

**COOS BAY PUBLIC SCHOOLS
BOARD OF DIRECTORS**
MILNER CREST EDUCATION CENTER
1255 HEMLOCK AVE., COOS BAY, OR 97420
January 14, 2013

REGULAR BOARD MEETING AGENDA

5:30 PM **EXECUTIVE SESSION** - based on ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

6:00 PM **REGULAR OPEN SESSION**— Pledge of Allegiance and Welcome

1. APPROVE AGENDA

2. CONSENT AGENDA

- A. *Approve Minutes of December 10, 2012, Regular School Board Meeting
- B. *Approve Leave Request

3. SPECIAL PRESENTATIONS

- A. Shining Star Award – Sunset Chevy Club
- B. School Board Appreciation Month – Superintendent Dawn Granger

4. PUBLIC INPUT

Speakers may offer objective criticism of school operations and programs, but the board will not hear personal complaints concerning school personnel nor against any person connected with the school system. The chairman will direct the visitor to the appropriate means for board consideration and disposition of legitimate complaints involving individuals. (Board Policy BDDH)

5. BUILDING AND STAFF PRESENTATIONS

- A. MHS Radio Out of State Travel Request: Steve Walker & Students
- B. HLC Student Update: Shayla Cummings
- C. MHS Student Update: Brittany Cooper
- D. Highlighted Schools – Harding Learning Center
- E. CBEA Business: Lynda Sanders
- F. OSEA Business: Teri Jones

6. DISTRICT STAFF PRESENTATIONS

- A. Superintendent Granger
 - 1. 2013-2014 Calendar Input Summary
 - 2. Achievement Compact Update and Assurances
- B. **Business Manager, Rod Danielson

7. BOARD ITEMS

- A. Board Activity Report
- B. Lighthouse Project Update
- C. School Board Committee Reports
 - 1. Superintendent Evaluation Committee
 - 2. Classified Bargaining Committee

8. ACTION ITEMS TO CONSIDER

- A. **Superintendent Evaluation Form
- B. **School Board Committee Assignments
- C. Resignation of School Board Member – Jack Bushmaker
- D. *Policy Review – 2nd Reading and Adoption
 - 1. EEACC – Student Conduct on School Buses
 - 2. EEACD – Use of District Activity Vehicles for Student Transportation
 - 3. GCDA/GDDA – Criminal Records Checks/Fingerprinting
 - 4. GCDA/GDDA-AR – Criminal Records Checks/Fingerprinting
 - 5. IL – Assessment Program
 - 6. JECBB – Intradistrict Transfer Students
 - 7. JECBB-AR – Intradistrict Transfer Procedures
 - 8. JECC – Assignment of Students to Schools
 - 9. JECF – Interdistrict Transfer of Resident Students
 - 10. JECF-AR – Interdistrict Transfer of Resident Students
 - 11. JHFE-AR(2) – Reporting of Suspected Child Abuse

9. ADJOURN MEETING

CALENDAR

Date	Event
1/16	Achievement Compact Meeting, 4:00 PM @ Milner Crest Education Center
1/16	Coos Bay Schools Facilities Focus Group, 6:15 @ Milner Crest
1/21	Martin Luther King, Jr. Holiday – School on January 25 th instead
1/23	Achievement Compact Meeting, 5:00 PM @ Milner Crest Education Center
2/11	Regular School Board Meeting, 6:00 PM @ Milner Crest Education Center

Visit the District's Webpage at <http://www.cbd9.net>

COOS BAY PUBLIC SCHOOLS
COOS BAY, OREGON

December 10, 2012

REGULAR SCHOOL BOARD MEETING

The Board of Directors of Coos Bay Public Schools met on December 10, 2012, in the Community Room at Milner Crest Education Center, 1255 Hemlock Ave., Coos Bay, Oregon, for a Regular School Board Meeting. Chair James Martin called the meeting to order at 6:00 PM and invited the Board and guests to recite the Pledge of Allegiance to begin the meeting.

Board Members Present:	James Martin, Chair	Rocky Place
	Adrian DeLeon	Jill Christiana
	Charlene Moore	

Board Member Absent: Jack Bushmaker

Others present included Superintendent Granger, Peggy Ahlgrim, Rod Danielson, Candace McGowne, David Dorsey, Dale Inskeep, Jessica Bee, Joel Smallwood, Sarah Crawford, Jacquie Gamble, Travis Howard, Ralph & Dorothy Beesley, Melia Jasso, Ralph Mohr, Teri Jones, Holly Yovino, Mary Margaret Stockert, Sid Hall, Lynda Sanders, Shelly McKnight, and Gordon Young from *Channel 14*.

