



# Safe & Drug Free Schools (SDFS)

## Overview and Application Instructions

### I Overview

#### SDFS PROGRAM OVERVIEW

This is a program that supports districts and schools establish and maintain a safe and positive learning environment before, during, and after school. This program provides technical assistance, guidance, and support on bullying, violence, drug, and alcohol prevention – addressing youth risk behaviors and assists with emergency operations and crisis prevention.

#### HOW DISTRICT/SCHOOL FUNDING IS CALCULATED

The Idaho legislature has allocated funds for school districts and charter schools to implement substance abuse prevention measures and school safety improvements. The funding is based on a formula – base amount of \$2,000 for every district and charter school plus a prorated amount based on the prior year's Average Daily Attendance (Typically around \$12.00 per student, it is approximately \$13.00 per student for SY 2024/25).

#### WHERE SDFS FUNDING COMES FROM

The funding for SDFS is generated through taxes on tobacco products and lottery winnings. The revenue is dependent upon the sales and winnings, which can be difficult to approximate. Given this variability, applications are reviewed, approved, and funded as revenue is available. If revenue is not available to fund approved applications, payments will be made as soon as the revenue is sufficient.

#### HOW FUNDING IS DISTRIBUTED

SDFS funding is distributed twice a year in the form of a direct payment to the district or charter school. SDFS funds are not distributed via drawdown reimbursements. Funding is typically distributed in January and May, though due to the variability of funding sources, these times may change from year to year.

## SDFS SDE APPLICATION

SDE asks districts/schools to submit data regarding the state policy on Persistently Dangerous Public Elementary School or Secondary School Designation annually via the [SDFS Application](#). The application is simple, straightforward, and inclusive of all mandatory data elements used to inform the SDE's work keeping Idaho schools safe and drug free. The data that is reported is *from the previous school year's data*. Districts/schools must submit their data by December 31. ***Please see the last section of this document for detailed instructions on how to complete the application.***

## LIMITS ON HOW SDFS FUNDS CAN BE SPENT

All expenses should follow the intent of the original legislation of [House Bill 629 \(2020\) Section 5](#) stating that "Such funds shall be used to develop and implement school safety improvements and/or to facilitate and provide substance abuse prevention programs in the public-school system." If unsure about allowability of a potential use of funds, please confirm with SDE before purchases are made.

# II Allowable Expenses

## EXAMPLES OF ALLOWABLE AND UNALLOWABLE EXPENSES

The tables below includes a list of common allowable and unallowable expenses, however, this is not an exhaustive list. Please confirm allowability before spending SDFS funds if uncertain about allowability.

### Student Programs

**Examples Include:** Idaho Drug Free Youth, Natural Helpers, Student Assistance Programs, Toward No Drugs, Teens Against Tobacco Use, Kindness Campaigns, Sources of Strength etc.

Cost	Status	Notes
DARE Curriculum	ALLOWABLE	
Anti-Bulling curriculum	ALLOWABLE	
Kindness Campaigns	ALLOWABLE	
Sources of Strength	ALLOWABLE	

Cost	Status	Notes
STEM Curriculum	UNALLOWABLE	
CATCH PE Curriculum	UNALLOWABLE	

## Personnel Focused on School Safety

**Examples Include:** Truancy officers, school resource officers, prevention specialists, counselors etc.

Cost	Status	Notes
SDFS Supervisor/Coordinator	ALLOWABLE	
School Resource Officer	ALLOWABLE	
DARE Officer	ALLOWABLE	
Playground Assistants	ALLOWABLE	Additional supervision to minimize bullying, decrease safety hazards etc.
School Librarian	UNALLOWABLE	
Background Checks for All Staff	UNALLOWABLE	Considered part of a standard hiring process, not an addition to increase safety.
Raptor ID Check / Digital Fingerprint Reader	ALLOWABLE	Increases efficiency of safety protocols

## Training Focused on School Safety

**Examples Include:** Idaho prevention and support conference, school climate improvement, crisis intervention, emergency operations, tabletop exercises, etc.

