

**281—66.4(279) Program plan.** The following areas shall be included in a program plan developed by a school district in response to an RFP issued by the department of education.

**66.4(1) Identifying the need for the program.** An explanation shall be provided which identifies the significant children and youth concerns that exist in the district. This explanation may include but not be limited to:

*a.* High rates of child and youth problems, compared to average state rates, including school dropouts; absenteeism; teen pregnancy; teen parents; juvenile offenders; unemployment; teen suicide; mental health problems; substance use and abuse; other health problems; homelessness; and language, gender and disability barriers.

*b.* Indications of poverty including such areas as the percentage of parents in the district qualifying for the economic eligibility requirements established under the federal National School Lunch and Child Nutrition Act, 42 U.S.C. Sections 1751-1760, for free or reduced price lunches, and census economic data that can be seen as a proxy for other youth concerns.

*c.* Percentages of school-age children needing additional assistance to succeed in the elementary school, middle school, and high school education program and for whom appropriate services are not being provided.

*d.* Comparisons of existing resources and demands for services in mental health, employment, child care, health care, in-school instructional support services and school guidance services.

*e.* Identification of existing staff needs for training to improve services.

*f.* Description of problems in existing arrangements to coordinate school and other service providers.

**66.4(2) Identifying objectives.** The following objectives shall be included in the program plan.

*a.* The establishment of a youth services education program located in or near an elementary school, middle school or high school that integrates multiple service providers with children or youth in need of services to assist them to succeed in education programs, to complete high school and be productive workers and contributors to the community.

*b.* Provisions for no less than the minimum education program as defined in Iowa Code section 256.11 and rule 281—12.5(256).

*c.* Flexibility of the education program to accommodate other community-based services such as mental health counseling, substance abuse treatment, and health care.

*d.* Career development activities including job training and employment services at the high school level.

*e.* Mental health and family counseling.

*f.* Family involvement activities.

*g.* Preventive and primary health care services.

*h.* Recreation services.

*i.* Mentoring.

*j.* Access to program including before and after school, weekend, and summer activity.

*k.* Personal skills development.

*l.* Other educational and noneducational services considered necessary to achieve the program plan.

**66.4(3) Identification of the components and development of a schedule for the youth services program.** At a minimum, the following shall be included:

*a.* Description of the career development activities including job training and employment services; mental health and family counseling; family education and involvement services; preventive and primary health care services; recreation; mentoring; and personal skills development in the context of how these services and others will be provided in conjunction with the education program.

*b.* A schedule or timeline for the operation of the program taking into consideration day and evening accessibility, the number of days per week and the number of months per year the program will operate including 24-hour counseling services.

*c.* If applicable, descriptions of partnerships between public and private sectors to provide employment and training opportunities.

**66.4(4) *In-school support services.*** A description of in-school support services as defined in these rules and offered to students in the youth services program must be provided.

**66.4(5) *Parent and family involvement.*** A complete plan of parent-family involvement must be included and shall, at a minimum, contain:

*a.* The parent communication system to be used which may include letters, checklists, personal contacts by telephone and home visits.

*b.* In-service provisions for individual and group participation, which may include parent/family counseling, assistance at home, attendance in school affairs, parent training and volunteer assistance.

*c.* Involvement in the development of program goals, decision-making processes and the evaluation of program services.

**66.4(6) *Evaluation procedures to be used in monitoring program objectives and student outcomes.*** A system to monitor and report program implementation and outcomes shall be established to identify:

*a.* Numbers and characteristics of students served and type and magnitude of services provided.

*b.* Improved school attendance and performance.

*c.* Increased potential for placement in employment.

*d.* Improved health.

*e.* Improved social interaction and behavior.

*f.* Increased high school completion rates.

*g.* Reduced criminal/delinquent behavior.

*h.* Improved coordination between schools and other service providers.

*i.* Increased ability of "other service providers" to deliver services.

*j.* Utilization of economic resources to improve employment and productivity of students leaving school.

Evaluation shall coincide with the objectives of the youth services program. The methods that are used to monitor progress shall be identified. Monitoring and testing instruments shall be kept on file within the school district or managing agency.

**66.4(7) *Record keeping.*** Each school-based youth services program shall keep records of all requests for assistance from children or youth making use of the program and, where appropriate, maintain a confidential case file for children and youth. Records shall be maintained to enable complete reporting as prescribed by the department of education in cooperation with the departments of human services, employment services, public health, human rights, economic development and institutions of higher learning with applicable programs. Records must yield numbers and characteristics of students served, services provided, indicators of impact/behavior change, indicators of coordination with other service providers, use of economic resources, indicators of parent involvement, and indicators of juvenile crime/delinquent behavior.

**66.4(8) *Identification of the roles and responsibilities of staff.*** A list of school and other service provider staff involved in the youth services program and their responsibilities related to services, monitoring and reporting, identification of and referral of students to the program, staff development, family involvement and other program objectives shall be provided.

**66.4(9) *Qualifications of program personnel.*** All staff involved in the youth services program shall have preservice or in-service training that is commensurate with their involvement in providing services.

