

**COOS BAY PUBLIC SCHOOLS
BOARD OF DIRECTORS
MILNER CREST EDUCATION CENTER
1255 HEMLOCK AVE., COOS BAY, OR 97420
September 16, 2013**

AGENDA

5:30 PM **EXECUTIVE SESSION**, based on 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 BOARD MEETING** — Pledge of Allegiance and Welcome

1. APPROVE AGENDA

2. APPROVE CONSENT AGENDA

- A. *Approve New Hires for 2013-2014 and Leave of Absence Request
- B. *Approve Minutes of the July 8, 2013 Regular Board Meeting
- C. *Approve Minutes of the July 22, 2013 Special Board Meeting
- D. *Approve minutes of the August 17, 2013 Special Board Meeting

3. 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)

4. BUILDING AND STAFF PRESENTATIONS

- A. MHS Update: Jenny Shaffer
- B. MHS Journalism Travel Request to Boston, MA
- C. CBEA Business: Lynda Sanders
- D. OSEA Business: Teri Jones

5. DISTRICT STAFF PRESENTATIONS

- A. Superintendent Dawn Granger
- B. Business Manager Rod Danielson

6. BOARD ITEMS

- A. Board Activity Report
- B. Board Committee Report
 - 1. CBEA Bargaining
 - 2. Lighthouse Project
- C. OSBA Fall Regional Convention & Annual State Convention

7. **ACTION ITEMS TO CONSIDER**

- A. ****Approve CBEA Contract**
- B. ***Policy Review – 2nd Reading and Adoption**
 - 1. CBA – Qualifications and Duties of the Superintendent
 - 2. CCA – Organizational Chart
 - 3. CCG – Licensed Evaluation – Administrators
 - 4. CCG-AR - Administrative Standards
 - 5. EEA – Student Transportation Services check footnotes
 - 6. EGACA – Cell Phones
 - 7. EGACA-AR – Cell Phones
 - 8. GBDA – Mother Friendly Workplace
 - 9. GCL-AR – Staff Development – Licensed*
 - 10. GCL/GDL – Staff Development*
 - 11. GCN/GDN – Evaluation of Staff*
 - 12. GCN-AR – Core Teaching Standards
 - 13. IGBAB/JO-AR – Education Records/Records of Students with Disabilities Management
 - 14. JEA – Compulsory Attendance**
 - 15. JHFCA/KGD– Skateboard/Rollerblade/Scooter Use
 - 16. JHFE – Reporting of Suspected Abuse of a Child
 - 17. JHFE-AR(1) – Reporting of Suspected Abuse of a Child
 - 18. JHFE-AR(2) – Abuse of a Child Report Form
 - 19. JHFE-KN-AR(2) – Abuse of a Child Investigations Conducted on District Premises
 - 20. JHFF – Reporting Requirements Regarding Sexual Conduct with Students
 - 21. JO/IGBAB-AR – Education Records/Records of Students with Disabilities Management
 - 22. KG-AR(1) – Community Use of District Facilities
 - 23. KGD/JHFCA – Skateboard/Rollerblade/Scooter Use
 - 24. KN/JHFE – AR(2) Abuse of a Child or Other Investigations Conducted on District Premises

8. **ADJOURN MEETING**

CALENDAR

Date	Event
9/17	Achievement Compact Data & Goal Review @ Milner Crest, 4:00 PM
9/23	Special Board Meeting @ Milner Crest, 6:00 PM
10/1	Superintendent’s Education Conversation with Staff @ Blossom Gulch, 4:00
10/2	Coos Bay Schools Facilities Outreach Committee @ Milner Crest @ 5:30
10/14	Regular School Board Meeting @ Milner Crest, 6:00 PM
10/17	OSBA Regional Meeting @ Bandon High School, 6:00 PM
11/14 - 11/17	OSBA Annual Convention in Portland, OR

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

* Material attached.

** Material available at meeting.

Board Action	Position / Description	Name
New Hire		
9/16/2013	School Psychologist, Milner Crest	Rudic, Robin
9/16/2013	Business Teacher, Harding Learning Center	Abney, Jennifer
Leave of Absence		
9/16/2013	Speech Pathologist Marshfield High School	Stephens, Mark

COOS BAY PUBLIC SCHOOLS
COOS BAY, OREGON

July 8, 2013

REGULAR SCHOOL BOARD MEETING

The Board of Directors of Coos Bay Public Schools met on July 8, 2013, 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 6:05 PM and invited the Board and guests to recite the Pledge of Allegiance to begin the meeting.

All Board Members Present:	James Martin, Chair	Rocky Place
	Adrian DeLeon	Jill Christiana
	Charlene Moore	Sam Aley
	Mary Fields	

Others present included Superintendent Granger, Peggy Ahlgrim, Rod Danielson, Candace McGowne, David Dorsey, Teri Jones, Bruce Bryant, Bill Roderick, Boyd Bjorkquist, Steve Schneiderman, Brian Bowers, Hope Onusic, Becky Armistead, Jenny Klein, Mary Margaret Stockert, Melia Jasso, Sandy Reiber, Nicole Ault, Lauren Chan, Tracie Skinner, Ann Marineau, Jennifer Bunnell, Thomas Moriarty of *The World* and *Channel 14*.

1. ACTION ITEMS

- A. Administer Oath of Office to Elected Board Members
Board Chair James Martin administered the Oath of Office to the following elected Board members: Roy (Rocky) Place, Samuel Aley, Adrian DeLeon, Charlene Moore and Mary Fields.
- B. Elect Board Chair and Vice-Chair for 2013-14: Rocky Place made the motion, Sam Aley seconded, to nominate James Martin as Board Chair. The motion passed unanimously. Rocky Place made the motion, Sam Aley seconded, to nominate Jill Christiana as Board Vice-Chair. The motion passed unanimously.
- C. Establish Regular Monthly Meeting Day, Time, and Place: Rocky Place made the motion, Sam Aley seconded, to approve the meeting calendar. Meetings will at 6:00 PM on the second Monday of the month in the Community Room of Milner Crest Education Center unless otherwise noted. The motion passed unanimously.

2. APPROVE AGENDA

Charlene Moore made the motion, Mary Fields seconded, to approve the Agenda. The motion passed unanimously.

3. CONSENT AGENDA

- A. Approve Minutes of June 17, 2013, Regular School Board Meeting & Budget Hearing
- B. Approve Resignation Requests of Justin Ainsworth and Corey Goll
- C. Designate Superintendent Dawn Rae Granger as Chief Administrative Office/District Clerk/Budget Officer for 2013-14 and as the district's Titles II-A, and VI-B Representative for 2013-14

- D. Designate Business Manager Rod Danielson as Deputy Clerk for 2013-14
 - E. Designate Lisa DeSalvio as the district's Titles I-A, I-D, III, and X Representative for 2013-14
 - F. Designate Bryan Trendell as the district's Title I-C Carl Perkins Representative for 2013-14
 - G. Designate Joel Smallwood as Asbestos Designate for 2013-14 and as Integrated Pest Management Coordinator for 2013-14
 - H. Designate CBSD Board of Directors as the Local Contract Review Board
 - I. Authorize Use of Facsimile Signature for Superintendent, Business Manager and Board Chairman for 2013-14
 - J. Designate Wall & Wall P.C. as the district's Financial Auditors for 2012-13 School Year Audit
 - K. Designate David A. Dorsey P.C. as the district's Legal Counsel
 - L. Designate Huggins Insurance as the district's Insurance Agent of Record
- Sam Aley made the motion, Rocky Place seconded, to approve the Consent Agenda. The motion passed unanimously.

4. PUBLIC INPUT

Bruce Bryant asked the Board to consider adjusting the school calendar to what it was last year for the OSAA 3-A Tournament in order to run a successful 3-A Tournament. It gives the district the opportunity to pay back the community for their support. He would like to see it continue to be part of our community.

Boyd Bjorkquist explained the history of how the tournament came to Coos Bay. One of the reasons it was moved was due to limited parking at the previous venue. Parking will be an issue if school is in session during the tournament. There is a difference in parking between the Coos Bay and North Bend campuses. He also highlighted the importance of the tournament to the community.

Brian Bowers from the Coos Bay Downtown Association shared the positive financial impact for Coos Bay/North Bend hosting the 3-A Tournament. He asks that the Board consider adjusting the school calendar to support the community.

5. BUILDING AND STAFF PRESENTATIONS

- A. CBEA Business: Lynda Sanders was absent. James Martin announced that the next negotiations with CBEA will be August 8th & 13th.
- B. OSEA Business: Teri Jones shared the highlights of the Oregon Schools Education Assistants conference in Portland.

6. DISTRICT STAFF PRESENTATIONS

A. Superintendent Granger:

1. Update on Principal Hiring Process: Superintendent Granger gave an overview of the process. Five highly qualified candidates have been called to interview for the position. Interviews will be next Monday. Tuesday is a community panel meeting and the final two candidates will hopefully be selected Wednesday by the interview team and will then be interviewed by Superintendent Granger.

2. Administrator Academy: The administrators will be participating in administrator training the first two weeks of August. The training will include discipline protocols, financial planning, teacher evaluation training, scheduling, attendance & truancy, and

interventions. Presenters include Oregon School Board Association, Oregon Education Association, SAIF, and Oregon Leadership Network.

3. New Staff Training: This year the training is expanded to two days and will add mentoring and a tour of the district's school.
 4. Mentor Program: Superintendent Granger highlighted the books that will be used by the mentors and the new staff and explained the mentoring process.
 5. Full Day Kindergarten: Kindergarten teachers have met to develop curriculum and a schedule for this coming year and will be meeting again in August. There is a kindergarten readiness assessment that is a new requirement beginning of this year.
 6. Curriculum Purchase for Harding Learning Center: Shelly McKnight submitted a request for social studies curriculum for Harding Learning Center.
 7. Classified Professional Learning: The district will be setting aside 2 hours a month for classified professional development. Each school is looking at the possibility of setting aside additional professional development time for the classified staff time if needed.
- B. Rod Danielson, Business Manager: Rod Danielson presented an update on state funding. The business office is closing out the 2012-13 school year and the auditors have started the audit process. The state legislature has completed the year's session. The state school fund has passed at \$6.55 billion dollars budget for K-12. There was some PERS relief with this budget. The legislature is scheduled to meet in February for a special session to see if there is additional funding or additional PERS reform.

7. BOARD ITEMS

- A. Board Activity Report: Activities included Lighthouse Project training, community input, retirement celebration and meetings with Superintendent Granger.
- B. Board Committee Reports: The Facilities Outreach Community Group will be meeting July 9th at 5:30 PM.
- C. OSAA 3-A Tournament Schedule: Due to the community input at the last meeting, the school calendar was reviewed for solutions to OSAA 3-A Tournament concerns that were raised, parking being the most important one. Superintendent Granger offered suggestions for schedules and after deliberation, the Board favored having non-student days at the high schools only on March 6th & 7th.

8. ACTION ITEMS TO CONSIDER

- A. School Calendar: Rocky Place made the motion, Charlene Moore seconded to modify the previously approved calendar for the high school to reflect school being closed on March 6th & 7th. James Martin suggested to have the motion reflect that March 6th & 7th would be non-student days and include Harding Learning Center in the motion. Rocky Place amended the motion, Charlene Moore seconded, to amend the motion to have March 6th & 7th be non-school days for both high schools. When asked about assurances that the staff would not lose any paid time, James Martin assured the Board that Superintendent Granger will work with the administrators and the union leadership to make-up that time. The motion passed unanimously.
- B. Adopt Resolution 2014-06 – Increase the District Meal Prices for 2013-14 School Year: James Martin explained that this is a necessary adjustment of meal prices due to federal requirements. Jill Adrian made the motion, Jill Christiana seconded, to adopt Resolution 2014-06 – Increase the District Meal Prices for 2013-14 School Year. The motion passed unanimously.

