



Dear Superintendent,

Thank you for your interest in the training and technical assistance grant to implement the *LifeSkills Training* (LST) Program. The Center for the Study and Prevention of Violence (CSPV) would like to take this opportunity to describe the LST initiative in more detail, and what the school(s) in your district will be committing to if selected for participation in the grant beginning in fall 2016.

The following describes key components of the LST model that have helped make the program effective in reducing adolescents' tobacco, alcohol, and drug use, violence, and other high-risk behaviors. Please carefully consider whether or not you believe the school(s) in your district will be able to fully comply with these specifications. If so, we ask that you sign this letter and make sure it is returned with the grant application. Please understand that by signing this letter, you pledge your support to adhere to the fidelity and integrity of the LST model.

Participants

The grant will provide curriculum materials, training, and technical assistance for three years of LST implementation. In Year 1, students receive 15 LST lessons. In Year 2, these same students receive 10 booster sessions, and a new cohort receives the original 15 lessons. In Year 3, the original cohort receives 5 booster sessions, the second cohort receives 10 booster sessions, and the incoming cohort receives 15 sessions. Additional, optional violence prevention lessons are included in each level. The program is designed to be implemented school-wide, so all students in participating grades receive the curriculum.

Teachers

A successful implementation of LST in your school(s) is predicated on active, enthusiastic teacher participation. Please help ensure that all teachers in the participating schools are informed about the project. Teachers should be made aware of the philosophy of the program and the extent to which it has been shown to reduce participants' drug, tobacco, and alcohol use. In addition, teachers must realize that the success of the program is contingent on their following the LST model. Thus, they must be prepared to closely follow the curriculum and teach all lessons in their entirety.

If your district is selected, all LST instructors must attend a 2-day training workshop provided by the grant prior to implementation. Level 1 teachers will be trained in Year 1, Level 2 and new Level 1 teachers in Year 2, and Level 3 and new Level 1 and 2 teachers in Year 3. Only instructors who have been trained will be eligible to teach the curriculum. We thank you for your cooperation in approving training workshops and ensuring that teachers do not have competing training to attend during this time. Teacher stipends will be paid for training workshops held during the summer, and pay/reimbursement for substitutes will be provided by the grant for training workshops conducted during the school year.

Teacher feedback forms will be completed by LST instructors each year. These evaluations will enhance CSPV's ability to assess the quality of the implementation process at the site. Teachers will receive a \$20 gift card for survey completion.

Classroom Observations

CSPV will monitor the implementation process to ensure program delivery is occurring as planned. To help achieve this goal, we will hire on-site evaluators to observe LST classroom sessions and assess the degree to which sessions are being taught with fidelity and integrity to the program. Observers will be a neutral presence in the classroom, noting whether or not teachers make the main points of each session. They will not provide feedback to instructors about their performance, and their visits will be unannounced. Observers will make regular classroom visits during all three years of implementation. They will conduct four observations of each teacher implementing Level 1 of the curriculum, three observations of each Level 2 teacher, and two observations of each Level 3 teacher. We appreciate your cooperation in allowing evaluators to attend these class sessions.

Feasibility Visit

A CSPV representative will conduct an on-site visit after the application has been completed to describe the elements of LST, answer questions, and determine final program eligibility. It is important that this meeting be attended by all those with responsibility for the adoption of LST. Sending representatives from all levels is informative to those involved and helps to build an early platform of support for the program. It is respectfully requested that District Superintendents attend this meeting, schedule permitting.

Site Visits

A CSPV representative will visit each site annually during program implementation. Visits will be made to as many participating schools as possible each year. The representative will meet with school principals and LST teachers, as available, as well as attend LST classroom sessions to gain a better understanding of the site’s experiences with the program. CSPV hopes to identify obstacles faced during implementation and how sites overcome these problems, and to discover how students are responding to the program. The visit will allow teachers and administrators to express their opinions regarding the curriculum, assess needs for further training and technical assistance, and obtain feedback regarding their implementation of the program.

Sustainability Planning Training

A partnering organization will conduct regional sustainability trainings to provide customized sustainability information. The training will provide support for teams of participants in designing and completing planning work in connection with a larger sustainability building process. It is important that this training be attended by key individuals who are responsible for the long-term sustainability of LST.

Thank you for considering these issues. If you have any questions about the requirements of the program or the grant, please contact Andrew MacFarland at 303-492-6099 or andrew.macfarland@colorado.edu.

I understand the points outlined above and will help ensure that the participating schools in my district adhere to all defined protocols.

