

COOS BAY PUBLIC SCHOOLS
BOARD OF DIRECTORS
MILNER CREST EDUCATION CENTER
1255 HEMLOCK AVE., COOS BAY, OR 97420
April 7, 2014

REGULAR BOARD MEETING AGENDA

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

1. **APPROVE AGENDA**

2. **CONSENT AGENDA**

- A. *Approve Minutes of the March 10, 2014, Regular School Board Meeting
- B. *Approve New Hires and Accept Resignation and Retirement Requests

3. **SPECIAL PRESENTATION**

Scholarship Presentation from Sodexo

4. **PUBLIC INPUT**

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

5. **BUILDING AND STAFF PRESENTATIONS**

- A. MHS Student Update: Jenny Shaffer
- B. HLC Student Update: Chano Johnsen
- C. CBEA Business: Lynda Sanders
- D. OSEA Business: Teri Jones

6. **DISTRICT STAFF PRESENTATIONS**

- A. Superintendent Dawn Granger
 - 1. 360 Self-Evaluation Process
 - 2. Curriculum Update
 - 3. Local Wellness Update
 - 4. Achievement Compact
 - 5. **2014-15 Calendar Recommendation

7. **BOARD ITEMS**

- A. Board Member Activity Report
- B. National Library Week April 14 – 18
- C. *Licensed Staff Appreciation Week – May 5th – 9th
- D. Graduation Speaker Selection
- E. Thank You to the Community
 - 1. Fred Meyer: Donation of \$1,476
- F. Committee Reports
 - 1. Policy Committee

G. Policy - First Reading

1. DJG – Vendor Relations
2. GCDA/GDDA – Criminal Records Checks/Fingerprinting
3. GCDA/GDDA-AR – Criminal Records Checks/Fingerprinting
4. IBDJA – Home Schooling
5. JECA – Admission of Resident Students
6. JECB – Admission of Nonresident Students
7. JFCJ – Weapons at School - Students
8. JGAB – Use of Restraint and Seclusion
9. JGAB-AR – Use of Restraint and Seclusion
10. JHCB – Immunization and Vision Screening/Eye Examination
11. JHCCF – pediculosis (Head Lice)
12. JHCCF-AR – Pediculosis (Head Lice)
13. JHCD/JHCDA-AR – Administering Non-Injectable/Injectable Medicines to Students
14. JHCDA – Administering Injectable Medicines to Students
15. KBA – Public Records
16. KG – Facility Usage
17. LBD – Relations with Home Schooled Students – Delete (being recoded to IBDJA)

8. **ACTION ITEMS TO CONSIDER**

- A. **Adopt 2014-15 Calendar
- B. *2nd Reading and Adoption: JFC – Student Conduct
- C. *Resolution 2014-11: Proclaim Licensed Staff Appreciation Week
May 5th – 9th

9. **ADJOURN MEETING**

CALENDAR

Date	Event
4/9	CB Facilities Outreach Committee Meeting @ Milner Crest Education Center
4/21	Special School Board Meeting, 6:00 PM @ Milner Crest Education Center
5/12	Regular School Board Meeting, 6:00 PM @ Milner Crest Education Center

Visit the District's Webpage at www.cbd9.net

COOS BAY PUBLIC SCHOOLS
COOS BAY, OREGON

March 10, 2014

REGULAR SCHOOL BOARD MEETING

The Board of Directors of Coos Bay Public Schools met on March 10, 2014, 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.

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

Others present included Superintendent Dawn Granger, Rod Danielson, Candace McGowne, David Dorsey, Peggy Ahlgrim, Lisa DeSalvio, Travis Howard, Dale Inskeep, Doug Miles, Kathleen P. Corrigan, Laura Osbon, Wes Ferrin, Ann Marineau, Lynda Sanders, Amber Curtis-Trudell, Susan M. Wright, Karen Cyris, Teri Harris Jones, Jan Schock, Lani Schreiber, Chelsea Davis from *The World*, and Gordon Young from *Channel 14*.

1. APPROVE AGENDA

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

2. CONSENT AGENDA

- A. Approve Minutes of the February 10, 2014, Regular School Board Meeting
- B. Approve Minutes of the February 24, 2014, Special School Board Meeting
- C. Approve Licensed Staff Contract Renewals and Extensions for 2014-15
- D. Approve Addendum to Business Manager's Contract

Jill Christiana made the motion, Sam Aley seconded, to approve the Consent Agenda. The motion passed unanimously.