- C. Adopt Resolution 2014-07 - Designating Depositories and Custodian: The resolution designates Janice Schock as the signer of Madison Elementary School accounts. Mary Fields made the motion, Sam Aley seconded, to adopt Resolution 2014-07 – Designating Depositories and Custodian. The motion passed unanimously.
- D. Approve Business Manager Contract: Sam Aley made the motion, Charlene Moore seconded, to approve the Business Manager Contract. The motion passed unanimously.
- E. Approve Confidential Employee Contract: Jill Christiana made the motion, Sam Aley seconded, to approve the confidential employee contract. The motion passed unanimously.
- F. Approve Curriculum Purchase for Harding Learning Center: Rocky Place made the motion, Mary Fields seconded, to approve the social studies curriculum purchase for Harding Learning Center. The motion passed unanimously.

James Martin announced that the August Board meeting will be August 17th at 9:00 AM.

Steve Schneiderman offered to have a member of the Booster Club be on the interview team for the Principal at Marshfield High School. James Martin stated that the team had already been chosen.

9. ADJOURN MEETING

James Martin adjourned the meeting at 7:25 PM.

James Martin
Board Chair

Peggy Ahlgrim
Board Secretary

COOS BAY PUBLIC SCHOOLS
COOS BAY, OREGON

July 22, 2013

SPECIAL SCHOOL BOARD MEETING

The Board of Directors of Coos Bay Public Schools met on July 22, 2013, in the Community Room at Milner Crest Education Center, 1255 Hemlock Ave., Coos Bay, Oregon, for a Special 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	Mary Fields

Board Member absent Sam Aley

Others present included Superintendent Granger, Peggy Ahlgrim, Rod Danielson, Candace McGowne, Susan and Rick Cooper, Lynda Sanders, Steve Schneiderman, Ralph Mohr, Sky Muller, Teri Hones, Jennifer Bunnell, Katie LaSalle, Beth Bennison, Kim Banta and Thomas Moriarty of *The World*.

I. APPROVE AGENDA

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

2. ACTION ITEMS

- A. Approve New Hires: Superintendent Granger and Candace McGowne gave an overview of the hiring process for Marshfield High School Principal and the hiring process overall. Rocky Place made the motion, Mary Fields seconded, to approve the New Hires as listed. The motion passed unanimously. The new hires are as follows: Doug Holland, MHS Principal, Sherri-Anna Grotzke, Kindergarten, Jody Saveland, Title I Reading, DeAnna Soccio, Kindergarten, Daniel Smith, Kindergarten, Katelyn Adams, 6th Grade, Nicholas Krissie, 4th Grade, Andrew Giniger, Math, Allison Bassett, Choir, David Delgado, Language Arts, Stephanie Howe, Language Arts, Erik Atkinson, Math, Laura Osbon, Counselor, Edward Williams, Language Arts, and Mark McKelvey, GED Program.
- B. Adopt Resolution 2014-08 – Designating Depositories and Custodian: Jill Christiana made the motion, Adrian DeLeon seconded, to adopt Resolution 2014-08, Designating Depositories and Custodian. The motion passed unanimously.

3. ADJOURN TO EXECUTIVE SESSION

James Martin adjourned to Executive session at 6:09 PM, based on ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

4. RECONVENE FROM EXECUTIVE SESSION AND ADJOURN MEETING

James Martin reconvened the meeting from executive session and adjourned the Special Board meeting at 6:44 PM.

James Martin
Board Chair

Peggy Ahlgrim
Board Secretary

COOS BAY PUBLIC SCHOOLS
COOS BAY, OREGON

August 17, 2013

SPECIAL SCHOOL BOARD MEETING

The Board of Directors of Coos Bay Public Schools met on August 17, 2013, in the Community Room at Milner Crest Education Center, 1255 Hemlock Ave., Coos Bay, Oregon, for a Special School Board Meeting.

Chair James Martin called the meeting to order at 9:00 AM 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	Sam Aley
	Charlene Moore	Mary Fields

Board Member Absent: Jill Christiana

Others present included Superintendent Granger, Peggy Ahlgrim and Renee Sessler from Oregon School Board Association.

I. APPROVE AGENDA

Charlene Moore made the motion, Sam Aley seconded, to approve the Agenda. The motion passed unanimously.

2. LIGHTHOUSE PROJECT

Renee Sessler led the Board through the next phase of the Lighthouse Project.

3. CONSENT AGENDA

A. Approve New Hires: The new hires are as follows: Chloe Danielson, 2nd grade teacher, Cody Carlson, 2nd grade teacher, Alison Booth, Teen Parent Program teacher, Ben Johnson, PE teacher, Melanie Cook, SLC Teacher, Kevin Guthrie, math teacher, James Johnson, MLC teacher, and Cody Kelley, social studies teacher.

B. Delete Policy DB/DBA/DBB – School District Budget/Budgeting System/Fiscal Year: Sam Aley made the motion, Mary Fields seconded, to approve the Consent Agenda. The motion passed unanimously.

4. BOARD ITEMS

- A. First Reading Policy Review:
1. CBA – Qualifications and Duties of the Superintendent
 2. CCA – Organizational Chart
 3. CCG – Licensed Evaluation – Administrators
 4. CCG-AR - Administrative Standards
 5. EEA – Student Transportation Services check footnotes
 6. EGACA – Cell Phones
 7. EGACA-AR – Cell Phones

8. GBDA – Mother Friendly Workplace
9. GCL-AR – Staff Development – Licensed*
10. GCL/GDL – Staff Development*
11. GCN/GDN – Evaluation of Staff*
12. GCN-AR – Core Teaching Standards
13. IGBAB/JO-AR – Education Records/Records of Students with Disabilities Management
14. JEA – Compulsory Attendance**
15. JHFCA – Skateboard/Rollerblade/Scooter Use
16. JHFE – Reporting of Suspected Abuse of a Child
17. JHFE-AR(1) – Reporting of Suspected Abuse of a Child
18. JHFE-AR(2) – Abuse of a Child Report Form
19. JHFE-KN-AR(2) – Abuse of a Child Investigations Conducted on District Premises
20. JHFF – Reporting Requirements Regarding Sexual Conduct with Students
21. JO/IGBAB-AR – Education Records/Records of Students with Disabilities Management
22. KG-AR(1) – Community Use of District Facilities
23. KGD/JHFCA – Skateboard/Rollerblade/Scooter Use
24. KN/JHFE Abuse of a Child or Other Investigations Conducted on District Premises

The Board reviewed the proposed policies and made the following changes:
Policy CCA – Organizational Chart: added Charter School under Board Responsibility
Policy CCG – Licensed Evaluation – Administrators: page 2 removed “attempt” with regards to evaluations
Policy CCG-AR – Administrative Standards: #8 should be moved to 7.c.

- B. OSBA Fall Regional Meeting and Annual State Convention: James Martin reviewed the information for the regional and state meetings.
- C. Goal Setting and Review
 1. Roles & Responsibilities: James Martin reviewed the roles and responsibilities of the Board. Superintendent Granger reviewed Policy KL – Complaint Procedure with the board and highlighted the process if complaints are received regarding staff.
 2. Review Board and Superintendent Working Agreements
 3. Review 2012-13 Board Goals, Draft 2013-14 Board Goals
 4. Review 2012-13 Superintendent Goals
 5. Review Board committee Assignments; Draft 2013-14 Committee Assignments
After discussion, the Board Committee Assignments are proposed as follows:
 - Administrative Compensation: Charlene Moore, Jill Christiana and James Martin;
 - Facilities Planning: Rocky Place, James Martin and Sam Aley
 - Classified Negotiations: James Martin, Jill Christiana and Charlene Moore with alternate Rocky Place
 - Licensed Negotiations: James Martin, Charlene Moore and Jill Christiana with alternate Rocky Place
 - Policy: Adrian DeLeon, Sam Aley and Jill Christiana
 - Superintendent Evaluation: Adrian DeLeon, Rocky Place and Mary Fields

Board Representatives are as follows:

- Professional Services Evaluation: Rocky Place
- Resource Link Advisory Council: Jill Christiana
- Scholarship Committee: Sam Aley
- ESD Budget Committee: Adrian DeLeon
- Insurance Committee: Mary Fields
- Licensed Evaluation Committee: Mary Fields and Charlene Moore
- Administrative Evaluation Committee: James Martin

Rocky place made the motion, Adrian DeLeon seconded, to approve the Board Committee Assignments. The motion passed unanimously.

4.C. 2-4, The Board and Superintendent Working Agreement, Board Goals and Superintendent Goals will be reviewed and developed at the September 23rd Special Board meeting.

5. ADJOURN TO EXECUTIVE SESSION

James Martin adjourned to Executive Session at 2:40 PM, based on ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

6. RECONVENE FROM EXECUTIVE SESSION

James Martin reconvened from Executive Session at 2:59 PM.

7. ACTION ITEMS TO CONSIDER

I. Approve MHS Extra-Curricular Code of Conduct: Changes include updating the numbering on pages 3 & 4, updating requirements for the supplemental instructional programs and reinserting the Random Athletic Drug Testing Program form. Rocky Place made the motion, Mary Fields seconded to approve the Extra-curricular Code of Conduct update. The motion passes unanimously.

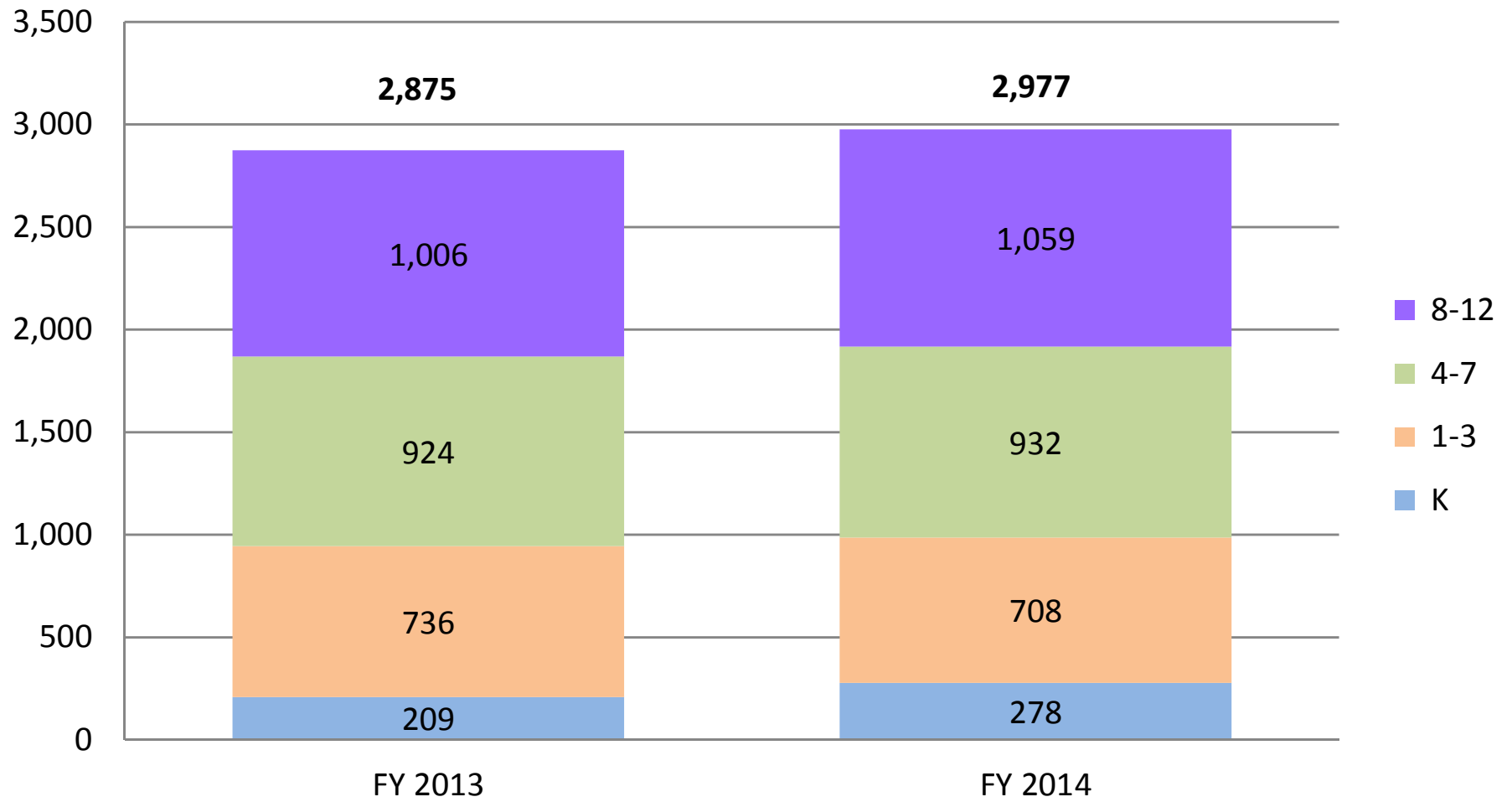
8. ADJOURN MEETING

James Martin adjourned the Special Board meeting at 3:02 PM.

