

Chapter PI 32

GRANTS FOR ALCOHOL AND OTHER DRUG ABUSE PROGRAMS

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Note: Chapter PI 32 was created as an emergency rule effective August 9, 1990.

PI 32.01 Purpose. Under s. 115.36, 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. This chapter sets forth characteristics of a comprehensive kindergarten through grade 12 program including criteria and procedures in awarding grants under the following:

(1) Section 115.36 (3), Stats., which allows the state superintendent to fund school district projects designed to assist minors experiencing problems resulting from the use of alcohol or other drugs or to prevent alcohol or other drug abuse by minors.

(2) Section 115.361 (2), Stats., which allows a school board to apply to the state superintendent for a grant not to exceed \$50,000 to fund the costs of contracting with a city or county law enforcement agency to provide drug abuse resistance education to pupils enrolled in grades 5 through 8.

(3) Section 115.361 (3), Stats., which allows a school board to apply to the state superintendent for a grant to fund a families and schools together program designed to identify pupils who are 6 through 11 years of age who have a high risk of dropping out of school, experiencing alcohol and other drug abuse problems or being adjudged delinquent.

(4) Section 115.361 (4), Stats., which allows a school district to apply to the state superintendent for a grant of up to \$1,000 to develop education, prevention or intervention programs designed by the pupils enrolled in the school district.

(5) Section 115.361 (5), Stats., which allows a school board with the cooperation and support of a community-based organization to apply to the state superintendent for a grant of up to \$30,000 to fund an after-school or summer school program for pupils in grades 1 through 9.

(6) Section 115.361 (6), Stats., which allows a school board to apply to the state superintendent for a one-time grant of up to \$20,000 to assist in paying the cost of employing additional licensed school counselors, psychologists and social workers for pupils in the elementary grades.

(7) Section 115.362 (2), Stats., which requires the department to make grants to school districts for the development or expansion of youth alcohol and other drug abuse prevention and intervention, school district-wide kindergarten through grade 12 curriculum; or if the school district has the curriculum described in this subsection, the development or expansion of an alcohol and other drug abuse prevention and intervention program.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.02 Definitions. In this chapter:

(1) "After-school program" or "summer school program" means tutoring programs which are offered after regular school hours or in summer sessions for pupils in grades 1 through 9 who exhibit academic deficiencies resulting from poor attendance, poor school work completion or inadequate basic skills development.

(2) "AODA program" means a comprehensive kindergarten through grade 12 alcohol and other drug abuse program as described in s. PI 32.06.

(3) "AODA program coordinator" means a professional school employe holding a license issued by the department under ch. PI 3 who is designated by the school board to administer, coordinate, and implement the AODA program.

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

(5) "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.

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

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

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

(9) "Intervention" means efforts to respond to and provide appropriate assistance to students who demonstrate behaviors of concern which may indicate an alcohol and other drug abuse problem or who seek help for such problems themselves.

(10) "Law enforcement agency" has the meaning given in s. 165.83 (1) (b), Stats.

(11) "Law enforcement officer" has the meaning given in s. 165.85 (2) (c), Stats.

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

(13) "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 to cope effectively with the personal and social results of decisions made by others regarding use.

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

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

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

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.03 General requirements. (1) AODA PROGRAM POLICIES. A school board conducting an AODA program shall establish policies and procedures which meet the following requirements:

(a) Ensure 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.

(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) Ensure 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) Ensure 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) Ensure that school administrators, principals, pupil services professionals and teachers employed by the school board are aware of the provisions of s. 120.12 (19), Stats., pertaining to prohibiting the use of all tobacco products on school premises.

(2) **GRANT APPLICATION REQUIREMENTS.** Annually, except for those applying for grants under s. PI 32.10, the grant applicant under this chapter shall include the following in its grant applications:

(a) Evidence of the need for the grant.

(b) The name of the AODA program coordinator, and evidence that the AODA program coordinator meets the requirements under s. PI 32.06 (8).

(c) A description of how the proposed program activities will be integrated with the school district's AODA program as specified in s. PI 32.06.

(d) A description of personnel involved in developing the proposed program activities including the resource materials and other related AODA programs reviewed.