1. APPROVE AGENDA

Adrian DeLeon made the motion, Charlene Moore seconded, to approve the Agenda. The motion passed unanimously.

2. REVIEW OF SCHOOL BOARD MEMBER APPLICATIONS

The Board members reviewed the applications for School Board Position #7 and asked the applicants to speak. Mary Fields shared about herself and her wish for continuity in planning for education in Coos Bay. Ralph Mohr shared about himself and his experiences that would benefit Coos Bay Schools.

3. APPOINT SCHOOL BOARD MEMBER FOR POSITION #7 AND ADMINISTER OATH OF OFFICE

James Martin asked Board Members to fill out their ballot and collected them. The vote was unanimous for Mary Fields. James Martin thanked Ralph Mohr for his interest and administered the Oath of Office to Mary Fields and asked her to take her seat on the Board.

4. CONSENT AGENDA

A. Approve Minutes of November 13, 2012, Regular School Board Meeting
Charlene Moore made the motion, Jill Christiana seconded, to approve the Consent Agenda. The motion passed unanimously.

5. PUBLIC INPUT

There was no public input.

6. BUILDING AND STAFF PRESENTATIONS

- A. HLC Student Update: Shayla Cummings reported that students are making wreaths for sale to raise funds to Tykes for Tots. Rachel's Challenge is also collecting donations for Tykes for Tots. Homerooms are each decorating a wall in their room for Christmas. Mr. Hann is doing on a student achievement promotion.
- B. MHS Student Update: Brittany Cooper reported that the boys' basketball team competed in a tournament. The girls' basketball team is 3-1, the swim team attended the North Bend invitational and placed 3rd. The wrestling team placed 13th. ASB hosted at Shore Acres and they will be holding the holiday assembly. There will be a sneak peek of Wizard of OZ on Dec. 20th and it will be showing 19th – 22nd. Choir Concert was held last night. Mr. MHS are selling wreaths. Shirts are being made for Natalie Hill to promote an item on her bucket list which is to meet Taylor Swift.
- C. Highlighted Schools – Millicoma and Sunset Schools: Travis Howard and Dale Inskeep led a discussion on Millicoma and Sunset Schools and covered the following; Focus, Commitment & Beliefs, What is Good Instruction, Four Driving Questions, iWalk Observation Tool, PLC, Achievement Compact Data, Focus on PBIS, and the Action Plan. Adrian DeLeon has been pleased to see family participating in the PBIS assemblies. James Martin asked how the 7th graders integrate with 4th – 6th. Dale reported that the advisory time for the students is meaningful and purposeful. The library is working with the students. There are survey classes that all grade levels can participate in. Travis reported that there is an advisory class for teachers to work with small groups of students. Students aren't allowed to fail a class. The teachers are putting interventions in place to support the students.
- D. CBEA Business: Lynda Sanders introduced the staff in the audience. She invited the Board to visit the classrooms during the day to see the teachers in action. Teachers are working hard on the proficiency based model. She has just returned from Arizona and reported that National Science Teacher Association will be held in Portland in 2013 and the Board and building administrators are invited to attend.
- E. OSEA Business: Teri Jones welcomed Mary Fields to the Board. Teri Jones expressed the need for more classified participation in professional development and thanked Superintendent Granger for working with her on this issue. There has been increased professional development for secretaries this year and they have appreciated it.

7. DISTRICT STAFF PRESENTATIONS

- A. Superintendent Granger:
 - 1. Calendar Options: There are 5 calendar options that will be posted on the website which will be open for public comment until Dec. 31st. The Board will schedule special board meetings to review the information.
 - 2. Achievement Compact Update: Superintendent Granger invited the public to attend the next meeting which is Dec 11th. Each of the schools will be submitting information for the committee to review by Jan. 11. Budgets need to target the district's compact goals.
 - 3. Full Day Kindergarten: It looks like the district has the space for full day kindergarten and the idea is supported by the administration. Superintendent Granger is looking into what a full day of kindergarten would look like.
 - 4. Lewis & Clark Teaching: Lewis & Clark has asked Superintendent Granger to become an adjunct teacher and teach a CAL class that would be taught 5 Saturdays over the summer.

5. Superintendent Granger informed the Board that the Evaluation Committee is in need of a 2nd Board member. Anyone interested needs to let her know.
- B. Business Manager, Rod Danielson: Rod reviewed the financial report as of November 30, 2012. Governor Kitzhaber has released a budget of 6.15 billion which is approximately a 3% increase per year.