James Martin
Board Chair

Peggy Ahlgrim
Board Secretary

September Enrollment



Student/Teacher Ratios 2012/13

Blossom Gulch

	Budgeted	Tchr	Avg Size	9/10/12	Tchr	Avg Size
K	135	3.0	22.5	115	3.0	19.2
1	142	6.0	23.7	139	6.0	23.2
2	132	5.0	26.4	136	5.0	27.2
3	144	5.0	28.8	133	5.0	26.6
Tot	553	19.0	25.6	523	19.0	24.5

Madison

	Budgeted	Tchr	Avg Size	9/10/12	Tchr	Avg Size
K	115	3	19.2	94	3	15.7
1	98	4	24.5	112	4	28.0
2	107	4	26.8	105	4	26.3
3	109	4	27.3	111	4	27.8
Tot	429	15.0	24.8	422	15.0	25.0

Millicoma

	Budgeted	Tchr	Avg Size	9/10/12	Tchr	Avg Size
4	139	5	27.8	147	5	29.4
5	106	4	26.5	101	4	25.3
6	136	5	27.2	136	5	27.2
7	118	4	29.5	99	4	24.8
Music Tchr		0.5			0.5	
PE Tchr		0.5			0.5	
	499	19		483	19	
Ratio		26.3			25.4	-0.8

Sunset

	Budgeted	Tchr	Avg Size	9/10/12	Tchr	Avg Size
4	130	5	26.0	107	5	21.4
5	123	4	30.8	118	4	29.5
6	112	4	28.0	102	4	25.5
7	114	4	28.5	114	4	28.5
Music Tchr		0.5			0.5	
PE Tchr		0.5			0.5	
	479	18		441	18	
Ratio		26.6			24.5	-2.1

Marshfield

	Budgeted	9/10/12	
8	232	232	
9	238	236	
10	190	180	
11	197	178	
12	168	180	
T	1,025	1,006	
Core Subj Tchr	25	25	
Elective Tchr	12	12	
	37	37	
Ratio	27.7	27.2	-0.5

Estimated Drops

Harding Learning Center

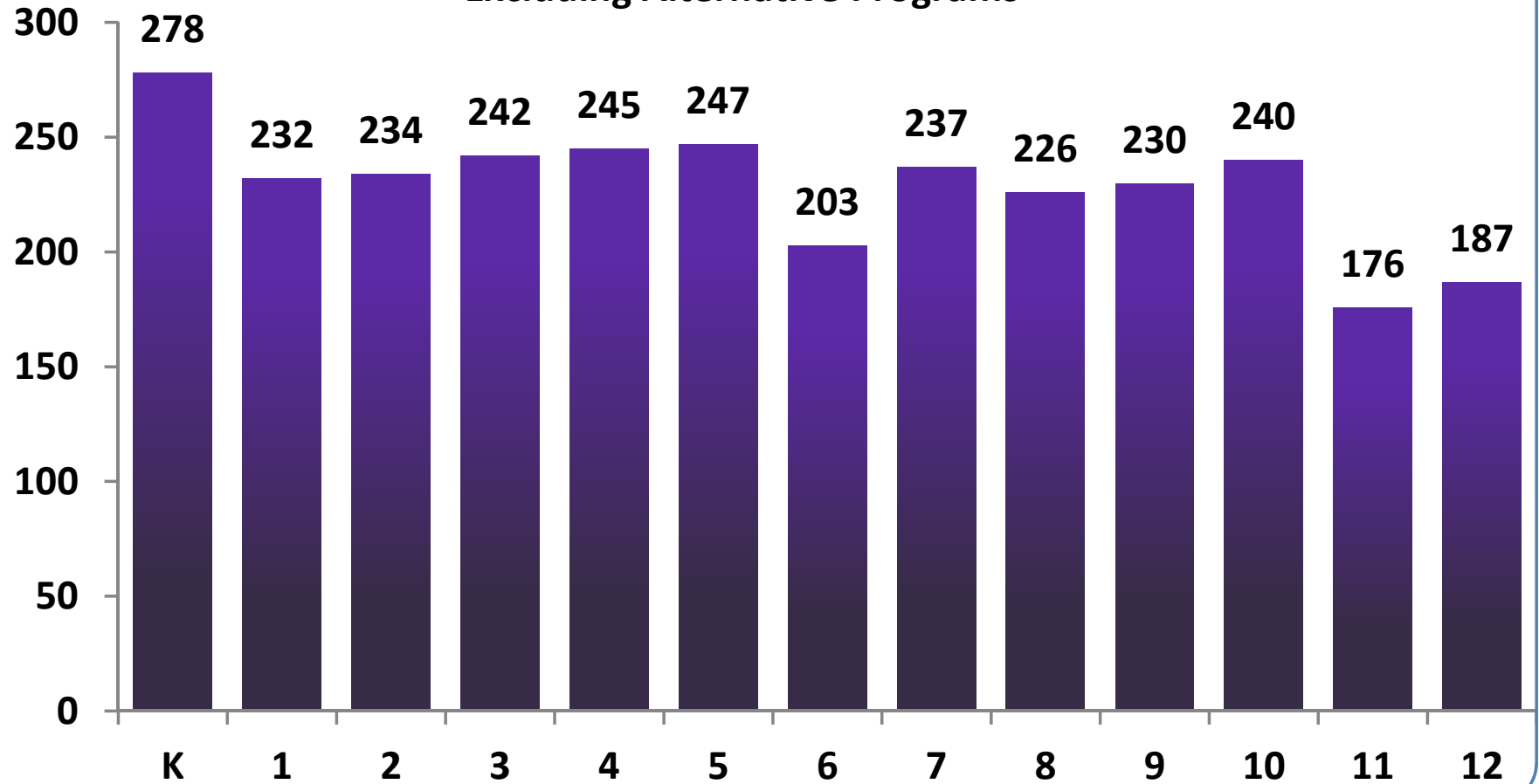
	Budgeted	Tchr	Avg Size	9/10/12	Tchr	Avg Size
GED	8	0.25	32.0		0.25	0.0
Dest	99	5	19.8	101	5	20.2
Bell	22	1	22.0	9	1	9.0
TP		1	0		1	0.0
RL	75	3.5	21.4	68	3.5	19.4

	Budgeted	Tchr	Avg Size	9/10/12	Tchr	Avg Size
BG	553	19.00	25.6	523	19.00	24.5
MD	429	15.00	24.8	422	15.00	25.0
ML	499	19.00	26.3	483	19.00	25.4
SN	479	18.00	26.6	441	18.00	24.5
MHS	1025	37.00	27.7	1006	37.00	27.2
HLC	204	10.75	19.0	178	10.75	16.6
	3189	118.75		3053	118.75	

* Core subjects include, Language Arts, Math, Social Studies
Science

September Enrollment By Grade

Excluding Alternative Programs



Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;

9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Serve as educational leader to the Board, staff and community;
2. Act as the Board's chief administrative officer;
3. Serve as district school clerk, performing such duties as required by law or by the Board;
4. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;
5. Attend all regular and special meetings and executive sessions of the Board, except when excused for his/her own salary and performance review;
6. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
7. Administer adopted Board policies;
8. Annually review adopted Board policies and make recommendations for needed changes;
9. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
10. Provide an ongoing program of communication to and from the community, staff and Board concerning the school program and district activities;
11. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
12. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;

13. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
14. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
15. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff. Policies approved by the Board will be included in the written rules and regulations of the district;
16. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
17. Resolve problems of operations and settle disputes referred through administrative channels;
18. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
19. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
20. Recommend to the Board, the appointment-, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
21. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
22. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
23. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
24. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
25. Assign and control the promotion of students;
26. Maintain a continuous inventory of all district property, furniture, material and supplies;

27. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
28. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
29. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
30. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
31. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
32. Direct the district in its relationships with federal, state and local government agencies;
33. Cooperate with universities and colleges in their student-teacher training programs;
34. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
35. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
36. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
37. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
38. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 332.075](#)
[ORS 332.515](#)
[ORS 342.125](#)
[ORS 342.140](#)
[ORS 342.143](#)
[ORS 342.173](#)

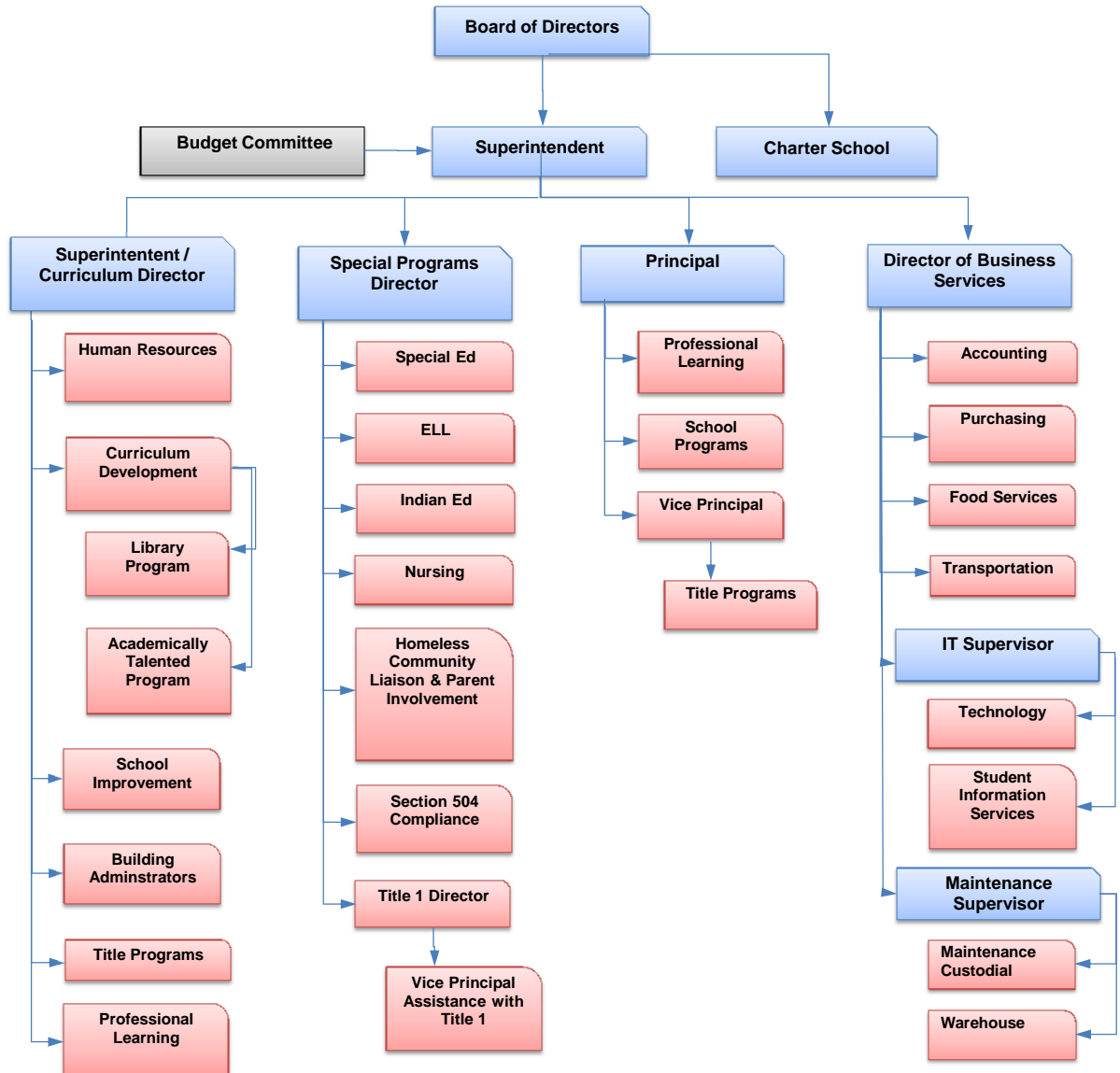
[ORS 342.175](#)
[ORS 342.200](#)