(e) An outline of the proposed program goals, objectives, activities, personnel to be involved, materials to be developed or acquired, and related timelines.

(f) A description of how the proposed program activities will be evaluated including quantifiable data which will be used to determine the extent to which the program objectives were met.

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

(h) Any additional requirements specified under ss. PI 32.07 to 32.13.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.04 Advisory council. (1) An 18 member council, selected from local educational agency staff, professionals in the AODA field and various 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 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.

(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.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.05 Review of applications and awarding of grants. (1) The council under s. PI 32.04 shall review the ap-

plications submitted under s. PI 32.07 and any other applications under this chapter as requested by the state superintendent and make recommendations to the state superintendent regarding the school district applications. These recommendations shall be based on the criteria specified in sub. (2) (a) to (d) and consideration of recommendations made by the county department of community programs.

(2) The state superintendent shall review the applications submitted under ss. PI 32.07 to 32.13 and consider the recommendations made by the council under sub. (1) and shall determine which of the applications eligible for funding will receive grants. The state superintendent shall make this determination based on the following criteria:

(a) The extent to which the goals and objectives relate to the purpose of the proposed program.

(b) The extent to which the program activities are appropriate to the goals and objectives of the proposed program.

(c) The extent to which the proposed program activities will be integrated with the school district's existing or proposed AODA program and will assist the district in meeting the requirements of s. PI 32.06.

(d) The adequacy of the schedule of implementation and the extent to which continuation of program activities is ensured after the grant period is completed.

(3) To the extent possible, the grant shall be distributed equally throughout the state.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.06 Comprehensive kindergarten through grade 12 alcohol and other drug abuse programs. 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), 115.361 (2), (3), (5), (6) and 115.362 (2), Stats., provide for grants to assist school districts in developing or supplementing AODA programs. An AODA program shall meet the requirements specified in s. PI 32.03 (1) and consist of the following:

(1) Alcohol and other drug abuse specific curriculum and instruction which meets all of the requirements of s. 118.01 (2) (d) 2., c. and 6., Stats., and which:

(a) Is developmentally appropriate, sequential and mandatory at each grade level.

(b) Is based on scientifically valid, current, unbiased, and accurate information and which avoids scare tactics, stereotyping, and moralizing.

(c) Is integrated with existing curricula and related activities such as developmental guidance, health, science, social studies, driver's education, physical education, children at risk, youth suicide prevention, and school age parents.

(d) Includes, but is not limited to, communication, problem solving, decision-making, dealing effectively with peer pressure, critical thinking, stress reduction, self-improvement and positive self-esteem skills development.

(e) Includes information on state laws related to alcohol and other drug abuse including s. 48.34 (7m), Stats., pertaining to findings of delinquency; s. 118.258, Stats., pertaining to the prohibition of electronic communication devices; s. 118.126, Stats., pertaining to privileged communications; s. 125.02 (8m), Stats., pertaining to the legal drinking age and s. 125.09 (2), Stats., pertaining to possession of alcohol beverages on school grounds.

(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 include:

(a) Involvement of staff, parents, pupils and community in formulating the policies.

(b) Assurances that the school district policies are in compliance with applicable federal, state and local law.

(c) Administrative guidelines to ensure that all school district personnel understand their roles and responsibilities under the policies.

(d) Procedures for staff or parents to refer for assistance pupils with AODA related problems as well as procedures for pupil self-referrals.

(e) Measures designed to eliminate alcohol, tobacco and other drug use on school premises and at school related functions.

(f) Procedures for assisting pupils who are reentering school as a result of AODA related treatment, suspension or expulsion.

(g) Procedures for implementation of penalties and consequences for violation of school board policies related to AODA use.

(h) Methods to ensure that penalties are uniformly and fairly applied.

(3) A pupil assistance program.

(4) Programs which employ peer-to-peer educational, assistance and leadership activities.

(5) Promotion of AODA free activities for pupils, such as students against driving drunk chapters and just say no clubs.

(6) Training about AODA for administrators, teachers, other school staff, support staff, and parents.