8. BOARD ITEMS

- A. Board Activity Report: Activities included Community Vision meeting, field trip chaperone, Lighthouse Project, student health advisory, donuts with dad, policy review, book group, booster club, Administrative Compensation meeting, Resource Link Board meeting, weekly check in with Dawn, and classroom visits.
- C. Lighthouse Project Update: James Martin reported that the 3rd round focused on leadership roles within the district.
- D. Committee Reports
 1. Facilities Planning Committee: Rocky Place will be asking Ariann Lyons to attend the Board meeting to present on the Focus Committee. The next Focus meeting will be 12/19 at 5:30 PM in the Marshfield High School Library. DLR Group and Ariann Lyons will be presenting to each of the buildings at staff meetings on January 11th.
 2. Administrator Compensation Committee: James Martin shared that the proposal was to give Rod Danielson his raise that was scheduled for last year. The confidential contract proposes a reorganization of the allocations between benefits and wages which will have include a wage increase and reduced cost of benefits paid by the district. Ultimately, it will save the district money.
 3. Policy Committee: Adrian DeLeon reported that the Policy Committee met and has proposed policies for first reading, mainly due to the No Child Left Behind waiver.
- E. Policy Review – First Reading
 1. EEACC – Student Conduct on School Buses
 2. EEACD – Use of District Activity Vehicles for Student Transportation
 3. GCDA/GDDA – Criminal Records Checks/Fingerprinting
 4. GCDA/GDDA-AR – Criminal Records Checks/Fingerprinting
 5. IL – Assessment Program
 6. JECBB – Intradistrict Transfer Students
 7. JECBB-AR – Intradistrict Transfer Procedures
 8. JECC – Assignment of Students to Schools
 9. JECF – Interdistrict Transfer of Resident Students
 10. JECF-AR – Interdistrict Transfer of Resident Students
 11. JHFE-AR(2) – Reporting of Suspected Child Abuse

Lynda Sanders asked for clarification on the initials on the bottom of the policy. They are the initials of the person who created the policy. She also asked about some of the strike-outs regarding No Child Left Behind. David Dorsey explained that it was most likely to correct the fact that NCLB was adopted in 2001, not 2006.

9. ACTION ITEMS TO CONSIDER

- A. Approve Confidential Staff Contracts: Charlene Moore made the motion, Rocky Place seconded, to approve the confidential staff contracts. The motion passed unanimously.
- B. Approve Business Manager Contract Addendum: Rocky Place made the motion, Charlene Moore seconded, to approve the Business Manager Contract Addendum. The motion passed unanimously.

- C. Adopt OSBA Resolution I - Adopt the proposed 2013 OSBA Legislative Policies and Priorities: Charlene Moore made the motion, Adrian DeLeon seconded, to adopt OSBA Resolution I. The motion passed unanimously.
- D. Elect OSBA Board Position 9: Charlene Moore made the motion, Rocky Place seconded, to elect Samuel Lee to OSBA Board Position #9. The motion passed unanimously.
- E. Approve Resolution 2013-08 – Resolution Accepting Grants and Adjusting Appropriations: Rod Danielson explained that the resolution was for approving special revenue funds from grants. Adrian DeLeon made the motion, Jill Christiana seconded, to approve Resolution 2013-8 – Resolution Accepting Grants and Adjusting Appropriations. The motion passed unanimously.
- F. *Policy Review – 2nd Reading and Adoption
 - 1. GBCA – Staff Dress Code
 - 2. JECBD-AR – Homeless Students
 - 3. JFCF – Hazing/Harassment/ Intimidation/ Menacing/Bullying/Cyberbullying/Teen Dating Violence – Student**Jill Christiana made the motion, Charlene Moore seconded, to adopt the policies. During discussion, David Dorsey pointed out a typo on JECBD-AR, page 2, footnote, “identify” should be “identity”. Jill Christiana revised the motion to include the typo correction and was seconded. The motion passed unanimously.

10. **ADJOURN MEETING**

James Martin adjourned the meeting at 7:50 PM.