[OAR 581-022-0102 to -1940](#)
[OAR 581-023-0006 to -0050](#)
[OAR 584-020-0000 to -0045](#)
[OAR 584-036-0035\(1\)](#)

[OAR 584-046-0005 to -0024](#)
[OAR 584-048-0085 to -0095](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Coos Bay School District 9

Code: CCA
 Adopted: 2/12/07; 07/10; 02/02/12
 Orig Code(s): CCA



Licensed Evaluation - Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. He/She will report to the Board annually on the performance of all administrators and make recommendations regarding their employment and/or salary status.

Formal evaluations will be made at least ~~once~~, annually. They shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or designee;
3. Evaluations will be in writing and discussed with the administrator by the person who makes the evaluation;
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation and the right of appeal through established grievance procedures, if applicable.

Administrators' evaluations shall be customized based on collaborative efforts and include the educational leadership-administrator standards¹ adopted by the State Board of Education. The standards include:

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership;
6. Socio-political context.

¹These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

Evaluations must attempt to:

7. Strengthen the knowledge, skills, disposition and administrative practices of administrators;
8. Refine the support, assistance and professional growth opportunities offered to an administrator, based on the individual needs of the administrator and the needs of the school and district;
9. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator;
10. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators; and
11. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[OAR 581-022-1720](#)

[OAR 581-022-1723](#)

[OAR 581-022-1725](#)

Hanson v. Culver Sch. Dist. (FDAB 1975)

Administrative Standards

The administrative standards must:

1. Consider multiple measures of administrative effectiveness that encompass a range of appropriate administrative behaviors. These measures use multiple evaluation methods that utilize multiple measures to evaluate administrator performance which may include, but is not limited to:
 - a. Student performance;
 - b. Student assessment;
 - c. Classroom-based assessments, including observations, lesson plans and assignments;
 - d. Portfolios of evidence;
 - e. Supervisor reports; and
 - f. Self-reflections and assessments.
2. Consider evidence of student academic growth and learning based on multiple measures of student progress, including performance data of students, schools and districts;
3. Be research based;
4. Be separately developed for each administrator; and
5. Be customized to the district, which may include individualized weighting and application of standards.

Local evaluation and support systems established by the district for administrators must be:

6. Designed with four performance level ratings of effectiveness as defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems;
7. Based on significant consideration of student learning which may include but is not limited to:
 - a. School-wide academic growth, as determined by the statewide assessment system implemented by the Oregon Department of Education under ORS 329.485; and
 - b. Formative and summative assessments.
 - c. On a regular cycle
8. On a regular cycle.

Superintendents shall regularly report to the Board on implementation of the evaluation and support systems and educator effectiveness.

Coos Bay School District 9

Code: **EEA**
Adopted: 6/09/03
Readopted: 6/11/12; ~~9/05/12~~ **9/10/12**
Orig. Code(s): EE/EEA

Student Transportation Services

School transportation services will be provided for transporting students to and from school, ~~and to and from curricular and extracurricular activities sponsored by the district,~~ **transporting from one school or facility to another and to school-sponsored field trips that are extensions of classroom learning experiences.** Transportation will be provided for homeless students to and from the student's school of origin (meaning the school that the student attended when permanently housed or the school in which the student was last enrolled) as required by the No Child Left Behind Act of 2001 (NCLBA). These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board.

Students living within specified attendance boundaries of their respective schools are eligible to ride a bus to and from school. In addition, students, including those receiving special education, may be eligible for transportation for health or safety reasons.

Miles from school will be determined by the transportation manager in accordance with OAR 581-023-0040(1)(c).

The district may use Type 10 School Activity Vehicles to transport students from home to school, school to home and from district-sponsored activities.

~~Transportation will be provided to a student of a school receiving Title I funds to attend a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, corrective action or restructuring. Such transfers will be permitted and transportation provided only to a safe school that has not been identified for improvement, corrective action or restructuring. The obligation of the district to provide for transportation will terminate at the end of the school year if the school from which the student transferred is no longer in school improvement.~~

~~If all other district schools that a student may transfer to have also been identified as in need of improvement, corrective action or restructuring, or there is no other district school to which the student may transfer⁴, the district shall, to the extent practicable, establish a cooperative agreement with other~~

"School of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

⁴If there are no district schools to which students can transfer because: (1) all schools at a grade level are in school improvement; (2) there is only one school in the district; or (3) the rural or isolated nature of the district prevents choice, the district must notify the parents that the student's school has been identified for school improvement but that no choices are currently available.

~~districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided for in accordance with the agreement².~~

²~~Interdistrict transportation under NCLBA does not appear to be a district responsibility. Districts should consult with their attorney.~~

The district may also provide transportation using federal funds³ or through cooperative agreements with local victims assistance units for a student to attend a safe district school⁴ out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or if the student attends a school identified as persistently dangerous.

~~Transportation provided will, to the extent possible, be to a school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring.~~ If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

Students attending any private or parochial school under the compulsory school attendance laws will, where the private or parochial school is along or near the bus route, be provided equally the riding privileges given to public school children.

Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible program shall be provided home to school transportation.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits.⁵ A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215, vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered as extensions of the school situation, and all students using school transportation will abide by the code of conduct posted in each bus or school activity vehicle. Violations of such code, as well as other conduct that is improper or which jeopardizes the safety of self or other students, will be reported by the vehicle driver to their transportation manager supervisor. The transportation manager supervisor will, as soon as possible, inform the appropriate school or principal or administrator of such occurrence. Violators may be denied use of school bus transportation for such period of time as deemed proper by the principal and/or transportation manager.

The principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

³Federal funds means funds available through Title IV, Part A, and Title V, Part A.

⁴If there is not another school in the district to which students can transfer, districts are encouraged, but not required to, explore other appropriate options, i.e., an agreement with a neighboring district.

⁵“Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

The driver will be responsible for the bus or vehicle at all times from departure until return. The driver will not participate in any activities that might impair his or her driving abilities.

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

END OF POLICY

Legal Reference(s):

ORS 327.006	ORS 815.055	OAR 581-053-0031
ORS 327.033	ORS 815.080	OAR 581-053-0040
ORS 327.043	ORS 820.100 to-820.190	OAR 581-053-0053
ORS 332.405		OAR 581-053-0060
ORS 332.415	OAR 581-021-0050 to-0075	OAR 581-053-0070
ORS 339.240 to-339.250	OAR 581-022-1530	OAR 581-053-0210
ORS 343.155 to-343.246	OAR 581-023-0040	OAR 581-053-0220
ORS 343.533	OAR 581-053-0002	OAR 581-053-0230
ORS 343.155 to-343.243	OAR 581-053-0003	OAR 581-053-0240
ORS 811.210	OAR 581-053-0004	OAR 735-102-0010
ORS 811.215	OAR 581-053-0010	

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6315, 7912.

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

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431-11435 (2005).

Cross Reference(s):

EEAB - School Bus Scheduling and Routing

EEAC - School Bus Safety Program

EEACC - Student Conduct on School Buses

R9/20/12 | PH

Coos Bay School District 9

Code: **EGACA**
Adopted: 1/12/04
Readopted: 1/19/10
Original Code(s): EGACA

Cellular Telephones

The Board recognizes that the use of cellular telephones may be appropriate to provide for the effective and efficient operation of the district, and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the superintendent.

District-owned cellular telephones shall be used for authorized district business purposes, consistent with the district's mission and goals. Personal use of such equipment is prohibited except in emergency situations. ~~Any expenses incurred for such personal use shall be reimbursed to the district.~~ Employees do not have any expectations of privacy with district-owned cell phones or any information stored on them; the phone may be confiscated and searched at any time. Employee use of a district-owned cell phone shall not violate Oregon's ethics laws.

If an employee's cell phone purchase is reimbursed by the district, or the employee is provided a stipend to purchase a cell phone, all phone records, text messages, emails to and from the cell phone, and other communications made with the cell phone may be public records.

Employees shall not use cell phones, whether district-owned or personally-owned, for non-district-related business while attending to and/or performing their job responsibilities.

Use of cellular telephones in violation of Board policies, administrative regulations and/or state and federal laws will result in discipline up to and including dismissal and/or referral to Oregon Government Ethics Commission and law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately-owned cellular telephones for authorized district business.

END OF POLICY

Legal Reference(s):

[ORS 244.010](#)
[ORS 244.020\(15\)](#)

[ORS 244.040\(1\)\(a\)](#)
[ORS 244.120](#)

[ORS 332.105](#)
[ORS 332.107](#)

Davidson v. Or. Gov't Ethics Comm'n, 300 Or. 415 (1985)
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINIONS 02S-020 (Aug. 2, 2002), 02A-1008 (July 12, 2002), 01A-1004 (June 1, 2001) and 98A-1003 (July 9, 1998).

Coos Bay School District 9

Code: EGACA-AR
Revised/Reviewed: 1/12/04; 2/27/12
Original Code(s): EGACA-AR

Cellular Telephones

District-owned cellular telephones may be purchased and authorized for staff use in accordance with the following:

Cellular Telephone Authorization

Cellular telephones may be assigned or made available on a temporary basis by the business manager or designee when it is determined that:

1. The assignment of a cellular telephone to the employee is a prudent use of district resources;
2. The employee's job responsibilities require the ability to communicate frequently and access to a district or public telephone is not readily available;
3. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.

Cellular Telephone Use

1. Cellular telephones are provided specifically to carry out official district business when other means of communications are not readily available. Cellular telephones may not be used for routine communications.
2. Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
2. Personal use of district cellular telephones is limited to making or receiving calls for family emergency purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official district duties, i.e., a meeting which runs later than expected or a last minute schedule change.
3. Cellular telephones are not to be used for conversations involving district information of a confidential nature.
3. District Cellular telephones shall not be loaned to others.

4. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the business manager who will in turn notify the service provider.
5. Cellular telephones issued for employee use are to be returned to the business manager at the conclusion of the school year, activity or as otherwise specified.

