

***Escondido Union School District
2003-04***

K-8 Safe and Drug Free Core Adoption Timeline

September – October 2003

- Establish ***Draft*** of 2003-2004 SDF Core Adoption Timeline
- Share ***Draft*** timeline with SDF Advisory Council
- Share ***Draft*** timeline with Superintendent's Committee
- Share ***Draft*** timeline with Elementary and Middle School Principals
- Review CDE Criteria for selecting SDF Adoption Materials
- Develop Draft Criteria for evaluating and selecting district (EUSD) SDF Core Adoption Materials: Alcohol, Tobacco, and Other Drugs (ATOD) and anti-bullying prevention education materials.
- Finalize Adoption Timeline and review the process for selecting SDF Core Adoption materials with the SDF Advisory Council
- Review the Adoption Timeline and process for selecting SDF Core Adoption materials with the Superintendents' Council
- Review and share student survey responses from the Healthy Kids Survey with the SDF Advisory Council
- Review and share student survey responses from the Healthy Kids Survey with the Superintendent's Council
- Get input from the Superintendent's Council regarding safe school issues, goals, and program priorities, specifically relating to anti-bully prevention education.
- Collect sample "Bullying" surveys that can be used as a districtwide "needs assessment" in determining student issues relating to bullying problems.
- ***Superintendent's Council*** will review the selected Bullying Survey and make a recommendation as to which survey should be administered to selected sites and grade-levels. A random sample of 900 students at each grade 3-8 will take the survey.
- Establish ***K-8 SDF Adoption Blue Ribbon Committee*** consisting of representatives from the SDF Advisory Council and the Superintendent's Council. Members will represent various sites and grade levels, and positions (administrators, teachers, counselors, parent, community representative, etc.).
- Schedule Monthly Adoption Review Meetings. Schedule listed below with tentative agenda topics.

October 2003

- Attend curriculum showcase sponsored by SDCOE on October 13 for two programs in consideration for adoption.
- Administrative update on **October 28**.
- Order ATOD/Anti-Bullying Adoption Materials to preview for SDF Adoption committee, public display and for pilot teachers.
- Post timeline and adoption plans/materials on district website.
- Schedule Publisher Workshops

➤ ***K-8 Blue Ribbon SDF Adoption Committee Organizational Meeting***

➤ Date:	Room:	Time:
Thurs. October 23	Maple	3:30-5:00

- Review roles and responsibilities of ***Blue Ribbon SDF Adoption Committee***. Review timeline and process for adoption.
- Discuss impressions from the October 13 curriculum showcase.
- Review sample Bullying Survey identified by the Superintendent’s Council.
- Identify representative teachers from various grade levels and sites to serve as pilot “lesson” teachers. Pilot teachers will implement two to three lessons of the selected SDF Adoption pilots.
- Review current curriculum and future curriculum goals based on CHKS data/bullying survey/district data.

November 2003

➤ ***K-8 Blue Ribbon SDF Adoption Committee Meeting***

➤ Date:	Room:	Time:
Thurs. November 13	Maple	3:30-5:00

- Review CHKS and final Student Bullying Survey to identify key areas of “needs/concerns” to focus on in new adoption materials.
- Identify which mini lessons will be conducted in the area of bullying/ATODS.
- Review selection criteria against the adoption materials being used.
- Prepare an update for SDF Advisory Committee meeting on **December 1, 2003**.

➤ **Administrative Update-November 18**

- Select sites that will participate in the Bullying survey. Provide designated sites with permissions slips.
- Contact publishers and request that they prepare to address/review in presentations how the adoption materials provide prevention education specific to bullying, needs/concerns identified by Student Bullying Survey and Superintendent’s Council’s needs/concerns, in addition to ATOD prevention education.

December 2003

➤ **Administrative Update-December 16**

- Pilot teachers commence implementation of “pilot” lessons.
- Pilot teachers will use a district created rubric as a guide to critique and evaluate the effectiveness of program lessons. This information will be shared with the SDF Advisory Council and Superintendent’s Council.
- ***Student Bullying Survey*** will be administered to “random” sampling of students on a district wide basis the first two weeks of December.