Cost	Status	Notes
Prevention Conference	ALLOWABLE	
Emergency and Safety Planning	ALLOWABLE	
Anti-Bullying/Harassment Training	ALLOWABLE	
Title IX training	ALLOWABLE	
Travel to/From Trainings	ALLOWABLE	

Cost	Status	Notes
Staff Leadership Training	UNALLOWABLE	Does not fall in line with intent of legislation to increase student safety.
Core Curriculum Building	UNALLOWABLE	

## Supplies / Equipment Related to School Safety

**Examples Include:** Emergency communication devices, access control measures, surveillance tools, monitoring software, etc.

Cost	Status	Notes
Monitoring Software	ALLOWABLE	
Surveillance Cameras / Motion Sensors	ALLOWABLE	Surveillance cameras placed in areas with higher incidents of bullying, violence etc.
Keyless Entry Systems	ALLOWABLE	
Entrance Door Replacement	ALLOWABLE	
Faculty Golf Cart	UNALLOWABLE	
Improvements (parking, streets etc.) outside the school building	UNALLOWABLE	Funds must be used within school facility

# III Application Instructions

## SDFS APPLICATION PROCESS


SDE asks districts/schools to submit data regarding the state policy on Persistently Dangerous Public Elementary School or Secondary School Designation annually via the [SDFS Application](#). The data that is to be reported is *from the previous school year's data*. Districts/schools must submit their data by December 31.

### Step 1

*ISEE Safe and Drug Free Schools Application*

apps2.sde.idaho.gov/SDFS/Home/Home

OTIS ISEE Sign In EZReports22-23 EZReports23-24 Welcome | 21APR LUMA Idaho SDE - Employees... 21CCLCSEACoordinator... Finance / Departments... Home | Microsoft 365 Cohort 1 - 21st CCLC Ex...



Home / Applications / Safe and Drug Free Schools

Home Submit SDFS Application View Bully Reports Administration Change District Logged in As: cbrown@edu.id


## Welcome to Safe and Drug Free Schools

At A Glance

Funding for Safe and Drug Free Schools is generated through taxes on tobacco products and lottery winnings. As such the revenue is dependent upon sales and winnings and can be difficult to approximate. Given this variability, applications will be reviewed, approved and funded as they are received and as revenue is available. If revenue is not available to fund approved applications, payments will be made as soon as the revenue is sufficient.

During the legislative session, 4,024,900 was allocated through House 629 for districts to implement substance abuse prevention measures and school safety improvements. The funding formula calls for a base amount of \$2,000 for every district and public charter school plus a prorated amount based on the prior year's Average Daily Attendance (approximately \$12.00 per student).

If you are encountering technical errors while using the Safe and Drug Free Funding Application, please contact the IT Help Desk at [support@sde.idaho.gov](mailto:support@sde.idaho.gov).



Log into ISEE, then choose the Safe and Drug Free School (SDFS) Icon to get to the SDFS Application Home Page. From the above page, Click on Submit SDFS Application, then choose your district from the drop-down menu.

## Step 2

### Previous Year's SDFS Funding

apps2.sde.idaho.gov/SDFS/Grants

OTIS ISEE Sign In EZReports22-23 EZReports23-24 Welcome | 21APR LUMA Idaho SDE - Employees... 21CCLCSEACoordinator... Finance / Departments... Home | Microsoft 365 Cohort 1 - 21st CCLC Ex...

### Grant Form

Contact Name   
 Contact Email   
 Contact Phone

Select the categories below that describe how your past year's SDFS funds were used to develop and implement school safety improvements and/or to facilitate and provide substance abuse prevention programs.  
 The information you will provide on this application will be from the prior academic year.