James Martin
Board Chair

Peggy Ahlgrim
Board Secretary

Board Action

Position / Description

Name

Nonpaid Leave of Absence

1/14/2013

Blossom Gulch 2nd Grade Teacher

Young, Nita

Coos Bay School District 9

Code: **EEACC**
Adopted: 5/11/87
Readopted: 1/19/10
Orig. Code(s): EEACC

Student Conduct on School Buses

The following regulations will govern student conduct on school buses [and Type 10 School Activity Vehicles if used for transporting students from home to school, school to home and from district-sponsored activities](#) and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring animals (except approved assistance guide animals), firearms, weapons, illegal drugs or other potentially hazardous material on the bus.
6. Students will remain seated while bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
9. Students will not extend their hands, arms or heads through bus windows.
10. Students will have written permission to leave the bus other than at home or school.
11. Students will converse in normal tones; loud or vulgar language is prohibited.
12. Students will not open or close windows without permission of driver.
13. Students will keep the bus clean, and must refrain from damaging it.
14. Students will be courteous to the driver, to fellow pupils, and passersby.
15. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

The superintendent will establish other regulations as are necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

Students who violate bus rules of conduct may be denied the use of district transportation.

END OF POLICY

Legal Reference(s):

ORS 339.240	OAR 581-023-0040	OAR 581-053-0210
ORS 339.250	OAR 581-053-0002	
ORS 820.100 - 820.190	OAR 581-053-0003	
	OAR 581-053-0004	
OAR 581-021-0050 to -0075	OAR 581-053-0010	

Letter Opinion, Office of the OR Attorney General (Nov. 22, 1988).

Cross Reference(s):

JFCB - Care of School Property by Students

[R9/20/12RS](#)

Coos Bay School District 9

Code: **EEACD**
Adopted: 5/11/87
Readopted: 1/19/10
Orig. Code(s): EEACD

Use of District Activity Vehicles for Student Transportation

The Board may provide for the use of vehicles, more commonly designated as Types 10, 20, or 21 student transportation vehicles, which do not meet the requirements of a “school bus” for the purpose of transporting students, licensed, classified, or other supervisory personnel to and from curricular and extracurricular activities.

The vehicle shall be insured for bodily injury, property damage, liability, and personal injury protection. The business manager will determine amounts to adequately protect the district against loss.

The district will meet or exceed minimum driver requirements and procedures as set forth in ~~OARs 581-053-0545, 581-053-0550 and 581-056-0555~~ [Oregon Administrative Rules, Section 53](#). The district will require in-class instruction as part of its driver training approval process. The district shall meet child safety system requirements and minimum standards and specifications as set forth in ~~ORS 811.210, 815.055 and 815.080 and OAR 735-102-0010~~ [state law](#).

END OF POLICY

Legal Reference(s):

[ORS 811.210](#)
[ORS 815.055](#)
[ORS 815.080](#)
[ORS 820.110](#)
[ORS 820.190](#)

[OAR 437-002-0220 to -0227](#)
[OAR 581-053-0006](#)
[OAR 581-053-0010](#)
[OAR 581-053-0220](#)

[OAR 581-053-0310](#)
[OAR 581-053-0320](#)
[OAR 581-053-0330](#)
[OAR 581-053-0340](#)
[OAR 581-053-0410](#)
[OAR 581-053-0420](#)
[OAR 581-053-0430](#)
[OAR 581-053-0440](#)
[OAR 581-053-0511](#)
[OAR 581-053-0521](#)
[OAR 581-053-0531](#)

[OAR 581-053-0540](#)
[OAR 581-053-0545](#)
[OAR 581-053-0550](#)
[OAR 581-053-0555](#)
[OAR 581-053-0610](#)
[OAR 581-053-0620](#)
[OAR 581-053-0630](#)
[OAR 581-053-0640](#)
[OAR 735-102-0010](#)

[R9/20/12](#) | [RS](#)

Coos Bay School District 9

Code: GCDA/GDDA
Adopted: 5/14/10
Readopted: 6/29/11

Criminal Records Checks/Fingerprinting

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal records checks and fingerprinting of all newly hired full-time and part-time employees. Others having direct, unsupervised contact with students shall also have criminal records checks and fingerprinting, as required by law.

“Direct, unsupervised contact” means contact with students that provides the person opportunity and probability for personal communication or touch.

In addition to the newly hired employees, such checks shall be required of the following:

1. All district contractors and/or their employees, whether employed part-time or full-time;
2. All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Employment Department;
3. An individual who is an employee of a public charter school.

