

**Ohio Masonic Foundation
2002 Safe, Drug-Free School Coordinator of the Year
Nomination Form**

Nominee: _____ District/Consortium: _____

Address: _____ City: _____ Zip: _____

County: _____ Phone: _____ Fax: _____ E-mail: _____

Nominator: _____ Title: _____

Organization: _____ Address: _____

City: _____ Zip: _____ County: _____

Phone: _____ Fax: _____ E-mail: _____

The person completing this two-part nomination must have direct knowledge of the nominee's skills and the district/consortium's comprehensive SDFS program elements. Please check the response that best represents the degree in which each program element identified within this framework is part of the nominee's comprehensive SDFS program.

SDFS Coordinator – The person being nominated must be the person designated by the district to develop, coordinate, implement and evaluate the district's comprehensive safe and drug-free school program. This person may be an employee of the district or contracted by the district to coordinate the SDFS program.

Part I – Program Elements

Comprehensive SDFS Program Framework	Degree Of Implementation (check one per category)
<p>1. Data Collection and Analysis – The district/consortium's SDFS program performance indicators are based on objective data about the Violence/Alcohol, Tobacco, and Other Drug problem in the schools and community it serves. These indicators are based on the standardized data collected and drive the district's evaluation efforts to determine program impact and revision process to insure continuous improvement.</p>	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>

Comprehensive SDFS Program Framework	Degree Of Implementation (check one per category)
<p>2. Policy – The district/consortium adheres to the following criteria when developing or revising and implementing SDFS policies:</p> <ul style="list-style-type: none"> ⌘ Policy and procedures are reviewed and updated as needed. ⌘ SDFS policies are formally adopted by the school board. ⌘ Policies and procedures are enforced in a fair and consistent manner. ⌘ SDFS policies include intervention strategies as outlined within the student assistance model adopted by the district. ⌘ Ensure that students, parents and staff are informed both of the conditions of the policies and how to access intervention services. 	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>
<p>3. Environment Conducive to Learning – The district/consortium is committed to an asset-focused approach rather than a problem-focused approach for purposes of creating a district/consortium/school climate conducive to learning.</p>	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>
<p>4. Professional Development – The district/consortium’s SDFS plan includes ongoing violence, alcohol, tobacco, and other drug prevention and intervention training for district/consortium personnel and collaborative partners.</p>	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>
<p>5. Violence/Alcohol, Tobacco, and other Drug (V/ATOD) Instruction - The district/consortium offers a continuum of V/ATOD educational instruction for primary, middle and secondary students. Materials, programs and curricula are research- based, show evidence of being effective, and at a minimum include the following elements:</p> <ul style="list-style-type: none"> ⌘ Teaches social competence (including communication, assertiveness and conflict resolution skills); ⌘ Promotes positive peer influence; promotes anti-drug social norms; emphasizes skills-training; ⌘ instruction that includes an adequate number of sessions including booster sessions. 	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>

Comprehensive SDFS Program Framework	Degree Of Implementation (check one per category)
<p>6. Student Assistance Program – The district/consortium supports an adopted student assistance model that provides education, referral and support to students that exhibit at-risk behaviors. A student assistance program approach exists in each of the district/consortium’s buildings.</p>	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>
<p>7. Building Level Comprehensive School Safety Plans – The district/consortium has adopted a school safety plan for each building in the district/consortium that includes:</p> <ul style="list-style-type: none"> ✍ an assessment of the environmental conditions and operations to each building to determine potential hazards to students and staff safety and shall institute operating changes to promote the prevention of potentially dangerous problems and circumstances; ✍ includes an opportunity for law enforcement and safety officials, parents, students and school staff to offer suggestions for the plan; ✍ remediation strategies are developed and implemented for any building where documented safety problems have occurred; ✍ a protocol for addressing serious threats to the safety of the school property, students, staff and visitors; ✍ a protocol for responding to any emergency events that compromises the safety of the school property, students, staff and visitors. 	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>
<p>8. Parent, Student and Community Partnership – The district/consortium’s SDFS plan clearly and specifically indicates how students, parents and community partners will be involved in an ongoing solution-oriented approach. Parents, students, and community partners are involved in meaningful participation in the district's plan to promote community responsibility, resource assistance and support.</p>	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>
<p>9. Building Level Assistance – The Safe, Drug-Free Schools (SDFS) Coordinator is assisted in implementing the SDFS program plan by building level personnel and by the establishment of a building level contact for each building within the district/consortium.</p>	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>

Comprehensive SDFS Program Framework	Degree Of Implementation (check one per category)
<p>10. Continuous Improvement – A district/consortium’s SDFS plan clearly identifies how the SDFS plan is an integral part of the district/consortium’s continuous improvement efforts.</p>	<p>A. <input type="checkbox"/> In Place and Ongoing</p> <p>B. <input type="checkbox"/> In Development</p> <p>C. <input type="checkbox"/> Not Initiated</p>

Part II – Testimonials

The testimonial section of this nomination package must include a one-page narrative from each of the following individuals. The categories these individuals represent cannot be changed and each narrative cannot exceed one typed page. The person submitting this nomination may represent category 1 or 2. At the top of each narrative please clearly identify the name, date and category the writer represents. Each testimonial should address the outstanding leadership, performance and character of the nominee that the writer feels makes them the ideal candidate for SDFS coordinator of the year.

1. **Parent or Community Representative (i.e. agency, local government representative) The parent cannot be an employee of the district.**
2. **Employee of the District**
3. **Student in the District**

Nominations must be submitted by May 1, 2002. Five finalists will be announced in September 2002. The Coordinator of the year will be announced and awarded at the 2002 OPEC conference. Please submit your complete (Part I, II) nomination to:

Note: Failure to comply with the directions for nomination will result in the rejection of the nomination.

Chad E. Simpson
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SDFS Coordinator of the Year Nominations
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1-800-292-6092