



Dear Principal,

Thank you for your interest in grant to implement the Botvin *LifeSkills Training* (LST) High School program. The Center for the Study and Prevention of Violence (CSPV) at the University of Colorado Boulder would like to take this opportunity to describe the LST initiative in more detail, and what your school will be committing to if selected for participation in the grant beginning in Fall 2021. Of the selected schools, one-half will receive the curriculum and support beginning in Fall 2021, and the other half will receive the curriculum and support beginning in Fall 2023. All selected schools will participate in an evaluation of the LST High School program, which will consist of in-class surveys administered by CSPV in Fall 2021, December 2021, Fall 2022, and Fall 2023.

The following describes key components of the LST model that have helped make the program effective in improving social-emotional skills and reducing adolescents' substance use, as well as violence and other high-risk behaviors. Please carefully consider whether or not you believe your school will be able to fully comply with these specifications. If so, we ask that you sign this letter and make sure it is submitted with the grant application. By signing this letter, you pledge your support to adhere to the fidelity and integrity of the LST model, and to participate in evaluation activities.

Participants

The grant will provide curriculum materials, training, and technical assistance for one year of LST implementation. The LST High School program is a single-year curriculum that will be implemented in grade 9 during the fall. Students in the 9th grade will receive 10 LST sessions. As a universal prevention program, it is designed to be implemented with **all** students in the 9th grade.

Teachers

A successful implementation of LST in your school is predicated on active, enthusiastic teacher participation. Please help ensure that all teachers in your school 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 improve social-emotional skills and reduce substance use and violence. 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.

All LST instructors must attend a one-day training workshop provided by the grant prior to implementation. 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 reimbursement for substitutes will be provided by the grant for training workshops conducted during the school year.

Teacher feedback surveys will be completed by LST instructors after teaching one cycle of LST. 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, CSPV will hire local consultants (based on recommendations from the grantee) 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 lesson. They will not provide feedback to instructors about their performance, and their visits will be unannounced. Observers will conduct three observations of each teacher implementing the curriculum. We appreciate your cooperation in allowing observers to attend these class sessions.

Feasibility Visit

A CSPV representative will conduct an on-site visit after the application has been submitted 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 and oversight 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 principals attend this meeting.

Site Visits

A CSPV Implementation Coordinator will visit each site during program implementation. The Implementation Coordinator will meet with school principals and LST teachers, 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, understand how sites overcome these challenges, and discover how students are responding to the program. The visit will allow CSPV to obtain feedback regarding the implementation of the program and assess needs for technical assistance, as well as allow teachers and administrators to express their opinions regarding the curriculum.

Evaluation

To ensure fairness and allow for a rigorous evaluation, CSPV’s grant from Arnold Ventures requires that CSPV use random assignment (a lottery) to select one-half of eligible schools to receive the LST curriculum in 2021 and one-half to receive it in 2023. We ask that schools adhere to the results of the lottery, and that schools selected for the 2023 program refrain from implementing LST on their own. Regardless of whether a school is in the 2021 or 2023 program group, CSPV will administer in-class surveys to 9th graders in Fall 2021 and December 2021, 10th graders in Fall 2022, and 11th graders in Fall 2023. We ask that schools assist with evaluation approvals (including research review and school board approvals) and identify a class time for the surveys to be administered.

Thank you for considering these grant components. If you have any questions about the requirements of the program or the grant, please contact Diane Ballard | 303-735-4164 | diane.ballard@colorado.edu.

I understand the points outlined above and will help ensure that my school adheres to all defined protocols.

_____	_____	_____
(Principal Name)	(School)	(Phone)
_____	_____	
(Principal Signature)	(Date)	