3. PUBLIC INPUT:

Elisa Watson from Nutrition Services thanked the Board, schools and staff for their appreciation of Sodexo's classified staff during Classified Appreciation Week. She also announced that the cafeterias have been looking at revamping their menus based on student requests for "comfort foods".

4. BUILDING AND STAFF PRESENTATIONS

- A. HLC Update: There was no report
- B. MHS Update: Jenny Shaffer reported MHS has had a dance and pep assemblies, with special assemblies for the boys and girls basketball playoff send-offs. Girls swim team were district champs and the boys were 3rd in district. The wrestlers were district champs as well. The 3-A tournament went well on MHS campus. There will be a Mr. MHS Volleyball game March 18th.

The Upbeats will compete at state March 21st & 22nd. The upbeats recently placed 3rd in a recent invitational meet.

- C. Comprehensive Counseling Plan: Doug Miles introduced the district's counselors; Lani Schreiber, Laura Osbon, Wes Ferrin, Kathleen Corrigan and Karen Cyris. They shared the highlights of the counseling plan which has been rewritten to meet the needs of the students.

There are four domains that the plan covers: Academic Development, Career Development, Personal /Social Development and Community Involvement. There are five components to implement each of the domains: Guidance Curriculum, Individual Student Planning, Responsive Services, System Support and Student Advocacy.

The team was asked how students are prepared for college. Laura is working on improving the college preparation information with the juniors. Jennifer Bunnell also does a lot of work with scholarships. Wes pointed out that all the counselors are responsible for preparing students. James Martin thanked the counselors for their presentation and recognized Doug Miles for his work as the MHS head basketball coach.

- D. Highlighted Schools: Millicoma and Sunset Schools: Staff from both schools were introduced. Principals Travis Howard and Dale Inskeep highlighted their implementation of the rubrics. Travis thanked Superintendent Granger and School Improvement Director Chad Putman for their leadership in developing the rubrics. Dale Inskeep shared the use of the rubrics and the self-assessment process that he went through with his staff and how valuable it has been. Travis Howard's staff reviewed the rubrics in teams and reported to the group. He then gave them the task of defining three areas for the teams to work on the next couple of months. Since the rubric is clearly defined, teachers have a clear understanding of the expectations.
- E. CBEA Business: Lynda Sanders reminded the Board to get their reservations in for the Evaluation Training that is happening March 18th. The Evaluation Meeting was productive. Plans for the May Education Celebration are in progress. The Oregon Educators Association office in Coos Bay may be closed. Dr. Seuss Night at Coos Bay Library was a success. She also made comments about the calendars.
- F. OSEA Business: Teri Jones reminded the board that the scholarship fundraiser takes place April 5th. There is no cost but donations are accepted and there will be an auction. She thanked the Space Night Committee and the volunteers for all their work and had a blast. On behalf of the classified employees, she thanked the Board, superintendent, district office, administration and certified staff. Virtual High Fives were given to Amber Willis, Debbie Aspinall, Shelley Fuller, and Sharon Rossback from their co-workers. She also recognized Randy Blackburn and Kathy McNutt for their positive attitudes.

5. DISTRICT STAFF PRESENTATIONS

- A. Superintendent Dawn Granger:

1. Budget Updates: All the schools have submitted their budgets for 2014-15. The Performing Arts Survey is open and Dawn will use the results for make suggestions for changes and improvement.
2. Curriculum Update: Sexual Health Curriculum Committee will be having a 2nd meeting with parents and health care professionals to discuss curriculum options.
3. 2014-15 Calendar Update: Six options will be posted online with a request for input to be sent to Superintendent Granger.
4. Evaluation Committee: The committee met again last week. It has been a collaborative effort and a valuable process for all involved.
5. Achievement Compact: The committee will be meeting this spring as required.

- B. Special Programs Director Lisa DeSalvio
 - 1. Local Wellness Policy Update: On March 11th there will be a meeting to review the wellness policy, looking at our current practice and what's required by law.
- C. Business Manager Rod Danielson
 - 1. Financial Update: Rod Danielson gave an overview of next year's state and district budget. This is the first estimate. He also presented the financial report as of February 28, 2014.