Privately-Owned Cellular Telephones

- 4.1. District employees may be reimbursed, or receive a stipend, for use of privately-owned cellular telephones to conduct district business in accordance with Board policy and this regulation, with prior approval of the business manager. ~~Stipends are given to staff who are required to use employee owned telephones to conduct business.~~
- 5.2. Personal use of privately-owned cellular telephones by employees authorized to use such equipment for district business is restricted to lunch, breaks or other such times when the employee is not on duty.

Reimbursement

- 6.1. Requests for reimbursement for authorized use of employee-owned cellular telephones are to be submitted on district-provided forms, available through the office and accompanied by a copy of the billing statement with the district business-related calls highlighted. A notation for each highlighted entry, indicating the nature of the call, is required.
- 7.2. All requests for reimbursement must be submitted within 30 days of the due date of the billing statement. Requests submitted after the reimbursement deadline has passed may be denied.
- 8.3. District reimbursement for authorized use of employee-owned cellular telephones will be made in conformance with district payment procedures.

Mother Friendly Workplace*

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast-feeding or expressing milk in the workplace. The Board directs the superintendent or designee to take measures and develop regulations to ensure that all district employees shall be provided with an adequate location for the expression of milk or breast-feeding.

The superintendent or designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to work areas, other than a restroom, where an employee can breast-feed her child or express milk in privacy. This policy directs the superintendent or designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy:

1. The advice of a school nurse or health professional in determining the most reasonable facility accommodation;
2. The plan shall include an accessible, private room with a lock that would allow a mother:
 - a. To breast-feed a child brought in during a lunch or other break period; or
 - b. To pump breast milk to be stored for later use; and
 - c. A flexible work schedule in consideration of the requirements of the staff members responsibility.
3. The room shall include:
 - a. Electrical outlets for electric pumps;
 - b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers; and
 - c. A sign up sheet and a sign posting the room as “private during use.”
4. Time allotted for this activity is not to exceed the normal time allowed for lunch and/or breaks.

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member’s responsibility.

The district shall provide the employee a 30-minute rest period to breast-feed or express milk during each 4-hour work period, or the major part of a ~~four~~ 4-hour work period, to be taken by the employee approximately in the middle of the work period.¹ If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

¹Districts should refer to their collective bargaining agreements to determine if the “rest period” is paid, nonpaid or a combination.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)

Coos Bay School District 9

Code: **GCL-AR**
Adopted:

Staff Development - Licensed

District mission and goals, school and district improvement plan and report card data and other such information, will be considered in developing a district program of continuing professional development (CPD) for Board approval.

Board policy GCL - Staff Development - Licensed, this regulation and related district-issued handbooks and materials are recognized as the district's qualified, Continuing Professional Development program.

Completion of CPD requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee.

Coos Bay School District 9

Code: **GCL/GDL**
Adopted: 11/09/92
Readopted: 6/01/10
Orig. Code(s): GCL/GDL

Staff Development

In order to strengthen and refine professional skills of district personnel, the superintendent or his/her designee will develop a staff development program for all employees.

Building site councils will be encouraged to participate in the development and implementation of the district's staff development ~~plan~~ **program** including provisions for the professional growth of staff.

Staff development programs, whether provided directly by the district or through district contracts with third parties, will provide appropriate reasonable accommodations to ensure such programs are available to employees with disabilities.

Completion of Continuing professional development (CPD) ~~plan~~ requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.125](#)
[ORS 329.704](#)

[OAR 581-022-0606](#)
[OAR 581-022-1720](#)

[OAR 584-090-0100 to-0120](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Coos Bay School District 9

Code: GCN/GDN
Adopted: 3/14/88
Readopted: 6/11/12
Orig. Code(s): GCM/GCN

Evaluation of ~~Licensed~~ Staff *

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of a teacher's performance of the teaching responsibilities. It is also an important assessment of classified employees and current performance of their job assignments. Under Board policy, administrators are charged with the responsibility of evaluating the staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or nonrenewal dismissal and discipline.

Licensed Staff

Evaluation of licensed staff shall be conducted to conform with applicable Oregon Revised Statutes and any applicable collective bargaining provisions.

Teachers' evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education.

Evaluations must attempt to:

1. Strengthen the knowledge, skills, disposition and classroom practices of teachers;
2. Refine the support, assistance and professional growth opportunities offered to a teacher, based on the needs of the teacher and the needs of the school and district;
3. Allow the teacher to establish a set of classroom practices and student learning objectives that are based on the individual circumstances of the teacher, including classroom and other assignments;
4. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers;

5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the teacher.

Classified Staff

All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once a year thereafter.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 332.505](#)

[ORS 342.850](#)

[OAR 581-022-1720](#)

[OAR 581-022-1723](#)

[OAR 581-022-1724](#)

Core Teaching Standards

The core teaching standards must:

1. Consider multiple measures of teacher effectiveness that encompass a range of appropriate administrative behaviors. These measures use multiple evaluation methods that utilize multiple measures to evaluate teacher performance which may include, but is not limited to:
 - a. Student performance;
 - b. Student assessment;
 - c. Classroom-based assessments, including observations, lesson plans and assignments;
 - d. Portfolios of evidence;
 - e. Supervisor reports; and
 - f. Self-reflections and assessments.
2. Consider evidence of student academic growth and learning based on multiple measures of student progress, including student performance data;
3. Be research based;
4. Be customized to the district, which may include individualized weighting and application of standards.

Local evaluation and support systems established by the district for teachers must be:

1. Designed with four performance level ratings of effectiveness as defined in the *Oregon Framework for Teacher and Administrator Evaluation and Support Systems*;
2. Based on significant consideration of student learning, which may include, but is not limited to:
 - a. Schoolwide academic growth, as determined by the statewide assessment system implemented by the Oregon Department of Education under ORS 329.485;
 - b. Formative and summative assessments; and
 - c. Classroom-level student learning goals set collaboratively between teachers and evaluators.
3. On a regular cycle.

Superintendents shall regularly report to the Board on implementation of the evaluation and support systems and educator effectiveness.

9/20/12 | RS

Education Records/Records of Students with Disabilities Management

1. Student Education Record

Student education records are those records that are directly related to a student and maintained by the district, or by a party acting for the district; however, this does not include the following:

- a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
- c. Records relating to an individual who is employed by the district that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of his/her status as a student are education records and are not excepted under this section;
- d. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity;
 - (2) Made, maintained or used only in connection with treatment of the student; and
 - (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.
- e. Records that only contain information relating to activities in which an individual engaged after he/she is no longer a student at the district;
- f. Medical or nursing records which are made or maintained separately and solely by a licensed health-care professional who is not employed by the district, and which are not used for education purposes or planning.

The district shall keep and maintain a permanent record on each student which includes the:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student birth date and place of birth;
- d. Name of parents;
- e. Date of entry in school;

- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance;
- k. Date of withdrawal from school; and
- l. Such additional information as the district may prescribe.

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

The district shall retain permanent records in a minimum one-hour fire-safe place in the district, or keep a duplicate copy of the permanent records in a safe depository in another district location.

2. Confidentiality of Student Records

- a. The district shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
- b. Each district shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
- c. Each district shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

3. Rights of Parents and Eligible Students

The district shall annually notify parents and eligible students through the district student/parent handbook or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or eligible student has a right to:

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.

The notification shall also inform parents or eligible students that the district forwards education records requested under OAR 581-021-0255. The notification shall also indicate where copies of the district policy are located and how copies may be obtained.

If the eligible student or the student's parent(s) has a primary or home language other than English, or has a disability, the district shall provide effective notice.

These rights shall be given to either parent unless the district has been provided with specific written evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents the district from giving students rights in addition to those given to parents.

4. Parent's or Eligible Student's Right to Inspect and Review

The district shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.

The district shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an IEP, or any due process hearing, or any resolution session related to a due process hearing;
- c. In no case more than 45 days after it has received the request.

The district shall respond to reasonable requests for explanations and interpretations of the student's education record.

The parent(s) or eligible student shall comply with the following procedure to inspect and review a student's education record:

- a. Provide a written, dated request to inspect a student's education record; and
- b. State the specific reason for requesting the inspection.

The written request will be permanently added to the student's education record.

The district shall not destroy any education record if there is an outstanding request to inspect and review the education record.

While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible student or student's parent(s) may, at his/her expense, have those records reviewed by a physician or other appropriate professional of his/her choice.

If an eligible student or student's parent(s) so requests, the district shall give the eligible student or student's parent(s) a copy of the student's education record. The district may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record unless the

imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's educational records. The district may not charge a fee to search for or to retrieve the education records of a student.

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.501(4) unless authorized by federal law.

The district will maintain a list of the types and locations of education records maintained by the district and the titles and addresses of officials responsible for the records.

Student's education records will be maintained at the school building at which the student is in attendance except for special education records which may be located at another designated location within the district. The principal or his/her designee shall be the person responsible for maintaining and releasing the education records.

5. Release of Personally Identifiable Information

Personally identifiable information shall not be released without prior written consent of the eligible student or student's parent(s) except in the following cases:

- a. The disclosure is to other school officials, including teachers, within the district who have a legitimate educational interest.

As used in this section, "legitimate educational interest" means a district official employed by the district as an administrator, supervisor, instructor or staff support member; a person serving on a school board who need to review an educational record in order to fulfill his or her professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the district would otherwise use employees, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to district policies concerning the redisclosure of personally identifiable information.

The district shall maintain, for public inspection, a listing of the names and positions of individuals within the district who have access to personally identifiable information with respect to students with disabilities.

- b. The disclosure is to officials of another school within the district;
- c. The disclosure is to authorized representatives of:

(1) ~~The Comptroller General of the United States;~~

(2) ~~The Secretary of the United States Department of Education;~~

(3) ~~State and local educational authorities; or~~

(4) ~~The Oregon Secretary of State's Audit Division;~~ The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state supported education programs, or the enforcement of or compliance with federal or state supported education programs, or the enforcement of or compliance

with federal or state regulations.

- d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
- (1) Determine eligibility for the aid;
 - (2) Determine the amount of the aid;
 - (3) Determine the conditions for the aid; or
 - (4) Enforce the terms and condition of the aid.

As used in this section “financial aid” means any payment of funds provided to an individual that is conditioned on the individual’s attendance at an educational agency or institution.

- e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:
- (1) Develop, validate or administer predictive tests;
 - (2) Administer student aid programs; or
 - (3) Improve instruction.

The district may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:

- (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
- (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
- (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
- (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term “organization” includes, but is not limited to, federal, state and local agencies, and independent organizations.

- f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:

- (1) Designates the individual or entity as an authorized representative;
- (2) Specifies the personally identifiable information being disclosed;
- (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state supported education programs;
- (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
- (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;

- (6) Identifies the time period in which the personally identifiable information must be destroyed; and
- (7) Establishes policies and procedures which are consistent with FERPA and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.

- fg. The disclosure is to accrediting organizations to carry out their accrediting functions;
- gh. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
- hi. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- ij. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health-care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

In making a determination whether a disclosure may be made under the health or safety emergency, the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. As used in this section a "health or safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law, or other such reasons that the district may in good faith determine a health or safety emergency.

- jk. The disclosure is information the district has designated as "directory information" (See Board policy JOA – Directory Information);
- kl. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- lm. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term "receives services" includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
- mn. The disclosure is to the Board during an executive session pursuant to ORS 332.061.

The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

6. Record-Keeping Requirements

The district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record-keeping requirements shall include the parent, eligible student, school official or his/her assistant responsible for custody of the records and parties authorized by state and federal law for auditing purposes. The district shall maintain the record with the education records of the student as long as the records are maintained. For each request or disclosure the record must include:

- a. The party or parties who have requested or received personally identifiable information from the education records; and
- b. The legitimate interests the parties had in requesting or obtaining the information.