An individual who has failed to disclose the presence of criminal convictions that would not otherwise prevent his/her employment with the district as provided by law **may will not** be employed or contracted by the district. **The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.**

The district shall **not** begin the employment of an individual or terms of a district contractor on a probationary basis pending the return and disposition of criminal records checks and/or fingerprinting. The district shall not allow a volunteer to begin the volunteer service pending the return of criminal records check.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

END OF POLICY

Legal Reference(s):

[ORS 181.525](#)
[ORS 181.555](#)
[ORS 183.413 - 183.470](#)
[ORS 326.603](#)
[ORS 326.607](#)

[ORS 336.631](#)
[ORS 338.115](#)
[ORS 342.143](#)
[ORS 342.223 to-342.232](#)

[OAR 414-061-0010](#)
[OAR 581-021-0500](#)
[OAR 581-022-1730](#)
[OAR 584-036-0062](#)

Cross Reference(s):

EEACA - School Bus Driver Examination and Training

Coos Bay School District 9

Code: **GCDA/GDDA-AR**
Adopted: 5/12/97
Readopted: 7/11/11
Orig. Code(s): GCDA/GDDA-AR

Criminal Records Checks/Fingerprinting

Subject Requirements

1. Any individual newly hired and not requiring licensure as a teacher, administrator, personnel specialist or school nurse shall be required to undergo a nationwide criminal records check and fingerprinting.
2. Individuals applying for reinstatement of a license that has lapsed for more than three years shall also be required to undergo such checks.

Requirements, including applicable fees and the process for the collection and submission of fingerprints, etc., will generally be met by the individual as a part of the licensing process and in accordance with rules established by the Teacher Standards and Practices Commission (TSPC).

3. Any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
4. Any district contractor, whether part-time or full-time, or an employee of a district contractor, whether part-time or full-time, hired into a position having direct, unsupervised contact with students shall be required to undergo a nationwide criminal records check and fingerprinting.

The superintendent will identify district contractors subject to such requirements.

5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Employment Department.
6. An individual who is an employee of a public charter school shall be required to undergo a nationwide criminal records check and fingerprinting.
7. Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal records check.

An exception will be made to criminal records checks and fingerprinting if the district has on file evidence from a previous employer documenting a successfully completed Oregon and FBI criminal records check. Evidence will be either a copy of the records check or a written statement of verification from a supervisor or officer of the previous employer. Furthermore:

1. The Oregon Department of Education (ODE) or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available.

R9/20/12PH

2. Additional evidence that the employee has not resided outside the state between the two periods of time working in the district shall be maintained.

Notification

1. A list of those positions subject to criminal records checks and fingerprinting will be maintained in the district office and available to the public upon request.
2. The district will provide notification to individuals subject to criminal records checks and fingerprinting of the following:
 - a. Such checks are required by law and/or Board policy.
 - b. Any action resulting from those checks may be appealed as a contested case.
 - c. All employment or contract offers are contingent upon the results of such checks.
 - d. A refusal to consent to criminal records checks or fingerprinting or falsely stating on district employment application, contract or ODE fingerprint forms as to conviction of a crime shall result in immediate termination from employment or contract status.
3. The district will provide notice through such means as employment applications and contract forms.

Processing/Reporting Procedures

1. Any individual subject to criminal records checks and/or fingerprinting shall, as part of the application process, complete the appropriate forms as provided by the Oregon Department of Education.

~~2. Following acceptance of an offer of employment, the Criminal Verification of Applicants form for those not subject to fingerprinting will be sent to the Oregon Department of Education for processing. A copy will be kept on file by the district in the individual's personnel file.~~

- ~~3~~2. If the individual is subject to fingerprinting, he/she will be required to report within three working days to an authorized fingerprinter for fingerprinting. Fingerprints may be collected by one of the following:
 - a. Employing district staff
 - b. Contracted agent of employing district
 - c. Local or state law enforcement agency

Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

~~4~~3. The individual is responsible for obtaining two fingerprint cards from an Oregon school district, education service district, an Oregon approved teacher education institution, ODE or TSPC.

~~4~~5. The individual is responsible for submitting to the authorized fingerprinter the fingerprint card from the district personnel office.

65. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter and require that the individual submit a photo ID (drivers license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.
76. The authorized fingerprinter will return the fingerprint cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to the ODE. A copy of the form will be kept in the employee's personnel file.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district, including contractors and their employees shall be paid by the individual. Fee associated with criminal records checks and/or fingerprinting for individuals applying for volunteer positions shall be paid by the district.
2. Fees are payable prior to beginning employment or contract.
3. Individuals may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.