(7) Integration of community resources and support services including, but not limited to, human services providers, private treatment providers, law enforcement officers, and judicial personnel.

(8) An AODA program coordinator who is provided with time to coordinate the alcohol and other drug abuse program and who has received training or otherwise acquired skills and knowledge in the following areas:

(a) Basic AODA information including related state and federal laws and the continuum of alcohol and other drugs use, abuse and dependence and their effects on the individual, family and other systems.

(b) AODA program development, implementation, management and evaluation.

(c) AODA program components including, but not limited to, curriculum development, peer-to-peer activities and pupil assistance services including screening and referral procedures and group facilitation.

(9) An annual evaluation of the AODA program which measures program effort, effectiveness and efficiency including outcome data specific to pupils served in the program.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.07 Grants for alcohol and other drug abuse programs. (1) Under s. 115.36 (3), Stats., the state superintendent may fund school district projects designed to assist minors experiencing problems resulting from the use of alcohol or other drugs or to prevent alcohol or other drug abuse by minors.

(2) In addition to the grant application requirements under s. PI 32.03 (2), the application shall include the following:

(a) A description of community agencies, organizations, groups, parents and other individuals involved in developing the proposed program.

(b) A description of training to be provided, when, for whom and for what purpose.

(c) A description of the resources and funds necessary to implement the project including associated administrative costs.

(d) A budget which describes how the matching fund contribution of 20% required under s. 115.36 (3) (c), Stats., will be met. Private and in-kind contributions may be applied to meet this requirement.

(3) The grant applicant may not use the funds to supplant any funds which are otherwise available for the proposed project.

(4) The grant applicant shall submit a copy of the proposed project to the county department of community programs for advisory review as specified under s. 115.36 (3) (d), Stats., prior to its submittal to the state superintendent.

(5) The county department of community programs may and the council shall submit an advisory recommendation to the state superintendent. An advisory recommendation from the county department of community programs must be received by the department not later than 5 days after the deadline for receipt of project proposals.

Note: Form PI-1816, Application for Alcohol and Other Drug Programs, may be obtained at no charge from the Department of Public Instruction, Bureau for Pupil Services, P.O. Box 7841, Madison, WI 53707-7841.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.08 Grants for drug abuse resistance education programs. (1) Under s. 115.361 (2), Stats., a school board may apply to the state superintendent for a grant to fund the costs of contracting with a city or county law enforcement agency to provide drug abuse resistance education to pupils enrolled in grades 5 through 8. No grant may exceed \$50,000.

(2) In addition to the grant application requirements under s. PI 32.03 (2), the application shall include the following:

(a) A copy of an interagency agreement between the law enforcement agency and the school district, signed by the respective agency administrators, and including the following assurances:

1. The law enforcement agency shall make the law enforcement officer available on the designated days of instruction.

2. The law enforcement agency shall ensure that the law enforcement officer receives certified drug abuse resistance instructor training as specified in sub. (4).

3. The law enforcement officer shall plan instruction and other related activities with the AODA program coordinator, building principal and classroom teacher.

4. The law enforcement officer shall conduct 17 one-hour sessions which are, to the extent possible, held over 17 consecutive weeks.

5. The school district shall provide classroom space and allot one hour weekly for the drug abuse resistance education classroom instruction.

6. A department licensed school staff member shall be present in the classroom while the law enforcement officer presents the drug abuse resistance instruction.

(b) A budget which shall ensure and provide for the following:

1. A grant applicant shall use the grant to fund up to 100% of the cost of the classroom materials for the program in this section.

2. A grant applicant shall use the grant to fund not more than 80% of the costs of the contract in this section. The budget shall include a description of how the remaining 20% will be provided. Private and in-kind contributions may be used.

(3) Drug abuse resistance education instruction shall be provided by law enforcement officers employed by the county or city who have been specially trained to provide such instruction as specified in sub. (4). The law enforcement officers may use guest lecturers and others to assist in providing instruction.

(4) Law enforcement officers shall be trained through the sheriff's department of a county having a population of 500,000 or more, or a program that provides comparable training which shall include a minimum of 80 classroom hours of the following:

(a) Child development.

(b) Classroom management.

(c) Teaching techniques.