The following parties may inspect the record of request for access and disclosure to a student's personally identifiable information:

- a. The parent(s) or eligible student;
- b. The school official or his/her assistants who are responsible for the custody of the records;
- c. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the district.

7. Request for Amendment of Student's Education Record

If an eligible student or student's parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, he/she may ask the building level principal where the record is maintained to amend the record.

The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.

The request to amend the student's education record shall become a permanent part of the student's education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of his/her right to appeal the decision by requesting a hearing.

8. Hearing Rights of Parents or Eligible Students

If the building level principal decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall appoint a hearings officer to conduct the formal hearing requested by the eligible student or student's parent. The hearing may be conducted by any individual, including an official of the district, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time and location for the hearing, and give the student's parent or eligible student notice of date, time and location reasonably in advance of the hearing. The hearing will be held within 10 working days of receiving the written or verbal request for the hearing.

The hearings officer will convene and preside over a hearing panel consisting of:

- a. The principal or his/her designee;
- b. A member chosen by the eligible student or student's parent(s); and
- c. A disinterested, qualified third party appointed by the superintendent.

The parent or eligible student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

- a. Is maintained as part of the student's records as long as the record or contested portion is maintained by the district; and
- b. Is disclosed by the district to any party to whom the student's records or the contested portion are disclosed.

If, as a result of the hearing, the panel decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall:

- a. Amend the record accordingly; and

b. Inform the eligible student or the student's parent(s) of the amendment in writing.

9. Duties and Responsibilities When Requesting Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, ESD, institution, agency, or detention facility or youth care center in which the student was formerly enrolled and shall request the student's education records.

10. Duties and Responsibilities When Transferring Education Records

The district shall, ~~subject to ORS 339.260,~~ transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

- a. The student's permanent records, for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

Note: Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

Disclosure Statement

Required for use in collecting personally identifiable information related to social security numbers.

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

“Providing your social security number (SSN) is voluntary. If you provide it, the district will use your SSN for record-keeping, research, and reporting purposes only. The district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described.”

On the back of the same form, or attached to it, the following statement shall appear:

“OAR 581-021-0250 (1)(j) authorizes districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.”

The district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

Coos Bay School District 9

Code: **JEA**
Adopted: 10/9/00
Readopted: 3/07/11, 9/10/12
Orig. Code(s): JEA

Compulsory Attendance**

Except when exempt by Oregon law, all students ages 7-18 who have not completed the 12th grade are required to attend regularly, a school full-time during the entire school.

All students five or six years of age who have been enrolled in a public school are required to attend regularly.

Persons having legal control of a student age 7-18 who has not completed the 12th grade are required to have the student attend school. Persons having legal control of a student who is five or six years of age and have enrolled the child in a public school, are required to have the student attend and maintain regular attendance.

Under the superintendent's direction and supervision, attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. In addition, if the student is a youth offender or on parole or probation, the attendance supervisor shall notify the student's parole or probation officer of the compulsory attendance violation. Violation is a Class C violation

The district will develop procedures for issuing a citation. The attendance policies are available at each school or through the district attendance officer, 541-267-1409.

A parent or guardian who is not supervising their student by requiring school attendance may also be in violation of ORS 163.577(c). Failing to supervise a child is a Class A violation.

In addition, under Board policy JHFDA - Suspension of Driving Privileges, the district may report students with 10 consecutive days unexcused absence or 15 cumulative days unexcused absence in a single semester to the Oregon Department of Transportation.

Exemptions From Compulsory School Attendance

In the following cases, students shall not be required to attend public schools full time.

1. Students being taught in a private or parochial school in courses of study usually taught in grades 1-12 in the public schools and in attendance for a period equivalent to that required of students attending public schools.
2. Students proving to the Board's satisfaction that they have acquired the courses of study taught in grades 1-12 in the public schools.
3. Students being taught by a private teacher the courses of study usually taught in grades 1-12 in the public school for a period equivalent to that required of students attending public schools.

4. Students being educated in the home by a parent.
 - a. When a student is taught or is withdrawn from a public school to be taught by a parent or private teacher, the parent or teacher must notify the South Coast Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when a home-schooled student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD superintendent shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. ~~Notification must be received and acknowledged before a student is withdrawn from school and thereafter before the start of each school year.~~ The ESD is to notify, at least annually, school districts of home-schooled students who reside in their district.
 - b. The work of students being taught by a parent or private teacher must be examined. Such examinations shall be from an approved list prepared by the State Board of Education and administered by a qualified, neutral test examiner. Test must be given at benchmark years, grades 3, 5, 8 and 11, no later than April 15.
 - c. Additional information on home schooling can be obtained by contacting the South Coast Education Service District.

5. Students excluded from attendance as provided by law.

6. An exemption may be granted to the parent of any student 16 or 17 years of age who is lawfully employed full time, lawfully employed part time and enrolled in school, or enrolled in a community college or other alternative education program as defined in ORS 336.615.

END OF POLICY

Legal Reference(s):

[ORS 153.018](#)
[ORS 163.577](#)
[ORS 336.615 - 336.665](#)
[ORS 339.010 - 339.090](#)
[ORS 339.925](#)

[ORS 339.990](#)
[ORS 807.065](#)
[ORS 807.066](#)

[OAR 581-021-0026](#)

[OAR 581-021-0029](#)
[OAR 581-021-0071](#)
[OAR 581-021-0077](#)

 HB 4014 (2012)

Corrected 6/20/12

Coos Bay School District 9

Code: **JHFCA/KGD**
Adopted: 3/4/02
Readopted: 3/28/11
Orig. Code(s): JHFCA/KGD

~~Student~~ Skateboard/Rollerblade/Scooter Use

Due to the inherent dangers both to participants and non-participants the use of skateboards, rollerblades, scooters, or similar devices on district grounds is not allowed.

Case by case exceptions to this policy may be given by a building administrator for a specific activity.

This policy does not apply to supervised activities at the Empire Sports Park located on the grounds of Sunset Middle School.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Reporting of Suspected ~~Child Abuse~~ of a Child

~~Any district employee who has reasonable cause to believe that any child with whom he/she the employee has come in contact has suffered abuse or neglect, as defined in state law, or that by any adult or by a student with whom he/she the employee is in contact has abused a child.~~ If a district employee has reasonable cause to believe that any child they have come in contact with has suffered abuse or neglect as defined by state law, the employee will immediately notify the Oregon Department of Human Services or the local law enforcement agency. The district employee shall also immediately inform his/her supervisor, principal or superintendent.

~~Child Abuse~~ of a child by district employees, other adults or by students will not be tolerated. All district employees are subject to this policy and the accompanying administrative regulation. If a district employee is a suspected abuser, reporting requirements remain the same. The district will designate the superintendent to receive reports of ~~child abuse~~ of a child by district employees and specify the procedures to be followed upon receipt of an ~~child abuse~~ report. In the event the designated person is the suspected abuser, the Board chair shall receive the report of abuse. The district will post in each school building the name and contact information of the person designated to receive child abuse reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

Upon request, the district shall provide records of investigations of suspected ~~child abuse~~ of a child by a district employee or former district employee to law enforcement, Oregon Department of Human Services or Teachers Standards and Practices Commission.

Any district employee participating in good faith in the making of a report, pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected ~~child abuse~~ of a child may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected ~~child abuse~~ of a child by a district employee or a student, in good faith, the student will not be disciplined by the Board or any district employee. Intentionally making a false report of ~~child abuse~~ of a child is a Class A violation.

The district shall establish written procedures to provide annual training: 1) for district staff in the prevention and identification of ~~child abuse~~ of a child and on the obligations of district employees under ORS 419B.005, as directed by Board policy, to report suspected ~~child abuse~~ of a child; 2) for parents and legal guardians of students attending district schools on the prevention, identification of ~~child abuse~~ of a child and the obligation of district employees to report suspected ~~child abuse~~ of a child, separate from

district staff training; and 3) designed to prevent child abuse of a child available to students attending district-operated schools.

The superintendent shall implement such regulations as are necessary to accomplish the intent of this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

~~[ORS 339.370](#)~~

~~[ORS 339.372](#)~~

~~[ORS 339.388](#)~~

~~[ORS 339.400](#)~~

[ORS 339.370 to-339.400](#)

[ORS 418.746 to-418.751](#)

[ORS 418.990](#)

[ORS 419B.005 to-419B.050](#)

[OAR 581-022-0711](#)

[HB 4016 \(2012\)](#)

~~Letter Opinion, Office of the OR Attorney General (May 25, 1984)~~

~~Letter Opinion, Office of the OR Attorney General (Aug. 18, 1986)~~

~~Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009); vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F. 3d 1201 (9th Cir. 2011)~~

Reporting of Suspected ~~Child~~ Abuse of a Child

Reporting

Any district employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of the Oregon Department of Human Services or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The district employee should also immediately inform his/her supervisor, principal or superintendent.

If known, such report shall contain the names and addresses of the child, the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

A written record of the ~~child~~ abuse report shall be made by the employee suspecting the ~~child~~ abuse of a child. The written record may be made using Coos Bay School District ~~child~~ abuse reporting form which includes at a minimum:

1. The name and position of the person making the report;
2. The name, address of the child, the parents or other person responsible for the child's care;
3. The name and position of any witness to the report;
4. A description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser;
5. A description of how the report was made (i.e., phone or other method);
6. The name of the agency and individual who took the report;
7. The date and time that the report was made; and
8. The names of persons who received a copy of the written report.

The written record of the ~~child~~ abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the employee's supervisor and/or superintendent.

When the district receives a report of suspected ~~child~~ abuse of a child by one of its employees, and the superintendent determines that there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave until the Department of Human services or a law enforcement agency either: 1) determines that the report is unfounded or that the report will not be pursued; or 2) determines that the report is founded and the education provider takes the appropriate disciplinary action against the district employee. If the Department of Human services or a law enforcement agency is unable to determine whether the ~~child~~ abuse of a child occurred the district may either reinstate the employee or take disciplinary action at the district's discretion.

The written record of each reported incident of ~~child~~ abuse of a child, action taken by the district and any findings as a result of the report shall be maintained by the district.

Definitions

1. Oregon law recognizes these types of abuse:
 - a. Physical;
 - b. Neglect;
 - c. Mental injury;
 - d. Threat of harm;
 - e. Sexual abuse and sexual exploitation.
2. Child means an unmarried person who is under 18 years of age.

Confidentiality of Records

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

The disciplinary records of a district employee or former district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502. Therefore, if a district employee or former employee is convicted of a crime listed in ORS 342.143, the district that is or was the employer of that employee when the crime was committed shall disclose the disciplinary records of the employee to any person upon request. However, prior to the disclosure of a disciplinary record the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.

Failure to Comply

Any district employee who fails to report a suspected ~~child~~ abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected ~~child~~ abuse of a child or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined.

Cooperation with Investigator

The district staff shall make every effort in suspected ~~child~~ abuse **of a child** cases to cooperate with investigating officials as follows:

1. Any investigation of ~~child~~ abuse **of a child** will be directed by the Oregon Department of Human Services or law enforcement officials as required by law. When an administrator is notified that the Department of Human Services or law enforcement would like to interview a student at school, the administrator must request that the investigating official demonstrate that he/she has a warrant, court order, exigent circumstances or parental consent to interview the student. Failure to meet one of these criteria may result in the administrator's refusal to allow the student interview on school property. If the student is to be interviewed at the school, the principal or representative shall make a conference space available. The principal or representative of the school may at the discretion of the investigator, be present to facilitate the interview. Law enforcement officers wishing to interview or remove a student from the premises shall present themselves at the office and contact the principal or representative. The officer shall sign the student out on a form to be provided by the school;
2. When the subject matter of the interview or investigation is identified to be related to suspected ~~child~~ abuse **of a child**, district employees shall not notify parents;
3. The principal or representative shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Coos Bay School District 9

Code: JHFE-AR(2)
Adopted: 1/14/13
Revised:
Orig. Code(s): JHFE/KN-AR(2)

~~Child Abuse~~ of a Child Report Form

Confidential

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 Birth date: _____ 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.