Termination of Employment or Withdrawal of Employment/Contract Offer

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from **consideration as a district volunteer,** employment or contract status- **or withdrawal of offer of employment or contract will be made** by the superintendent immediately upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.
2. Termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

Appeals

All appeals regarding a determination which prevents their employment or eligibility to contract with the district will be directed to the Oregon Superintendent of Public Instruction. Individuals eligible to appeal as a contested case will be so notified in writing by the ODE.

Coos Bay School District 9

Code: **IL**
Adopted: 1/12/11

Assessment Program**

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of Oregon Administrative Rules (OAR) 581-022-0606, 581-022-1210 and 581-022-1670. Each year the district shall determine each student's progress toward achieving federal, state and local achievement requirements.

Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education.

Accordingly, the district shall maintain the following assessment program:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Individual diagnostic and ability evaluations in all grades when students have been referred and parental permission obtained;
3. Assessments by individual teachers;
4. Optional schoolwide and grade levelwide assessments, as recommended by the superintendent and as approved by the Board.

It is the intent of the Board that progress be measured in a manner that clearly enables the student and parents to know whether the student is making progress toward meeting or exceeding academic content standards. District, school and individual results shall be reported to the Board, parents and the community, as prescribed by law.

The district shall make additional services or alternative educational or public school options available to any student who has not met or has exceeded all of the state-required academic content standards. Additionally, students in schools receiving Title I moneys that have been identified ~~as in need of improvement, corrective action or restructuring~~ by ODE will be provided supplemental services and public school options as required by law.

The district shall not discriminate in the methods, practices and materials used for assessment, evaluating and counseling students on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability or marital status. Discrimination complaints shall be processed in accordance with established procedures.

Staff will receive in-service education in the use of designated assessments and interpretation of assessment results.

The superintendent shall ensure a periodic review and evaluation of the district's assessment program is conducted.

END OF POLICY

Legal Reference(s):

[ORS 40.245](#)

[ORS 326.565](#)

[ORS 326.575](#)

[ORS 329.485](#)

[ORS 336.187](#)

[ORS 659.870](#)

[OAR 581-021-0030](#)

[OAR 581-022-0606](#)

[OAR 581-022-0610](#)

[OAR 581-022-1140](#)

[OAR 581-022-1210](#)

[OAR 581-022-1510](#)

[OAR 581-022-1670](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).

Protection of Pupil Rights, 20 U.S.C. § 1232h (2006); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2006).

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6311-6322 (2006).

[Elementary and Secondary Education Act \(ESEA\) Flexibility Waiver, July 18, 2012](#)

Coos Bay School District 9

Code: **JECBB**
Adopted: 3/07/11
Readopted: 2/27/12

Intradistrict Transfer Students

With the superintendent's approval, the district may grant the request of a resident student to attend another high school, provided the receiving school agrees to that request.

Students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, may transfer to a safe public school in the district.

The superintendent will develop administrative regulations, as necessary, to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 329.485](#)
[ORS 332.107](#)
[OAR 581-021-0045](#)

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6316, 7912-(2006).
Elementary and Secondary Education Act (ESEA) Flexibility Waiver; July 18, 2012.

Intradistrict Transfer Procedures

The following procedure will govern consideration of a request by a parent for his/her student to attend a district school other than the one within the student's regular attendance boundary:

General Parent/Student Requests for Intradistrict Transfer

1. Resident students and their parents will be notified on an annual basis of intradistrict transfer options available;
2. Requests to transfer will be considered on a space-available basis and subject to the following criteria:
 - a. A financial, educational, safety or health condition affecting the student would likely be improved as a result of the transfer. "Would likely be improved" means it is probable, in the judgment of the district, that the nature and effect of the benefit to be received will be real and meaningful;
 - b. Attendance at the school is nearer to the parent's place of work or to the location of child care;
 - c. The parent has moved and the place of residence is now located outside the attendance boundary of the student's assigned school, but remains within district boundaries and completion of the current school year in the student's school is in the student's best interest;
 - d. There is some other special hardship or detrimental condition affecting the student or his/her immediate family which would be alleviated as a result of the transfer. "Special" means a circumstance or factor not generally applicable to other students or families. "Hardship" and "detrimental condition" apply to any circumstance or factor which has a harmful effect on the student or his/her immediate family, and is not restricted to a financial, educational, safety or health condition;
 - e. A program/activity is offered only at the receiving school.
3. Requests that a student attend a district school other than the student's assigned school within his/her regular attendance boundary must be made by the parent (or emancipated minor or student age 18 or older) and submitted in writing on forms provided by the district to the principal or designee of the school the student currently attends, no later than March 31. Later requests may be considered in unusual circumstances, at the district's discretion. Written requests must include a clear statement as to how the requested transfer meets district criteria;
4. The principals of the sending and receiving schools will consult and must mutually agree to the transfer. If either principal objects, the request will be denied;