(Name)

(School District)

(Signature)

(Date)



Dear Principal,

Thank you for your interest in the training and technical assistance grant to implement the *LifeSkills Training* (LST) Program. The Center for the Study and Prevention of Violence (CSPV) would like to take this opportunity to describe the LST initiative in more detail, and what your participation in this project will entail if your school is selected for participation in the grant beginning in fall 2016.

The following describes key components of the LST model that have helped make the program effective in reducing adolescents' tobacco, alcohol, and drug use, violence, and other high-risk behaviors. Please carefully consider these issues to determine whether or not your school can fully comply with these specifications. If so, we ask that you sign this letter and make sure it is returned with the grant application. Please understand that by signing this letter, you pledge your support to adhere to the fidelity and integrity of the LST model.

Participants

The grant will provide curriculum materials, training, and technical assistance for three years of LST implementation. In Year 1, students receive 15 LST lessons. In Year 2, these same students receive 10 booster sessions, and a new cohort receives the original 15 lessons. In Year 3, the original cohort receives 5 booster sessions, the second cohort receives 10 booster sessions, and the incoming cohort receives 15 sessions. Additional, optional violence prevention lessons are included in each level. The program is designed to be implemented school-wide, so all students in participating grades receive the curriculum. Depending upon your school structure, Year 1 will begin with either 6th- or 7th-grade students.

Teachers

A successful implementation of LST in your school is predicated on active, enthusiastic teacher participation. Please inform your teachers that you are considering implementing the LST program. Teachers should be made aware of the philosophy of the program and the extent to which it has been shown to reduce participants' drug, tobacco, and alcohol use. In addition, teachers must realize that the success of the program is contingent on their following the LST model. Thus, they must be prepared to closely follow the curriculum and teach all lessons in their entirety.

If your school is selected, all LST teachers will be required to attend a 2-day training workshop provided by the grant prior to implementation. Level 1 teachers will be trained in Year 1, Level 2 and new Level 1 teachers in Year 2, and Level 3 and new Level 1 and 2 teachers in Year 3. Only instructors who have been trained will be eligible to teach the curriculum. We encourage you to send to training others in the school who could substitute for LST teachers in the event of absences. We thank you for your cooperation in approving training and helping to arrange substitute teachers for teachers attending workshops. We also hope you will ensure that teachers do not have competing trainings during this time. Teacher stipends will be paid for training held during the summer, and pay for substitutes will be provided by the grant for trainings during the school year.

Teacher feedback forms will be completed by LST instructors each year. These evaluations will enhance CSPV's ability to assess the quality of the implementation process at the site. Teachers will receive a \$20 gift card for completion of surveys.

Classroom Observations

CSPV will monitor the implementation process to ensure program delivery is occurring as planned. To help achieve this goal, we will hire on-site evaluators to observe LST classroom sessions and assess the degree to which sessions are being taught with fidelity and integrity to the program. Observers will be a neutral presence in the classroom, noting whether or not teachers make the main points of each session. They will not provide feedback to instructors about their performance, and their visits will be unannounced. Observers will make regular classroom visits during all three years of implementation. They will conduct four observations of each teacher implementing Level 1 of the curriculum, three observations of each Level 2 teachers, and two observations of each Level 3 teacher. We appreciate your cooperation in allowing evaluators to attend these class sessions.

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CSPV will conduct an on-site visit after the application has been completed to describe the elements of LST, answer questions, and determine final eligibility. It is important that this meeting be attended by all those with responsibility for the adoption of LST. Sending representatives from all levels is informative those involved and helps to build an early platform of support for the program. It is respectfully requested that Principals attend this meeting.

Site Visits

A CSPV representative will visit each site annually during program implementation. Visits will be made to as many participating schools as possible each year. The representative will meet with Principals and LST teachers, as available, as well as attend LST classroom sessions to gain a better understanding of the site's experiences with the program. CSPV hopes to identify obstacles faced during implementation and how sites overcome these problems, and to discover how students are responding to the program. The visit will allow teachers and administrators to express their opinions regarding the curriculum, assess needs for further training and technical assistance, and obtain feedback regarding their implementation of the program.

Sustainability Planning Training

A partnering organization will conduct regional sustainability trainings to provide customized sustainability information. The training will provide support for teams of participants in designing and completing planning work in connection with a larger sustainability building process. It is important that this training be attended by key individuals who are responsible for the long-term sustainability of LST.

Thank you for considering these issues. If you have any questions about the requirements of the program or the grant, please contact Andrew MacFarland at 303-492-6099 or andrew.macfarland@colorado.edu.

I agree to adhere to the points outlined above:

(Name)

(School)

(Phone)

(Signature)

(Date)