(d) Communication skills.

(e) Drug abuse training.

(f) Presentation of the drug abuse resistance education curriculum to other trainees.

(5) The drug abuse resistance education curriculum shall include activities and instruction related to the following:

- (a) Drug use and the consequences involved.
- (b) Resisting pressure to take drugs.
- (c) Importance of using positive role models.
- (d) Building of self-esteem.

Note: Form PI-1828, Application for Alcohol and Other Drug Programs, Project Grants/DARE, may be obtained at no charge from the Department of Public Instruction, Bureau for Pupil Services, P.O. Box 7841, Madison, WI 53707-7841.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.09 Grants for families and schools together programs. (1) Under s. 115.361 (3), Stats., a school board may apply to the state superintendent for a grant to fund a families and schools together program designed to identify pupils who are 6 through 11 years of age who have a high risk of dropping out of school, experiencing alcohol and other drug abuse problems or being adjudged delinquent.

(2) In addition to the grant application requirements under s. PI 32.03 (2), the application shall include the following:

(a) A description of how the program in this section provides prevention and early intervention activities involving joint participation of school, family and community agencies, including mental health and alcohol and other drug abuse program specialists.

(b) A written plan of operation which may include a contract between the school board and a private, nonprofit organization for the families and schools together program.

(3)

(a) No grant may exceed \$50,000 for school districts with small and medium memberships.

(b) No grant may exceed \$70,000 for school districts with large memberships.

(c) School district membership shall be determined by dividing the total number of school districts into thirds, by membership. The top third, by membership, shall be designated large school districts; the middle third, by membership, shall be designated medium school districts; and the bottom third, by membership, shall be designated small school districts.

Note: Form PI-1813, Application for Alcohol and Other Drug Programs, Project Grants/fast, may be obtained at no charge from the Department of Public Instruction, Bureau for Pupil Services, P.O. Box 7841, Madison, WI 53707-7841.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.10 Grants for pupil alcohol and other drug abuse program projects. (1) Under s. 115.361 (4), Stats., the state superintendent may award grants to a participating school district for alcohol and other drug abuse education, prevention or intervention programs designed by the pupils enrolled in the school district. No grant may exceed \$1,000.

(2) The application under this section shall include the following:

(a) A description of the program and activities to be developed and implemented by pupils and whether they are being implemented at a building, district or community level.

(b) An outline of the proposed program goals, objectives, activities, personnel to be involved, materials to be developed or acquired and related timelines.

(c) A description of how the proposed program activities will be evaluated to determine the extent to which the objectives were met.

Note: Form PI-2391, Application for Alcohol and Other Drug Education Network, Student Alcohol and Other Drug Mini-Grants, may be obtained at no charge from the Department of Public Instruction, Bureau for Pupil Services, P.O. Box 7841, Madison, WI 53707-7841.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.11 Grants for after-school and summer school programs. (1) Under s. 115.361 (5), Stats., a school board with the cooperation and support of a community-based organization, may apply to the state superintendent for a grant to fund an after-school or summer school program for pupils in grades 1 through 9. No grant may exceed \$30,000.

(2) In addition to the application requirements under s. PI 32.03 (2), the application shall include the following:

(a) A description of how the program in this section is coordinated with the school district's program for children at risk under s. 118.153, Stats., and the school district's AODA program.

(b) A description of the methods used to identify the pupils to be served in the program and the special skills and interests of the individual pupils and the methods used to help them develop those skills and interests.

(c) A description of how retired teachers will be used in the program if the school district chooses to use retired teachers.

(d) A budget which includes a description of all cash or in-kind contributions which will be used to support the program. The amount of the grant awarded may not:

1. Exceed 80% of the cost of the project, including in-kind contributions.

2. Be used to pay more than 7% of the program administration costs of the school district.

(e) A description of how the program in this section will be coordinated with community-based organizations and how parents will be involved.

(f) A description of the tutoring program, including the number of teachers participating, teacher qualifications and number of pupils to be served.

(3) Grants shall be awarded to school boards as specified under s. 115.361 (5) (b), Stats., only if the following apply:

(a) The program identifies the special skills and interests of individual pupils and helps them develop those skills and interests.