6. BOARD ITEMS

- A. Board Activity Report: Activities include Special Board Meeting, athletic games, Science Space Night, Kindergarten Readiness Night, Family Center Meeting, Superintendent Advisory Team, Classified Appreciation delivery, School Health Advisory Council at Madison, Resource Link Board Meeting, school visits, meetings with Superintendent Granger & Candace McGowan, Administrative Compensation Meeting, Mr. MHS dinner, Policy Committee Meeting, school talent show, Battle of the Books moderating at MHS, reading book groups and helping out at the 3-A Tournament.
- B. Thank You to the Community: James Martin thanked the Mr. and Mrs. Keizer Fund for their donation of \$20,000. Five thousand each will go toward the boys and girls golf programs and \$10,000 will go toward the Technical Vocation Scholarship Project. He also thanked Sunset Chevy Classic Club for their donation of \$2,000 for the Shoes That Fit Program.

7. ACTION ITEMS TO CONSIDER

- A. Appoint Budget Committee Members: Sam Aley made the motion, Adrian Deleon seconded, to appoint Rick Cooper to Budget Committee Position 3 and Debi Springsteen to Budget Committee Position 4. The terms will end June, 2016. The motion passed unanimously.
- B. Approve Superintendent Granger's Contract: James Martin gave an overview of the contract changes. Charlene Moore made the motion, Mary Fields seconded, to approve Superintendent Granger's contract. The motion passed unanimously.
- C. Policy 2nd Reading and Adoption
 - 1. BBB – Board Elections
 - 2. BBFA – Board Member Ethics and Conflicts of Interest
 - 3. BBFB – Board Member Ethics and Nepotism
 - 4. BFD – Board Policy Implementation
 - 5. DH – Bonded Employees and Officers
 - 6. DJC – Bidding Requirements
 - 7. DJC-AR – Special Procurements and Exemptions from Competitive Bidding
 - 8. EBBB – Injury/Illness Reports
 - 9. EBC/EBCA – Emergency Procedures and Disaster Plans
 - 10. EBCB – Emergency Drills
 - 11. GBC – Staff Ethics
 - 12. GBC-AR – Staff Ethics
 - 13. GBEDA – Drug and Alcohol Testing – Transportation Personnel
 - 14. GBEDA-AR – Drug and Alcohol Testing – Transportation Personnel
 - 15. GCA – License Requirements
 - 16. GCBDA/GDBDA-AR(1) – Federal Family and Medical Leave/State Family Medical Leave
 - 17. GCBDA/GDBDA-AR(2) – Request for Family and Medical Leave
 - 18. GCBDA/GDBDA-AR(3)(D) – Military Family Leave
 - 19. GCBDA/GDBDA-AR(4) – FMLA/OFLA Eligibility Notice to Employee

20. GCL/GDL – Staff Development
21. IA – Instructional Goals
22. IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education
23. IGBAB/JO-AR – Education Records/Records of Students with Disabilities Management
24. IGBAG-AR – Special Education – Procedural Safeguards
25. IGBAJ – Special Education – Free Appropriate Public Education (FAPE)
26. IGBAJ-AR – Special Education – Free Appropriate Public Education (FAPE)
27. IK – Academic Achievement
28. IKAB – Student Progress Reports to Parents
29. IKF – Graduation Requirements
30. IKF-AR – Graduation Requirements
31. IKE-AR – Retention for Students Grades K-8th
32. INDB – Flag Displays and Salutes
33. ING/JHD – Animals in District Facilities
34. ING/JHD-AR – Service Animals in District Facilities
35. JF/JFA – Student Rights and Responsibilities
36. JG – Student Discipline
37. JH – Student Welfare
38. JHCA – Physical Examinations of Students
39. JHCCA – Student HIV, HBV and AIDS
40. JHCCB – Students – HIV, AIDS - Delete Policy
41. JHD/ING – Animals in District Facilities
42. JHD/ING-AR – Service Animals in District Facilities
43. JHFF – Reporting Requirements Regarding Sexual Conduct with Students
44. JO/IGBAB-AR – Education Records/Records of Students with Disabilities Management
45. JOB – Personally Identifiable Information
46. LBE-AR – Public Charter Schools

Sam Aley made the motion, Jill Christiana seconded, to adopt policies as presented. During discussion, David Dorsey drew attention to typos in JG – Student Discipline. 4th paragraph from the bottom, last line, change “uses” to “use”, 2nd paragraph from the bottom, 4th line, change “others” to “other” and “changes” to “change”. Sam Aley amended his motion, Jill Christiana seconded, to adopt policies listed with the edits mentioned. The motion passed unanimously.