5. The sending school principal or designee will notify the parent that the request has been granted or denied, no later than June 1;
6. Students who apply for an intradistrict transfer and are not accepted at the time of application because of space availability or No Child Left Behind Act of 2001 (NCLBA) transfers will be placed on a waiting list in the order in which the applications are received. Such applications will be considered for approval at a later date as space becomes available. The waiting list will be maintained until February of each year, after which time a new waiting list will be developed;
7. Transportation will be the responsibility of the parent. In certain circumstances, district transportation may be appropriately provided, on a space-available basis. Existing bus routes and loading areas will not, however, be disrupted or altered in order to accommodate an intradistrict transfer;
8. Approved transfers will be reevaluated at the conclusion of each school year by the principal of the receiving school. Continuation of the transfer may be denied based on such considerations as space limitations, student behavior, attendance, academic performance or failure to continue an educational program for which the transfer request was originally approved;
9. In the event building capacity is reached with attendance area residents or students from outside the attendance area who have transferred under provisions of NCLBA, transfer students may be asked to enroll in another school or return to their school of origin;
10. An approved transfer granted to a student will not obligate the district to approve subsequent requests from another student in the same family;
11. Student violations of Board policy, administrative regulation or school rules may result in revocation of the transfer at any time at the discretion of the district, in addition to discipline imposed.

Safe Public School Choice Transfer Requests

In the event a district school is identified by the Oregon Department of Education (ODE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, a transfer to meet the safe public school choice requirements of NCLBA will be provided, subject to the following:

1. The district will provide notification to parents of all students attending a school identified as persistently dangerous of their student's right to transfer. The notice will:
 - a. Be in writing, provided within 10 school days from the time the district becomes aware that the school has been identified by ODE as persistently dangerous or from the time a parent or student has notified the district that the student has been the victim of a violent criminal offense as defined by ODE;
 - b. Inform parents that their student is eligible to attend another public school in the district due to the identification of the school as persistently dangerous, or inform the parent of a student who has been the victim of a violent criminal offense, as defined by ODE, while in or on the

- grounds of a school the student attends, that their student is eligible to attend another public school in the district;
- c. Identify each public school in the district, including public charter schools, that the parent may select;
 - d. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
 - e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.
2. The transfer will be to a safe district school;
 3. Requests to transfer must be in writing (standard mail, fax or e-mail) and submitted to the school office for consideration generally no later than 20 school days from the district notice. The district will confirm requests;
 4. The district will consider the education needs and preferences of the student and parent. Parents may decline the assigned school;
 5. Approved transfers will generally occur within 30 school days from the time the district learns that the school has been identified as persistently dangerous. A student who has been the victim of a violent criminal offense will be transferred as soon as practicable;
 6. Transfers may be temporary or permanent but will minimally be in effect as long as the student's original school is identified as persistently dangerous. Transfers for a student who has been the victim of a violent criminal offense will remain in effect until such time as may be appropriate, based on the safety and welfare of the student. The district will consider the educational needs of all transfer students as well as other factors affecting the student's ability to succeed if returned to the transferring school;
 7. The district may provide transportation using federal funds or through cooperative agreements with local victims assistance units.

In the event a district school is identified by ODE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district. Transfer approval will be in accordance with established Board policy and administrative regulation.

Special Education and Public School Choice

The district will ensure that students with disabilities are provided a free appropriate public education (FAPE) in their school of choice, consistent with the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. In offering choice to students with disabilities, the district may match the abilities and needs of a student with disabilities to the possible schools that have the ability to provide the student with FAPE.

Miscellaneous General Provisions for All Transfers

1. Students who wish to return to their home school or to transfer to a different district school must reapply in accordance with established request procedures.
2. Students granted permission to attend a district school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, consistent with applicable OSAA rules.
3. Students are expected to preregister and complete final registration and scheduling for the school in their assigned attendance area pending disposition of a transfer request.
4. Students may not sign up for or practice with athletic teams or other activity groups in the school they are requesting to transfer until the transfer is approved.
5. Recruitment of students by district employees is strictly prohibited.
6. Students whose place of residence changes within the district during the school year must notify the district. Students may be required to attend the school of their new attendance area the following year, consistent with NCLBA requirements, unless application is made for transfer.
7. Parents may appeal decisions to deny intradistrict transfer requests to the superintendent and Board, through established district procedures.