Coos Bay School District 9

Code: **JHFE/KN-AR(2)**
Adopted: 2/27/12

~~Child Abuse~~ of a Child Investigations Conducted on District Premises

Any investigation of ~~child abuse~~ of a child will be directed by the Oregon Department of Human Services or law enforcement officials as required by law. When an administrator is notified that the Department of Human Services or law enforcement would like to interview a student at school, the administrator must request that the investigating official provide the information below. Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on district property.

I, _____ (Name) of _____ (Agency) declare that I have the authority to conduct this student interview based on the following:

1. Warrant (attach copy)
2. Court order (attach copy)
3. Exigent circumstances (briefly describe): _____

4. Parental consent

Parent or guardian's name: _____

Date consent granted: _____
5. This interview is not considered a "seizure" pursuant to state and federal law.

Signature of interviewer

Date

Name of student to be interviewed

Date of interview

Student not available for interview

Name of school official (administrator/
designee) receiving this form

Student refused to be interviewed

This form should be placed in a separate file and not in student's educational record file.

Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct **with students** by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

*“Sexual conduct” as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected ~~Child Abuse~~ **of a Child**.*

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify **his/her immediate supervisor and principal who will notify the superintendent within 24 hours.** ~~the person identified by the district to receive such reports.~~

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, **and the district employee or student** who is the subject of the report. **If the subject of the report is a school employee,** ~~the~~ investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement. A volunteer may appeal the district’s decision through the district’s complaint procedure. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. When the superintendent takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all district employees.

END OF POLICY

Legal Reference(s):

[ORS 339.370](#)
[ORS 339.372](#)
[ORS 339.374](#)
[ORS 339.378](#)

[ORS 339.388](#)
[ORS 339.400](#)
[ORS 339.370 to-339.400](#)
[ORS 418.746 to-418.751](#)

[ORS 418.990](#)
[ORS 419B.005 to-419B.045](#)
[HB 4016 \(2012\)](#)

Education Records/Records of Students with Disabilities Management

1. Student Education Record

Student education records are those records that are directly related to a student and maintained by the district, or by a party acting for the district; however, this does not include the following:

- a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
- c. Records relating to an individual who is employed by the district that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of his/her status as a student are education records and are not excepted under this section;
- d. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity;
 - (2) Made, maintained or used only in connection with treatment of the student; and
 - (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.
- e. Records that only contain information relating to activities in which an individual engaged after he/she is no longer a student at the district;
- f. Medical or nursing records which are made or maintained separately and solely by a licensed health-care professional who is not employed by the district, and which are not used for education purposes or planning.

The district shall keep and maintain a permanent record on each student which includes the:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student birth date and place of birth;
- d. Name of parents;
- e. Date of entry in school;

- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance;
- k. Date of withdrawal from school; and
- l. Such additional information as the district may prescribe.

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

The district shall retain permanent records in a minimum one-hour fire-safe place in the district, or keep a duplicate copy of the permanent records in a safe depository in another district location.

2. Confidentiality of Student Records

- a. The district shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
- b. Each district shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
- c. Each district shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

3. Rights of Parents and Eligible Students

The district shall annually notify parents and eligible students through the district student/parent handbook or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or eligible student has a right to:

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.

The notification shall also inform parents or eligible students that the district forwards education records requested under OAR 581-021-0255. The notification shall also indicate where copies of the district policy are located and how copies may be obtained.

If the eligible student or the student's parent(s) has a primary or home language other than English, or has a disability, the district shall provide effective notice.

These rights shall be given to either parent unless the district has been provided with specific written evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents the district from giving students rights in addition to those given to parents.

4. Parent's or Eligible Student's Right to Inspect and Review

The district shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.

The district shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an IEP, or any due process hearing, or any resolution session related to a due process hearing;
- c. In no case more than 45 days after it has received the request.

The district shall respond to reasonable requests for explanations and interpretations of the student's education record.

The parent(s) or eligible student shall comply with the following procedure to inspect and review a student's education record:

- a. Provide a written, dated request to inspect a student's education record; and
- b. State the specific reason for requesting the inspection.

The written request will be permanently added to the student's education record.

The district shall not destroy any education record if there is an outstanding request to inspect and review the education record.

While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible student or student's parent(s) may, at his/her expense, have those records reviewed by a physician or other appropriate professional of his/her choice.

If an eligible student or student's parent(s) so requests, the district shall give the eligible student or student's parent(s) a copy of the student's education record. The district may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record unless the

imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's educational records. The district may not charge a fee to search for or to retrieve the education records of a student.

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.501(4) unless authorized by federal law.

The district will maintain a list of the types and locations of education records maintained by the district and the titles and addresses of officials responsible for the records.

Student's education records will be maintained at the school building at which the student is in attendance except for special education records which may be located at another designated location within the district. The principal or his/her designee shall be the person responsible for maintaining and releasing the education records.

5. Release of Personally Identifiable Information

Personally identifiable information shall not be released without prior written consent of the eligible student or student's parent(s) except in the following cases:

- a. The disclosure is to other school officials, including teachers, within the district who have a legitimate educational interest.

As used in this section, "legitimate educational interest" means a district official employed by the district as an administrator, supervisor, instructor or staff support member; a person serving on a school board who need to review an educational record in order to fulfill his or her professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the district would otherwise use employees, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to district policies concerning the redisclosure of personally identifiable information.

The district shall maintain, for public inspection, a listing of the names and positions of individuals within the district who have access to personally identifiable information with respect to students with disabilities.

- b. The disclosure is to officials of another school within the district;
- c. The disclosure is to authorized representatives of:

~~(1) The Comptroller General of the United States;~~

~~(2) The Secretary of the United States Department of Education;~~

~~(3) State and local educational authorities; or~~

~~(4) The Oregon Secretary of State's Audit Division.~~ [The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division] in connection with an audit or evaluation of federal or state supported education programs, or the enforcement of or compliance with federal or state supported education programs, or the enforcement of or compliance

with federal or state regulations.

- d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
- (1) Determine eligibility for the aid;
 - (2) Determine the amount of the aid;
 - (3) Determine the conditions for the aid; or
 - (4) Enforce the terms and condition of the aid.

As used in this section “financial aid” means any payment of funds provided to an individual that is conditioned on the individual’s attendance at an educational agency or institution.

- e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:
- (1) Develop, validate or administer predictive tests;
 - (2) Administer student aid programs; or
 - (3) Improve instruction.

The district may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:

- (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
- (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
- (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
- (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term “organization” includes, but is not limited to, federal, state and local agencies, and independent organizations.

- f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:
- (1) Designates the individual or entity as an authorized representative;
 - (2) Specifies the personally identifiable information being disclosed;
 - (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state supported education programs;
 - (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
 - (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;

- (6) Identifies the time period in which the personally identifiable information must be destroyed; and
- (7) Establishes policies and procedures which are consistent with FERPA and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.

- fg. The disclosure is to accrediting organizations to carry out their accrediting functions;
- gh. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student’s parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
- hi. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- ij. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health-care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

In making a determination whether a disclosure may be made under the health or safety emergency, the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. As used in this section a “health or safety emergency” includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law, or other such reasons that the district may in good faith determine a health or safety emergency.

- jk. The disclosure is information the district has designated as “directory information” (See Board policy JOA – Directory Information);
- kl. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- lm. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term “receives services” includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
- mn. The disclosure is to the Board during an executive session pursuant to ORS 332.061.

The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

6. Record-Keeping Requirements

The district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record-keeping requirements shall include the parent, eligible student, school official or his/her assistant responsible for custody of the records and parties authorized by state and federal law for auditing purposes. The district shall maintain the record with the education records of the student as long as the records are maintained. For each request or disclosure the record must include:

- a. The party or parties who have requested or received personally identifiable information from the education records; and
- b. The legitimate interests the parties had in requesting or obtaining the information.

The following parties may inspect the record of request for access and disclosure to a student's personally identifiable information:

- a. The parent(s) or eligible student;
- b. The school official or his/her assistants who are responsible for the custody of the records;
- c. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the district.

7. Request for Amendment of Student's Education Record

If an eligible student or student's parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, he/she may ask the building level principal where the record is maintained to amend the record.

The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.

The request to amend the student's education record shall become a permanent part of the student's education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of his/her right to appeal the decision by requesting a hearing.

8. Hearing Rights of Parents or Eligible Students

If the building level principal decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall appoint a hearings officer to conduct the formal hearing requested by the eligible student or student's parent. The hearing may be conducted by any individual, including an official of the district, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time and location for the hearing, and give the student's parent or eligible student notice of date, time and location reasonably in advance of the hearing. The hearing will be held within 10 working days of receiving the written or verbal request for the hearing.

The hearings officer will convene and preside over a hearing panel consisting of:

- a. The principal or his/her designee;
- b. A member chosen by the eligible student or student's parent(s); and
- c. A disinterested, qualified third party appointed by the superintendent.

The parent or eligible student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

- a. Is maintained as part of the student's records as long as the record or contested portion is maintained by the district; and
- b. Is disclosed by the district to any party to whom the student's records or the contested portion are disclosed.

If, as a result of the hearing, the panel decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall:

- a. Amend the record accordingly; and

- b. Inform the eligible student or the student's parent(s) of the amendment in writing.

9. Duties and Responsibilities When Requesting Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, ESD, institution, agency, or detention facility or youth care center in which the student was formerly enrolled and shall request the student's education records.

10. Duties and Responsibilities When Transferring Education Records

The district shall, ~~subject to ORS 339.260,~~ transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

- a. The student's permanent records, for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

Note: Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

Disclosure Statement

Required for use in collecting personally identifiable information related to social security numbers.

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

“Providing your social security number (SSN) is voluntary. If you provide it, the district will use your SSN for record-keeping, research, and reporting purposes only. The district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described.”

On the back of the same form, or attached to it, the following statement shall appear:

“OAR 581-021-0250 (1)(j) authorizes districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.”

The district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

Corrected 6/20/12

Coos Bay School District 9

Code: **KG-AR(1)**
Adopted: 12/9/02
Readopted: 6/22/10
Orig. Code(s): KG

Facility Usage Rules & Procedures

Policy Statement

The Board, realizing facilities of the district belong to the citizens, encourages the use of school buildings and grounds for appropriate community activities. However, the regular K-12 school program is the primary purpose for these buildings. Community activities should not detract materially or financially from this purpose.

Programs that serve the district's students and staff will have priority over outside programs and organizations when scheduling facilities.

This policy is established to enable the use of school facilities by community groups, while ensuring such use does not hinder the regular school program, either through programming conflicts, additional costs or building deterioration.

Building Use Priority

Priority I - District Use, School District Activities and/or Events

1. District/school-sponsored or co-sponsored activities or events for District students (clubs, intramurals, concerts, etc.).
2. District/school-sponsored activities or events for parents or patrons (plays, open house, etc.).
3. District/school-related groups and organizations, if their events have no admission or contribution charge. (parent/teacher organizations, school advisory committees, booster clubs, CBSD Education Foundation, etc.) If the event's primary purpose is fundraising for individual programs or community, state, or athletic organizations, the event will be Priority II.) School-sponsored fundraising events may be billed for direct costs (e.g., heat, lights, air conditioning, water and other consumables).
4. District/school-sponsored or co-sponsored staff activities (e.g., wellness, staff development or classroom related), with no admission or contribution charges.
5. Co-sponsored events or activities with local state/county/city official meetings for purposes of public hearings and/or testimony.