(b) The program coordinates with the school district's program for children at risk under s. 118.153, Stats., and the school district's alcohol and drug abuse prevention program.

(c) The program includes a school tutoring program operated by the school board or the community-based organization for pupils in grades 1 through 9 who are one or more years behind their age group in reading, writing or mathematics or who exhibit other significant academic deficiencies, including poor school attendance or school work completion problems, based on written criteria adopted by the school board.

(d) The school district's dropout rate is higher than the state average.

(4) Preference in awarding grants to school districts shall be given to programs that use retired teachers.

(5) In determining whether to award a grant, the state superintendent may consider if any of the following applies to the program:

(a) The tutoring program provides at least one instructor for every 6 pupils.

(b) The school district supplies the instructional materials.

(c) The tutoring program serves at least 18 pupils each week.

Note: Form PI-1814, Application for Alcohol and Other Drug Programs, Project Grants for After School and Summer Programs, may be obtained at no charge from the Department of Public Instruction, Bureau for Pupil Services, P.O. Box 7841, Madison, WI 53707-7841.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.12 Grants for school counselors, psychologists and social workers. (1) Under s. 115.361 (6), Stats., a school board may apply to the state superintendent for a one-time grant to assist in paying the cost of employing additional licensed school counselors, psychologists and social workers for pupils in grades kindergarten through 6. No grant may exceed \$20,000.

(2) In addition to the application requirements under s. PI 32.03 (2) the application shall include the following:

(a) A description of how the school counselor, psychologist or social worker will be involved in the district's AODA program.

(b) A budget which describes how the matching fund contribution required under s. 115.361 (6), Stats., is met. Matching funds may include private contributions.

Note: Form PI-1807, Application for Alcohol and Other Drug Programs, Project Grants for Pupil Service Team, may be obtained at no charge from the Department of Public Instruction, Bureau for Pupil Services, P.O. Box 7841, Madison, WI 53707-7841.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

PI 32.13 Grants for youth alcohol and other drug abuse programs. (1) Under s. 115.362 (2), Stats., school districts, or school districts on a cooperative basis with one or more school districts, CESAs or county handicapped children's education boards may apply to the state superintendent for a grant for any of the following:

(a) The development or expansion of a school district-wide, kindergarten through grade 12 curriculum in the prevention of and intervention in AODA.

(b) If a school district has a curriculum described in par. (a), the development or expansion of an AODA prevention and intervention program which shall include the following activities:

1. Teachers and other school staff members will receive training in the prevention of pupils' alcohol and other drug abuse.

2. A pupil assistance program shall be provided.

3. An alcohol and other drug abuse education curriculum for grades kindergarten through 12 as specified in s. PI 32.06 shall be developed and implemented.

4. Alcohol and other drug abuse instruction shall be provided to pupils as specified in s. PI 32.06 (1) (d).

5. Teachers and other school staff will be provided with release time from other duties in order to enable them to participate in training programs and in pupil assistance programs.

(2) The program developed under sub. (1) (b), to the greatest extent possible, shall involve pupils, parents, professional school staff, treatment professionals, law enforcement officers and court personnel in the development and implementation of the program activities conducted under this section.

(3) In addition to the application requirements under s. PI 32.03 (2), the application shall include the following:

(a) A description of how the school district will provide alcohol and other drug abuse related instruction to pupils as specified in s. PI 32.06 (1) (d).

(b) A description of community agencies, organizations, groups, parents and other individuals involved in developing the proposed program.

(c) A description of training to be provided, when, for whom and for what purpose.

(d) A description of pupil assistance program components currently operating in the district.

(e) A description of the resources and funds necessary to implement the proposed program including the associated administrative costs.

(4) The grant applicant may not use the funds to supplant any funds which are otherwise available for the proposed project.

(5) Priority in awarding grants shall be given to grant applicants that have no pupil assistance program available.

Note: Form PI-1816, Application for Alcohol and Other Drug Programs, may be obtained at no charge from the Department of Public Instruction, Bureau for Pupil Services, P.O. Box 7841, Madison, WI 53707-7841.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.