8. ADJOURN MEETING

Prior to adjourning the meeting, James Martin invited the board and community to attend the Facilities Outreach Committee on April 9th and the Special Board meeting on April 21st for DLR’s facilities presentation. The meeting was adjourned at 7:54 PM.

James Martin
Board Chair

Peggy Ahlgrim
Board Secretary

Board Action**Position / Description****Name****Resignation**

4/7/2014

Nurse,
District Office

Nettles, Angela

Retirement

4/7/2014

ELL
Teacher

Wiese, Rochelle

New Hire

4/7/2014

Maintenance
Supervisor

Roberts, Rick

Temporary Hire

4/7/2014

2nd Grade
Gulch Blossom

Haley, Teresa



COOS BAY PUBLIC SCHOOLS

Blossom Gulch Elementary School ★ Madison Elementary School
Millicoma School ★ Sunset School ★ Marshfield High School ★ Harding Learning Center

LEARNING FOR ALL – WHATEVER IT TAKES!

Resolution 2014-11

WHEREAS, teachers mold future citizens through guidance and education; and

WHEREAS, teachers encounter students of widely differing backgrounds; and

WHEREAS, our country's future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, our community recognizes and supports its teachers in educating the children of this community.

NOW, THEREFORE, BE IT RESOLVED that the Coos Bay School District 9 Board of Directors proclaims May 5-9, 2014, to be TEACHER APPRECIATION WEEK; and

BE IT FURTHER RESOLVED that the Coos Bay School District 9 Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

Adopted this 7th day of April, 2014.

Signed:

Chair James Martin, School District Board of Directors

Attest:

Superintendent Dawn Rae Granger

Coos Bay School District 9

Code: **DJG**
Adopted: 5/11/87
Readopted: 4/06/10
Orig. Code(s): DJG

Vendor Relations

The district welcomes business and bids from all eligible vendors. No favoritism will be extended to any vendor. Orders will be placed on the basis of quality, price and delivery, with past services being a factor if other considerations are equal.

Salespeople or agents may not solicit staff members during hours when students are present. Principals will not allow salesmen or agents of educational products to contact staff members without prior approval ~~of the superintendent~~ of the superintendent or designee.

Advertising is not allowed on district property and other district resources without approval of the superintendent. No employee of the district will receive compensation of any kind from any vendor for the sale of supplies or services.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapters 279A](#), 279B and 279C

[ORS 332.107](#)

Cross Reference(s):

DJ - District Purchasing
DJC - Bidding Requirements
GBI - Gifts and Solicitations

Coos Bay School District 9

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

Criminal Records Checks/Fingerprinting

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

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

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

1. All district contractors and/or their employees, whether employed part-time or full-time;
2. All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Employment Department;
3. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early education program;
34. An individual who is an employee of a public charter school.

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

The district ~~shall~~ may begin the employment of an individual or terms of a district contractor on a probationary basis pending the return and disposition of ~~criminal records checks and/or~~ fingerprinting provided the individual or contractor passes an online background check done by the district office.

The district shall not allow a volunteer to begin the volunteer service pending the return of criminal records check.

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

END OF POLICY

Legal Reference(s):

~~ORS 181.525~~
~~ORS 181.555~~
~~ORS 183.413-183.470~~
~~ORS 326.603~~

[ORS 326.607](#)

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

[OAR 414-061-0010](#)
[OAR 581-021-0500](#)

[OAR 581-022-1730](#)
[OAR 584-036-0062](#)

| Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Cross Reference(s):

EEACA - School Bus Driver Examination and Training

Coos Bay School District 9

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

Criminal Records Checks/Fingerprinting

Subject Requirements

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

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

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

The superintendent will identify district contractors subject to such requirements.

5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Employment Department.

6. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early education program.

67. An individual who is an employee of a public charter school shall be required to undergo a nationwide criminal records check and fingerprinting.

78. Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal records check.

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

1. The Oregon Department of Education (ODE) or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available.
2. Additional evidence that the employee has not resided outside the state between the two periods of time working in the district shall be maintained.

Notification

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

Processing/Reporting Procedures

1. Any individual subject to criminal records checks and/or fingerprinting shall, as part of the application process, complete the appropriate forms as provided by the Oregon Department of Education.
2. Following acceptance of an offer of employment, the Criminal Verification of Applicants form for those not subject to fingerprinting will be sent to the Oregon Department of Education for processing. A copy will be kept on file by the district in the individual's personnel file.
3. If the individual is subject to fingerprinting, he/she will be required to report within three working days to an authorized fingerprinter for fingerprinting. Fingerprints may be collected by one of the following:
 - a. Employing district staff
 - b. Contracted agent of employing district
 - c. Local or state law enforcement agency

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

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

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

Fees

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

Termination of Employment

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

Appeals

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

Coos Bay School District 9

Code: **IBDJA**
Adopted: 10/9/00
Readopted: 12/13/10
Orig. Code(s): IBDJA

Home Schooling

The Board recognizes the right of parents to teach their children at home and acknowledges the education service district's role in registering and monitoring test results for students who are being taught at home. Further, the Board is willing to assist parents in this endeavor if a request is made through the superintendent. The district will furnish basic course descriptions, state standards for elementary and secondary education, and, when available, may furnish basic instructional materials upon deposit of a loss/damage fee.

Students may, upon parent request, be allowed to participate in district programs such as physical education programs, instrumental and vocal music programs, and other academic programs, if space and materials are available. Such students must then adhere to regular attendance procedures as established by the school and must avoid disruption of said programs. These students may ride regularly scheduled school buses, but generally, parents are responsible for transportation for students attending selected school offerings.

The Board reaffirms its prerogative not to accept home instruction course credit toward graduation requirements except through accredited correspondence courses as outlined in Board policy JECDA.

Home-schooled students may participate in interscholastic activities if the following criteria are met:

1. The student can meet the district eligibility requirements except the district or class attendance requirements.
2. Students need not meet class requirements of the voluntary association administering the interscholastic activities.
3. The student can achieve the minimum score on an examination from the list adopted by the State Board of Education. The minimum composite test score that a student must achieve shall place the student at or above the 23rd percentile based on national norms. The examination shall be taken at the end of each school year (students may participate while awaiting test results).
4. The parent shall submit the examination results to the district; or the district may adopt alternative requirements, in consultation with the parent, that a student must meet to participate in interscholastic activities, including, but not limited to, a requirement that a student submit a portfolio of work samples to the district for review to determine whether a student is eligible to participate in interscholastic activities.
5. The student must fulfill the same responsibilities and standards of behavior and performance including related class or practice requirements of other students participating in the interscholastic activity. The students must meet the same standards for acceptance on the team or squad. The student must also comply with all public school requirements during the time of participation.

6. The student must reside in the attendance boundaries of the school for which the student participates.
7. Public school students who cannot maintain academic eligibility shall be ineligible to participate as home-schooled students during the duration of the school year in which the student becomes academically ineligible and for the following year. They must also take the required tests at the end of the second year and meet the standards to become eligible for the third year.

8. The Board does not grant high school credit for home school class nor grant diplomas to home-schooled students who reside within the district.

9. The Board will grant high school credit only to those courses administered through an accredited program

10. Parents who elect home-schooling options are encouraged to pursue GED or community college diploma alternatives.

END OF POLICY

Legal Reference(s):

[ORS 326.051](#)
[ORS 339.030](#)
[ORS 339.035](#)
[ORS 339.430](#)
[ORS 339.460](#)

[OAR 581-021-0026 to-0029](#)
[OAR 581-021-0033](#)
[OAR 581-021-0034](#)
[OAR 581-021-0071](#)
[OAR 581-021-0210](#)
[OAR 581-022-1350](#)

Coos Bay School District 9

Code: JECA
Adopted: 12/13/99
Readopted: 3/07/11; 9/05/12
Orig. Code(s): JECA

Admission of Resident Students**

~~Students of school age~~ School-age students who reside within the district attendance area ~~may~~ shall attend school without paying tuition.