Priority II - Recreational and Educational Programs Involving Students

1. Staff led sports teams, associations, clubs or events and/or fundraisers.
2. Youth athletic organizations. (Boys & Girls Club, SC Youth Football, CB Cal Ripken, etc.)
3. Local nonprofit organizations (if no fees are charged beyond rental costs).
4. Youth education or nonprofit organizations (e.g., Scouts, Camp Fire, etc.).
5. Education programs sponsored by local nonprofit educational institutions (e.g., Community College and other Oregon based colleges and universities)
6. OSAA sponsored events.
7. Other events sponsored by nonprofit organizations that provide arts, academic and economic enrichment to the community. (Oregon Coast Music Festival, Music On The Bay, etc.)

Priority III - Adult/Nonstudent Programs

1. All profit organizations.
2. Commercial organizations.
3. Religious organizations.
4. Professional organizations.
5. Political organizations.
6. Fraternal organizations, unless fundraising or providing services for students in the district.
7. Other groups, individuals or organizations not previously identified.
8. Nonprofit organizations collecting admission fees or donations beyond rental costs.
9. Fundraising activities by groups which otherwise might be approved for free or reduced rates.
10. Individuals or private groups (e.g., weddings, family reunions, memorial services).
11. Other groups, individuals or organizations not previously identified.

Definitions

1. "District or School-sponsored" means the sponsoring entity seeking access to district facilities is directly funded by the school district and is involved in the coordination, funding, planning and operations of the events before, during and after the event. Fees for these activities are borne by the school district, except that district-sponsored fundraisers may be billed for overhead costs such as water, electricity and other district costs.
2. "Co-sponsorship" by the school district means one or more agencies, organizations or entities through a joint arrangement provide assistance to one another and the school district in putting on an event or activity by coordinating, funding, planning and/or providing in-kind services. Fees for these activities and/or events may be assessed, especially if entrance fees, participant fees or team fees are assessed to participants beyond rental and/or utility costs.
3. "Student" is defined as any person 21 years of age or younger is who attends Coos Bay School District.

Rental Application Process

An application form must be completed by the group, department or individual except school-sponsored activities for students or the educational program at each school. The process is as follows:

1. Pick up application from the school or District Office which is located at 1255 Hemlock Avenue;
2. Fill out all portions of the form that are applicable to your request and sign;
3. Return signed request with dates and times requested to any school office or to the District Office;
4. Request will be reviewed by the building principal and/or District Office. If building approval is given, the rental form is signed by the principal and forwarded to the District's Business Office, where it will be checked for proper insurance and fees assessment by the Business Manager or Maintenance Supervisor;
5. Once the application is approved the applicant will be notified and is required to secure and provide proof of insurance coverage that meets the district's property and liability limits.
6. Use of facilities is not allowed until a fully executed copy of the application form, proof of insurance and appropriate administrative approvals have been made;
7. If keys are issued to the user, there will be a \$10 refundable deposit.
8. The district reserves the right to grant or deny permission for use of facilities at its sole discretion.

Note: Use of facilities may require that district employee(s) be on duty during the event. The user will be charged for having a district employee work outside of regularly scheduled times.

The district reserves the right to require, at the renter's expense, that additional facility needs be met for an event. Additional facility needs could include: security, portable restrooms and other needs as determined by the district.

Cancellation

Request for the cancellation of the agreement shall be made to the building principal or district office no later than one day preceding the scheduled use of the facility. A regular charge shall be made in accordance with the usage agreement for the facility engaged and not used unless such notice to cancel is given.

The Board authorizes the superintendent or his/her representative to cancel building use agreements when it is apparent that such action is necessary for the best interest of the district. Whenever possible, the district will provide at least a 48-hour cancellation notice if a group's approval to use the facilities must be revoked.

General Guidelines

1. Persons and groups using school facilities agree to observe and abide by all appropriate district regulations as well as all local and state laws.
2. An authorized district employee (or a responsible adult assigned by the district representative) shall be present for all activities with authority to protect facilities and equipment from improper or dangerous use. This person is responsible for properly opening the facility and securing the facility at the conclusion of the event.
3. Grounds, buildings, equipment, etc., must be left clean and free from damage and put back to its original condition and organization. The using group and its representative who signed the use request will be held responsible for all expenses related to cleanup and repair resulting from the group's use. The district reserves the right to require the using group to pay for district custodial & maintenance services if needed to bring the facility back to its condition prior to the group's usage.
4. Use of district facilities for church, partisan, political or sectarian purposes may be granted; however, such approval in no way implies district endorsement or sponsorship of these activities.
5. Unauthorized use of the district facilities or failure to comply with the facility use agreement or policy may result in cancellation of agreement or denial of any future use.
6. The use of alcohol, tobacco, drugs or narcotics is prohibited on district property.
7. All groups using any facility will provide supervision. The building principal or Facilities Supervisor will determine the level and type of user supervision required and may require that a district employee be present. Disagreements regarding the level of supervision required and/or required district employee that cannot be resolved between the requestor and the principal/facilities director should be appealed to the superintendent or designee.
8. When district staff is required the sponsoring group will be charged \$30 per hour for food service employees and \$35 per hour for all other employees (custodian, for example).

Security

District keys should not be shared or given to non-district employees without appropriate record keeping and accountability. If the principal deems it necessary to issue a key, a \$10 deposit is required. The deposit will be retained in the school's petty cash account and will be forfeited if the key is not returned by the date specified. Keys must be returned promptly at the end of each season or event.

Insurance

The user is solely responsible for loss, damage, accidents and personal injury arising out of use of the facility and agrees to indemnify and hold harmless the school district, its Board of Directors, officers, agents and staff from and against any and all claims, except gross negligence on the part of the Coos Bay School District.

When required each organization, individual, or individual group using a school facility shall provide proof of property and liability insurance covering all their activities on district premises. Insurance is to provide primary coverage for liability & property damage in an amount not less than \$1,000,000 per occurrence.

Each user is to insure personal property and hold the district harmless. Coos Bay School District is to be named as a co-insured on all such liability insurance. A copy of insurance coverage or a certificate of insurance shall be provided to the principal or appropriate director prior to the contracting user initiating activity in a district facility. District insurance does not provide protection for any organization or individual using district facilities. The superintendent or designee may waive insurance with proper documentation that indemnifies the district against any and all claims.

Safety, Care of Facilities

Putting up decorations or scenery or moving pianos or other furniture is prohibited unless prior permission is granted. The use of school equipment is not included in the facility usage agreement and is prohibited unless permission is obtained and all electrical equipment and arrangements shall be controlled by the district or its representatives.

Representatives of the district must have free access to all rooms at all times. The building administrator, or designated district representative has the right to stop any activity at any time if in his or her judgment there are is a violation of the rules contained in this document, or if the activity is deemed to be hazardous to personnel, property, equipment or participants.

Any damages to district property as the result of the use (e.g. grounds, buildings, equipment) shall also be assumed by the sponsoring parties. If damages occur during the use of a facility, documentation must be provided by the supervisor detailing the date, time, location, nature of the damage and the responsible party. The principal and the physical plant office should be notified as soon as practical and photos taken if possible.

Returning the facility to the condition it was prior to usage, including cleanup and the return of all keys is the responsibility of the user. Failure to comply will result in additional charges, including the cost of cleanup, repair, re-keying and possible denial of future facility use.

Halls are to be blocked off when school is not in session to control the usage of the facility.

The maximum number of people permitted in the various buildings or facilities shall be restricted to the fire marshal requirements.

The district assumes no responsibility for properties left on the premises.

Specialized Facilities, Equipment & Usage

1. Gyms and Multipurpose Rooms

Appropriate (nonmarking) gym shoes are required for all participants involved in active sports and games. Use of school gymnasiums includes the use of dressing rooms, showers and lights. Towels will be furnished by the applicant.

2. Kitchens and Cafeterias

Applications that include the use of kitchens for cooking and/or cleaning must also be approved by the Food Services Director. The Director will assign a food service employed kitchen worker that will oversee proper use of the kitchen equipment and proper cleanup after the event. (They are not responsible for doing the cooking or cleanup).

3. Weight Rooms

Non-district use of weight rooms brings increased concern with regard to the potential of injury to person or damage to property. In most cases a district employee will be required to be present whenever a group is authorized to use a district weight room. Under exceptional circumstances a group may be granted access without direct district supervision when the group can demonstrate that both adequate supervision and training regarding the proper use of weight equipment will be present at all times.

4. Playing Fields

Organizations renting playing fields will be required to provide portable restrooms for participants. Failure to comply will result in denial of future use.

Facility Usage Agreement

Payment

Payment, when required, for use of the district facility shall be made to the District Business Office within one week after the facility has been used, unless special arrangements have been made previously. Failure to pay will disqualify the group or user from further use of district facilities.

	Priority II			Priority III		
	Minimum	Hourly	Daily	Minimum	Hourly	Daily
Classroom	\$10	\$5	\$30	\$20	\$10	\$60
Cafeteria	\$20	\$10	\$60	\$30	\$15	\$90
Commons/MP	\$20	\$10	\$60	\$30	\$15	\$90
Kitchen	\$50	\$25	na	\$100	\$50	na
Library	\$20	\$10	\$60	\$30	\$15	\$90
DO Community Room	\$10	\$5	\$30	\$20	\$10	\$60
CTE Shop	\$60	\$30		\$120	\$60	
Auditorium			\$75			\$150
Auditorium, Event			\$250			\$500
Susick Stadium			\$125			\$250
Susick Stadium w/lights			\$175			\$300
Grass fields			\$50			\$100
Gyms, Elementary	\$20	\$10	\$60	\$40	\$20	\$120
Gyms, Secondary	\$40	\$20	\$75	\$80	\$40	\$150

Organized Youth & Team Sports	
Susick Stadium	\$10 use
Susick Stadium w/lights	\$20 use
Grass fields	\$0 season
Gyms, Elementary	\$75 season
Gyms, Secondary	\$100 season

Coos Bay School District 9

Code: **KGD/JHFCA**
Adopted: 3/4/02
Deleted: 1/12/11
Readopted:
Orig. Code(s): KGD/JHFCA

Skateboard/Rollerblade/Scooter Use

Due to the inherent dangers both to participants and non-participants the use of skateboards, rollerblades, scooters, or similar devices on district grounds is not allowed.

Case by case exceptions to this policy may be given by a building administrator for a specific activity.

This policy does not apply to supervised activities at the Empire Sports Park located on the grounds of Sunset Middle School.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Coos Bay School District 9

Code: **KN/JHFE-AR(2)**
Revised/Reviewed:

Abuse of a Child **or Other** Investigations Conducted on District Premises

Any investigation of abuse of a child will be directed by the Oregon Department of Human Services or law enforcement officials as required by law. When an administrator is notified that the Department of Human Services or law enforcement would like to interview a student at school, the administrator must request that the investigating official provide the information below. Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on district property.

When an administrator is notified that law enforcement would like to interview a student at school for the purpose of an investigation that is not related to abuse of a child, the administrator must request that the investigating official provide the information below. Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on district property.

I, _____ (Name) of _____ (Agency) declare that I have the authority to conduct this student interview based on the following:

1. Warrant (attach copy)
2. Court order (attach copy)
3. Exigent circumstances (briefly describe): _____

4. Parental consent
Parent or guardian's name: _____
Date consent granted: _____
5. This interview is not considered a "seizure" pursuant to state and federal law.

Signature of interviewer

Date

Name of student to be interviewed

Date of interview

- Student not available for interview
- Student refused to be interviewed

Name of school official (administrator/
designee) receiving this form

This form should be placed in a separate file and not in student's educational record file.