➤ ***K-8 Blue Ribbon SDF Adoption Committee Meeting***

➤ Date:	Room:	Time:
Thurs. December 4	Palm	3:30-5:00

- Review Criteria for Evaluating and Selecting Materials
- Provide Standards/Guidelines for Evaluating and Selecting Materials

- Review and approve Evaluation Forms for public input
- Begin previewing Adoption Materials
- Have publishers address/review in presentations how the adoption materials provide prevention education specific to bullying, needs/concerns identified by Student Bullying Survey and Superintendent’s Council’s needs/concerns, in addition to ATOD prevention education.

January 2004

➤ ***K-8 Blue Ribbon SDF Adoption Committee Publisher Presentations***

➤ Date:	Room:	Time:
Thurs. January 15	Maple	3:30-5:00

- Pilot teachers share progress of pilot lesson implementation.
 - Publishers presentations
 - Committee Members Share updates with staff
 - Review bullying survey results. Report student response data from the Student Bullying Survey to the SDF Advisory Council on **January 26** and the Superintendent’s Council on **February 4**.
 - Do a compare and contrast of Superintendent’s Council’s “needs/concerns” with student Bullying Survey data results.
- Administrative Update-**January 27**
 - Publish Material Review Schedule for sites and parents
 - Schedule and implement public input
 - Schedule and implement public review of materials with PTA

February 2004

➤ ***K-8 Blue Ribbon SDF Adoption Committee Articulation Meeting***

➤ Date:	Room:	Time:
Thurs. February 5	Maple	3:30-5:00

- Pilot teachers share and give input on evaluation of pilot lessons
 - How do adoption materials align with Superintendent’s Council concerns/issues, Survey Data Results and district data?
 - Share input from site staff
 - Review input from public review
- Selected pilot teachers share evaluation of “pilot” lesson implementation with SDF Advisory and Superintendent’s Council.

March 2004

➤ ***K-8 Blue Ribbon SDF Adoption Committee***

➤ Date:	Room:	Time:
Thurs. March 4	Maple	3:30-5:00

- Establish Voting Procedures and create Ballots
- Report out on staff input
- Grade-Level Groups discuss program strengths and weakness
- Articulate, evaluate, and tally results of Site Evaluations and Ballots
- Coming to consensus: Present SDF Core Adoption Recommendation
- Develop Staff Development Plan

- **K-8 Blue Ribbon SDF Adoption Committee**
- Recommendation to SDF Advisory Council
- Recommendation to Superintendent's Council
- Administrative Update
- Recommendation to Curriculum Advisory Council
- Recommendation to District Advisory Committee
- Prepare Budget
- Prepare information for Board review
- Administrative Update

April - 2004

- Recommendation to Board for Approval
- Order Materials
- Administrative Update

May- 2004

- Continue with Staff Development planning and scheduling with Publishers
- Administrative Update

May – June 2003

- Staff Development begins for teachers and administrators
- Implementation expectancies will be established with Curriculum Department regarding instructional time, identification of MS Departments responsible for implementation

September 2004

- ***Implementation of SDF Core Adoption Committee***
- Ongoing Staff Development

How Ongoing Information will be disseminated:

- Minutes from each meeting will be sent to committee members and principals.
- Minutes will be posted at each site for all teachers to review.
- Minutes will be posted on EUSD Website.
- ***K-8 Blue Ribbon SDF Adoption Committee*** will be expected to share ongoing information and adoption materials during scheduled staff meetings to ensure all teachers are involved in the adoption process.

If you should have any questions or concerns, please contact:

Ana Lopez-Rosende

Coordinator, Pupil Services/Safe and Drug Free Schools

Office: (760) 432-2192

Fax: (760) 746-2962

alopez@eusd4kids.org