Personnel	Training
<input type="checkbox"/> School Resource Officer <input type="checkbox"/> School Counselor <input type="checkbox"/> Safe and Drug Free School Coordinator <input type="checkbox"/> Mental Health Personnel <input type="checkbox"/> Other Personnel	<input type="checkbox"/> Idaho Prevention and Support Conference <input type="checkbox"/> Student Wellness Programs (e.g. SEL, PBIS) <input type="checkbox"/> Drug Alcohol Prevention Programs <input type="checkbox"/> Violence Prevention Programs <input type="checkbox"/> Emergency Response Training <input type="checkbox"/> Crisis Intervention Training <input type="checkbox"/> Suicide Prevention Training <input type="checkbox"/> Training Travel Expenditures <input type="checkbox"/> Other Training Costs
Supplies	Other Expenditures
<input type="checkbox"/> Emergency/Medical Supplies <input type="checkbox"/> Drug Testing Kits <input type="checkbox"/> Curriculum/Books/Classroom Materials <input type="checkbox"/> Other Supplies	<input type="checkbox"/> Please describe below <input type="text"/>
Materials	
<input type="checkbox"/> Emergency Communication Devices <input type="checkbox"/> Surveillance Cameras <input type="checkbox"/> Door Control Units	

Enter the SDFS Contact Name, Email Address and phone number. Then check the boxes to best explain how SDFS funds were spent during the PREVIOUS year to implement school safety improvements and/or facilitate and provide substance abuse prevention programs.

## Step 3

### Bullying Incident Report

Grant Form

Contact Name   
Contact Email   
Contact Phone

Select the categories below that describe how your past year's SDFS funds were used to develop and implement school safety improvements and/or to facilitate and provide substance abuse prevention programs.  
The information you will provide on this application will be from the prior academic year.

**Personnel**

- School Resource Officer
- School Counselor
- Safe and Drug Free School Coordinator
- Mental Health Personnel
- Other Personnel

**Supplies**

- Emergency/Medical Supplies
- Drug Testing Kits
- Curriculum/Books/Classroom Materials
- Other Supplies

**Materials**

- Emergency Communication Devices
- Surveillance Cameras
- Door Control Units

**Training**

- Idaho Prevention and Support Conference
- Student Wellness Programs (e.g. SEL, PBIS)
- Drug Alcohol Prevention Programs
- Violence Prevention Programs
- Emergency Response Training
- Crisis Intervention Training
- Suicide Prevention Training
- Training Travel Expenditures
- Other Training Costs

**Other Expenditures**

Please describe below:

Complete the Bully Incident Report by entering the number of bullying incidents district-wide for each of the categories listed.

**Note:** *Bullying is defined as intentional, repeated hurtful acts, words, or other behavior such as name-calling, threatening and/or shunning committed by one or more persons against another. Bullies use power to assert control over others and bullying can occur electronically. Only include incidents that prompt a formal response (removal from class, meeting with administrator, detention, suspension, etc.).*

## Step 4

### Persistently Dangerous Schools

9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
11	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>TOTALS:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Persistently Dangerous School Checks**

During the past academic year, did any school have any instances of homicide, sexual offense, or kidnapping on school property or at school sponsored events while school was in session?  Yes  No

During the past academic year, did any school have an expulsion rate of 1% of the student body or 3 or more students (whichever is greater) for violent criminal offenses or for violations of federal or state gun free schools requirements on school property or at school sponsored events while school was in session?  Yes  No

**Acknowledgement of Appropriate Use of SDFS Funds**

By checking the box below, you attest that the funding distribution and allocation amount listed will be used as intended by House Bill 629, "to develop and implement school safety improvements and/or to facilitate and provide substance abuse prevention programs in the public-school system."

**Estimated Allocation Total:**

Answer the items listed under Persistently Dangerous School Checks, and review and confirm the Acknowledgement of Appropriate Use of SDFS Funds.

Once complete, click Submit Form.

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**For Questions Contact:**

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