~~1. Residents who are over the age of 19 prior to the beginning of the current school year may be admitted with the approval of the superintendent, but may be charged tuition at a rate established by the Board. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.~~

~~2. The Board may admit otherwise eligible students who are not receiving special education and who have not yet attained 21 years of age prior to the beginning of the current school year if they are shown to be in need of additional education in order to receive a diploma. These students may attend school without paying tuition for the remainder of the school year~~

~~3. The Board shall admit otherwise eligible students who have not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and: The Board may admit, tuition free, otherwise eligible students who are not receiving special education and who have not yet attained 21 years of age prior to the beginning of the current school year if they are receiving special education services and have not yet received a regular high school diploma.~~

~~The Board shall admit otherwise eligible students who have not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and:~~

~~a. _____ Has not yet received a regular high school diploma; or~~

~~-~~

~~a.~~

~~b. _____ Has received a modified diploma, an extended diploma or an alternative certificate.~~

~~4. Students with disabilities voluntarily placed outside the home by their parent may continue to attend the school the student was attending prior to placement as a district resident, when the student's parent and school staff can demonstrate it is in the student's best interest.~~

~~5. The board may deny regular school admission to students who have become residents and who have been expelled from other school districts and will deny admission if the expulsion involved taking, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device on district property or at a district activity. The Board may, based on district criteria, deny regular school admission to students who have become residents and who are under expulsion from another district for reasons other than a weapons policy violation.~~

6. The Board shall deny, for at least one calendar year from the date of expulsion, regular school admission to students who have become residents and who are under expulsion from another district for a weapons policy violation.

7. The Board may, based on district criteria, provide alternative programs of instruction to students expelled for a weapons policy violation.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)

[ORS 327.006](#)

[ORS 339.115](#)

[ORS 339.133](#)

[ORS 339.134](#)

[ORS 433.267](#)

Coos Bay School District 9

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

Admission of Nonresident Students

The district may enroll nonresident students as follows:

1. By written consent of the affected school boards. The student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund moneys;
2. By written consent from the school board for the district in which the school is located as provided by Board policy. The student becomes a “resident pupil” of the attending district thereby allowing the attending district to receive State School Fund moneys;
3. By unilaterally admitting with tuition a nonresident student whereby neither district is eligible for State School Fund moneys;
4. If a juvenile court determines it is in the student’s best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The Board shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board may, based on district criteria, deny admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

Consent by Affected Boards/Tuition

The Board reserves the right to accept/reject nonresident students based upon the availability of space, resources, personnel and appropriate programs. The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, ethnicity, national origins, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

The Board may ask for the student’s name, contact information, date of birth, grade level and whether the student is currently expelled for a weapons violation.

The Board will annually determine whether to limit the number of students to whom consent will be given. If the number of students seeking consent exceeds the number of spaces, the Board will use an equitable

lottery selection process. The process may give priority to students who have siblings currently enrolled in the district.

The Board may revise the maximum number of students to whom consent will be given at a time other than the annual date established by the Board if there are no pending applications for consent.

If the Board decides not to give consent to a student the Board must provide a written explanation to the student.

The Board may determine the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent was given.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

Consent of Board for the District in which the School is Located

Annually, by March 1, the Board shall establish the number of students to whom consent will be given for the upcoming school year. The Board may choose to limit consent based on school, grade or the combination of both. The Board may decide not to give consent to any person under this process.

The Board may not deny consent, give priority **nor request student information related to** race, religion, sex, sexual orientation, ethnicity, national origin, disability, **health, whether a student has an individual education program (IEP) or the terms of that IEP,** income level, residence, proficiency in the English language, athletic ability, **academic records or eligibility or participation in talented and gifted programs.**

Applications for consent shall be submitted no later than April 1, prior to the year of requested consent.

If the number of students seeking consent exceeds the number of students the Board has determined will be given consent, consent will be based on an equitable lottery selection process.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

By May 1, the district shall provide written notification of attendance to the district of the student's legal residence.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 327.006](#)
[ORS 329.485](#)
[ORS 335.090](#)
[ORS 339.115 - 339.133](#)

[ORS 339.141](#)
[ORS 339.250](#)
[ORS 343.221](#)
[ORS 433.267](#)

Letter Opinions, Office of the OR
Attorney General (March 15, April 18,
June 30 1988).