Record Keeping

The principal will maintain a file of all intradistrict transfer requests. A copy will be forwarded to the district office for district wide data collection purposes.

Coos Bay School District 9

Code: **JECC**
Adopted: 6/9/03
Readopted: 3/07/11
Orig. Code(s): JECC

Assignment of Students to Schools**

Attendance areas are established by the Board for district schools. Students will attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law.

When a student moves into another attendance area, he/she may remain at the former school until the end of the current report card period. At the end of that period the student must transfer to the school which serves the attendance area of his/her new residence.

In special cases, permission may be granted to allow the student to remain in his/her former school until the end of the semester. In all such cases, parents must provide transportation.

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school.

Additionally, as provided by ORS 329.485, the district may allow a student who has not met or has exceeded all of the academic content standards to attend another district school outside the student's attendance area.

The district will provide transportation, as provided by Board policy EEA - Student Transportation Services. That obligation will end at the completion of the school year for students transferring from a school identified as persistently dangerous, if the school from which the student has transferred is no longer identified as persistently dangerous.

Notice to parents of their right to request the transfer of their student as provided by this policy will be provided as required by law.

Attendance areas are subject to annual adjustment to balance student enrollment.

END OF POLICY

Legal Reference(s):

[OAR 581-021-0045](#)

[ORS 329.485](#)

[ORS 332.107](#)

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6316, 7912-(2006).

Elementary and Secondary Education Act (ESEA) Flexibility Waiver; July 18, 2012.

9/20/12 | PH

Interdistrict Transfer of Resident Students

General Parent/Student Requests for Interdistrict Transfer (Requiring the consent of both districts)

The following procedure will govern consideration of a request by a student who resides within district boundaries and who is requesting district approval for a transfer to attend school in another district:

1. A parent will request the release of his/her student by completing the appropriate district form;
2. A completed form must include the basis for the request and the signature of the Board chair or superintendent or designee of the district which the student seeks to attend;
3. The completed form must be submitted to the district office;
4. The superintendent or designee will grant or deny the request for release according to established Board policy criteria and notify the parent in writing of his/her decision within 15 calendar days;
5. If the release is granted, it will specify the length of the release or the condition or event which would cause the release to be terminated;
6. If the release is granted, the district will notify the nonresident district and make necessary arrangements for the transfer of the student's education records;
7. If the request is denied, parents will be notified of the right to appeal the decision to the Board by sending a written request to the superintendent or designee within 10 calendar days;
8. The Board will hear the appeal at its next regularly scheduled Board meeting;
9. A final decision will be made by the Board within 20 calendar days following the Board hearing. The Board's decision will be communicated to the parent in writing;
10. All releases granted by the district will be limited to the school year in which the transfer is approved. Annual application will be required no later than June 1 for the following school year.

Requests for Interdistrict Transfer (Requiring the consent of only the attending district)

A student who resides within district boundaries may make a request to attend school in another district that agrees to accept the student. The agreement will be by written consent of the attending district only whereby the student becomes a "resident student" of the attending district, allowing the attending district to receive State School Funding. The student who resides within the district must complete the application process in the district in which the student wishes to attend.

Safe Public School Choice Transfer Requests

In the event a district school is identified by ODE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, and there is not another school in the district for the student to transfer to, the district may develop an agreement with a neighboring district to accept transfer students. The development of such agreements is at the discretion of the district. Transfer approval will be in accordance with established Board policy and administrative regulation.

Record Keeping

A file of all interdistrict transfer requests will be maintained at the district office.

Proposed

CONFIDENTIAL
Coos Bay Public Schools
Child Abuse Report Form

RECORD OF REPORT

Agency to which the report was made: _____

Employee making the report: _____

Person taking the report: _____

Date of report: _____ Time: _____

Date of receipt of follow-up report: _____

DHS Finding: _____

Additional Information Attached Yes No

INFORMATION OF ABUSE VICTIM

Name of child: _____

Child's Birthdate: _____ Age: _____

Parent or Guardian: _____ Phone: _____

Address: _____

Date and time of alleged abuse occurrence: _____

Nature and extent of the alleged abuse: _____

Identity of alleged perpetrator (if known): _____

Witness: _____

Other pertinent information regarding the alleged abuse: _____

Signature of Person Completing This Report

Date

Within 24 hours - Scan to Superintendent, original to Building Administrator, keep personal copy if desired.

Reporting of Suspected Child Abuse - JHFE-AR(2)