Requirements for District Safety, Alcohol, Tobacco and Other Drug and Violence Prevention Plans

Districts are required to have plans around Drug and Violence prevention. These plans are required by different laws and have common elements. In an effort to help streamline the planning processes and to identify the specific elements that meet the legal requirements, this instrument was developed. This instrument identifies the elements required to meet the planning provisions of the federal No Child Left Behind Act: (Title IV part A Safe and Drug-free Schools and Communities), Oregon Administrative Rule 581-022-1420 (School Safety Plan) and Oregon Administrative Rule 581-022-0413 (Prevention Education Programs in Drugs and Alcohol).

In identifying the common elements, a planning framework emerged that includes:
- Needs/Resource Assessment and Analysis
- Performance Measures and Evaluation
- Policies and Procedures
- School Climate and Instruction
- Student Support Services
- Coordination/Communication/Outreach/Family Involvement
- Staff Development

This instrument is intended to help districts ensure that all drug and violence prevention planning requirements are met. The instrument may provide a framework for coordinated planning.

For questions or technical assistance about this instrument or the requirements for planning, contact:
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Requirements for District Safety, Alcohol, Tobacco and Other Drug and Violence Prevention Plans
(As required by No Child Left Behind, OAR 581-022-0413 and OAR 581-022-1420)

I.   Needs/Resource Assessment and Analysis

Component	Legal Reference	Current Status	Action Plan and Timeline	Documentation/Evidence
Objective Data including: • Incidence of violence • Incidence of illegal drug use • Incidents relating to disruptive and disorderly behavior • Prevalence of risk/protective factors	NCLB Sec 4115 ORS 339.331-336 NCLB Sec. 4115			
Data Analysis	NCLB Sec 4115			
Resource Assessment: • Include what currently exists in the district—programs, etc	NCLB Sec 4115			
Needs Identified: • Reflects data analysis • Targeted to students with greatest need	NCLB Sec 4114 and 4115			

II. Performance Measures and Evaluation

Component	Legal Reference	Current Status	Action Plan and Timeline	Documentation/Evidence
Establish performance measures for safe and drug-free schools	NCLB Sec 4115			
Evaluate progress on performance measures and program effectiveness • Program implementation evaluation • Student behavior outcomes	NCLB Sec 4115			
Describe how evaluation results will be used to refine, improve and strengthen the program.	NCLB Sec 4114 and 4115			

III. Policies and Procedures

Component	Legal Reference	Current Status	Action Plan and Timeline	Documentation/Evidence
Discipline policies regarding violence and alcohol, tobacco and other drug (ATOD) including: • Are reviewed and updated annually • Philosophy of drug free schools • Defines nature and extent of program including accessing federal funds • ATOD use by students is illegal and harmful • Consequences for using and/or selling alcohol and other drugs • Intervention and referral process • School jurisdiction includes all school sponsored events	OAR 581-022-0413			
• School rules regarding behavior and discipline • Hierarchy of responses to student discipline problems and disciplinary outcomes	OAR 581-021-0050 and 0055			
• Existing student behavior and discipline • Student information	OAR 581-021-0075			
• Prohibit disorderly conduct • The illegal possession of weapons • The illegal use, possession, distribution and sale of tobacco, alcohol and other drugs by students	NCLB Sec 4114			

• Harassment, intimidation and bullying	ORS 339.351			
• Managing students who threaten violence or harm in public schools	ORS 339.250			
A code of conduct policy for all students that states the responsibilities of students, teachers and administrators in maintaining a classroom environment that: • Allows a teacher to communicate effectively with all students • Allows all students to learn • Consequences are fair and developmentally appropriate • Considers the student and circumstances • Are enforced accordingly	NCLB Sec 4114			
Security procedures at school and to and from school	NCLB Sec 4114			
A school's student supervision plan	ORS 339.240			
Crisis management plan for responding to violent and traumatic incidences	NCLB Sec 4114			
School Board approves: • Alcohol, tobacco and other drug plan	OAR 581-022-0413			
• School safety plan (prior to the beginning of 2004-05.	OAR 581-022-1420			

IV. School Climate and Instruction

Component	Legal Reference	Current Status	Action Plan and Timeline	Documentation/Evidence
Program/activities implemented are based on scientifically based research that provides evidence the program will reduce violence and illegal drug use.	NCLB Sec 4115			
Alcohol and other drug (AOD) instruction as an integral part of health education program k-12 (at least annually all senior high school students shall receive instruction) includes: - Age appropriate instruction - Prevention - Consistent with State Board adopted Health Education Common Curriculum Goals - Effects of ATOD use - All laws relating to the use of AOD - Availability of school and community resources	OAR 581-022-0413			
Activities which will assist students in developing and reinforcing skills to: 1. Understand and manage peer pressure 2. Understand consequences of AOD use 3. Make informed and responsible decisions 4. Motivate students to adopt positive attitudes towards health and wellness.	OAR 581-022-0413			

Component	Legal Reference	Current Status	Action Plan and Timeline	Documentation/Evidence
Training needs of students: • Anger reduction • Conflict resolution • Peer mediation • Other skills	ORS 336.088			
Immediate and long term strategies to address school safety and student discipline.	OAR 581-022-0606			
School's physical environment from a safety perspective.	OAR 581-022-1424			

V. Student Support Services

Component	Legal Reference	Current Status	Action Plan and Timeline	Documentation/Evidence
School services available include: • Academic failure • Dropping out • Truancy • Instructional placement options for violent students	OAR 581-021-0071			

VI. Coordination/Communication/Outreach /Family Involvement

Component	Legal Reference	Current Status	Action Plan and Timeline	Documentation/Evidence
Ongoing consultation and input from parents, local agencies and community regarding the ATOD and School safety plans.	NCLB Sec 4114 and 4115			
Describe how coordinated with NCLB and other federal, state and local programs.	NCLB Sec 4114 and 4115			
Consolidated District Improvement Plan addresses school safety and at risk students.	OAR 581-022-0606			
Publicly report and provide: • Progress on performance measures • ATOD and school safety program progress • Information and training on ATOD and school safety issues	NCLB Sec 4114 NCLB Sec 4114 and OAR 581-022-0606 ORS 339.331-336 OAR 581-022-0413			

VII. Staff Development

Component	Legal Reference	Current Status	Action Plan and Timeline	Documentation/Evidence
Staff development for all staff K-12 on ATOD and school safety includes: • ATOD Plan • Crisis Management Plan • Safety Plan • Staff responsibilities with each plan • Prevention education • Classroom management • Learning styles • Specialized subjects to enhance the capacity of staff to engage students and minimize disruptive and disorderly behavior	OAR 581-022-0413 NCLB Sec 4114 OAR 581-022-1420 OAR 581-022-0413 ORS 339.331-336			