. PROJECT NARRATIVE (continued)

4. Outline the proposed project including objectives, activities to be developed, and related time lines. (*Use only space provided.*)

IV. PROJECT NARRATIVE (continued)

5. Describe how the project will be evaluated to determine if the goals and objectives were met. *(Use only space provided.)*

6. Describe who and how many people will benefit from your project including skills and knowledge they are expected to acquire. *(Use only space provided.)*

IV. PROJECT NARRATIVE (continued)

7. Describe how the educational value of the project will continue beyond the completion of the grant. (*Use only the space provided.*)

8. State the number and role of students in the implementation of this project (*Use only space provided.*)

IV. PROJECT NARRATIVE (continued)

9. Budget—Maximum of \$1,000.

a. List the **Item/Purpose/Cost** for each expenditure. (No capitol objects allowed, e.g., computers, furniture, video equipment.) ***Maximum daily speaker consultant rate is \$500.**

Total Funds Requested \$ _____

b. List any local contributions to this project.