**66.4(10) *Staff utilization plan.*** Staff shall be assigned and managed to ensure a quality program by employing the following procedures:

*a.* A designated school or other service agency person shall be responsible for the overall coordination of the youth services program including coordination between the schools and other service providers.

*b.* Time shall be made available for youth services program staff and regular school staff to coordinate and carry out professional responsibilities.

*c.* Time shall be made available to youth services program staff and regular school staff for in-service training.

d. School administration staff and nonprofit agency personnel shall assume some responsibility for coordination, even if another service agency assumes the major responsibility of management of the youth services program.

**66.4(11) *Specifying staff development plans.*** A training component must be established to update youth services program staff, school staff, other service provider staff, and the community. At a minimum, the following provisions shall be included:

- a. Designated number of days (not less than one) for training for youth services program staff.
- b. At least one program to orient all school staff or other service provider staff on the youth services program.
- c. At least one public relations program to orient community members to the youth services program.
- d. A specific budget to support training.

**66.4(12) *Specifying provisions for ongoing identification of students.*** Students shall be referred and served in accordance with the following:

- a. Services shall be available to in-school as well as out-of-school children and youth.
- b. All children and youth will be encouraged to utilize services.
- c. School personnel and other service providers may refer children to the program by a counseling approach encouraging free choice.
- d. Children and youth involved in juvenile court or delinquent behavior will be specifically targeted and encouraged to participate in school-based youth services.

**66.4(13) *Facilities.*** The following information concerning facilities shall be included in the program plan:

- a. Identify facilities and equipment to be used. An accessible and attractive center in or near an elementary school, middle school or high school that is most likely to be used by children or youth shall be identified and provided. Grant funds may not be utilized to build a new facility or renovate an existing facility.
- b. Equipment and resources used to provide services and used as an in-kind contribution must be listed and prorated using the most recent available figures for fair market value.
- c. Assurances that the facilities are accessible and equipment is appropriate for the population to be served shall be provided.
- d. Private entrances and offices to protect confidentiality and personal dignity shall be provided.

**66.4(14) *Measures to ensure nondiscrimination in the provision of services.*** Specific procedures shall be identified to ensure that children and youth and family members and employees are not discriminated against on the basis of race, religion, national origin, gender, age or disability. At a minimum, the following measures shall be followed:

- a. Student data (participation and progress) shall be collected, processed and analyzed with regard to age, disability, gender, and race.
- b. Specific steps shall be taken to encourage student involvement when discriminatory patterns become apparent, such as a lack of minority and female or male student involvement.
- c. The hiring of staff shall be completed giving consideration to the minority makeup of the community and the need for certain role models to promote cultural understanding.
- d. The staff hiring process shall be free of discrimination on the basis of race, religion, national origin, gender, age, or disability.
- e. Efforts shall be made and documented to implement public relations activities in all parts of the community including homeless populations and minority neighborhoods.
- f. Materials utilized for training and public relations shall be screened to ensure freedom from bias.
- g. Staff development and training shall include elements to assist staff to implement nondiscriminatory practices.

**66.4(15) *Budget.*** School districts shall identify a separate budget for the youth services program and be able to account for all expenditures directly related to the program. The following limits shall apply to the budget:

- a. All expenditure items identified in the Uniform Financial Accounting System for Public School Districts and Area Education Agencies are allowable.
- b. The maximum grant dollars allowable for a youth services program is \$200,000. The total local budget may exceed \$200,000.
- c. At least 20 percent of the total costs of the program shall be provided locally using in-kind services and cash contributions.
- d. Grant funds may not be used to construct a new facility or renovate an existing facility.
- e. All grant funds shall be used to develop new services or to supplement existing services.
- f. All grant funds and local contributions shall be used to implement the youth services program.

**66.4(16) *Advisory council.*** An advisory council shall be identified and utilized for the youth services program. At a minimum, the membership of the council shall include persons to represent the following:

- a. Private industry council.
- b. Parents of children in the school district.
- c. Teachers.
- d. Health and mental health fields.
- e. Job training and employment training.
- f. Students enrolled in the youth services program or school housing the SBYSP.
- g. Nonprofit service provider.
- h. Juvenile court system.
- i. Community-based substance abuse counseling or treatment providers.
- j. In-school support services providers.

One person may represent more than one of the service areas identified above. A plan of action for the advisory council shall be included in the written application for grant funds. The plan of action shall include the utilization of advisory members on an individual as well as group basis and indicate group meetings no fewer than two times annually.

**66.4(17) *Letters of support.*** Letters of support for the youth services program must be provided from:

- a. The local teachers association or, if no organization exists, from representatives of the teaching staff.
- b. Parent-teacher organization.
- c. Nonprofit agencies providing human services (mental health and substance abuse) health services and job services.
- d. Community organizations.
- e. The area private industry council.
- f. The juvenile court system.

**66.4(18) *Commitment of schools.*** A written commitment must be provided from the school principal and the board of directors of the school district that the school will work to cooperate and integrate existing school services and activities with the program. As well, there must be a commitment to work continuously toward identifying resources for continuation of services after grant funds are withdrawn.