OR. DEP'T OF EDUC., ODE EXECUTIVE MEMORANDA 23-1988-89, 42-1994-95.

Weapons at School - Students

Possession of Weapons at School Prohibited

Possession, concealment or use of a weapon or replica of a weapon by students at school is prohibited. For purposes of this policy, “at school” includes district buildings, district property, private vehicles on district property, district vehicles and buses and district activities and field trips held under the jurisdiction of the district, on or off the regular school campus, at any time.

Any firearm or other weapon possessed on or about a student while at school is subject to seizure or police forfeiture.

For purposes of this policy, and as defined by state and federal law, the term “weapon” includes:

1. “Dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Dangerous weapons may include, but not be limited to, firearms, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass others. Also included are weapons that are unloaded or inoperable;
2. “Deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. “Firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, ~~or~~ any firearm silencer or any destructive device;
4. “Destructive device” means any ~~device with an~~ explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device;
5. “Other prohibited weapons” includes fireworks, pocket knives and replicas of weapons. Exceptions to the district’s replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities. Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

Actions by School Officials

In accordance with Oregon law, any employee who has reasonable cause to believe a student has, within

the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used a ~~dangerous or deadly weapon, firearm or destructive device~~ in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may modify this expulsion requirement.

The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation for a student expelled for bringing a weapon to school.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA – Discipline of Students with Disabilities, and accompanying administrative regulation.

Appropriate disciplinary and/or legal action will be taken against students or others who assist in activities prohibited by this policy.

Exceptions

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

Firearms or other dangerous weapons under the control of an adult that are to be used as part of bona fide class instruction are permitted. This includes such things as hunter safety courses and antique weapons used in display and instruction activities. In such cases, the school principal shall be notified and give prior approval.

Students may possess a noxious or irritant gas canister as a personal defense device. However, irresponsible use, attempted use or threatened use of this device will be treated as a violation of this policy. Persons wishing to carry such a device must register with the principal's office.

The superintendent may authorize other persons to possess weapons at school. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

Notice

The district may post a notice at any site or premise off district grounds, that ~~at~~ the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

“Gun-Free School Zone” signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)
[ORS 166.210 - 166.370](#)
[ORS 166.382](#)
[ORS 332.107](#)
[ORS 339.115](#)
[ORS 339.240](#)

[ORS 339.250](#)
[ORS 339.315](#)
[ORS 339.327](#)
[ORS 809.135](#)
[ORS 809.260](#)

[OAR 581-021-0050 to -0075](#)
[OAR 581-053-0010\(5\)](#)
[OAR 581-053-0015\(7\)\(k\)](#)
[OAR 581-053-0545\(4\)\(c\),\(w\)](#)
[OAR 581-053-0550\(5\)\(v\)](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2006).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

Cross Reference(s):

JFCM - Threats of Violence
JGDA/JGEA - Discipline of Students with Disabilities

Use of Restraint and Seclusion

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. It is the intent of the Board to establish a policy that defines the circumstances that must exist and the requirements that must be met prior to, during and after the use of **physical** restraint and/or seclusion as an intervention with district students.

Definitions

1. "Physical restraint" means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. "Physical restraint" does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of "physical restraint" does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law.
2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

Seclusion does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving.

3. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
4. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

"Mechanical restraint" does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
5. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed health professional or other qualified health care professional acting under the professional's scope of practice.
 6. "Prone restraint" means a restraint in which a student is held face down on the floor.

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to the student or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee or volunteer as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint ~~or~~ seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.

The district shall utilize the Oregon Intervention System (OIS) training program of physical restraints and seclusion for use in the district. As required by state regulation, the selected program shall include: behavioral support, prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

An annual review of the use of physical restraint and seclusion during the preceding school year, including a review of all district cases involving restraint and/or seclusion, shall be completed and submitted to the Superintendent of Public Instruction to ensure compliance with district policies and procedures. The results of the annual review shall be documented ~~A~~ and shall include at a minimum:

1. The total number of incidents of physical restraint;
2. The total number of incidents of seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in physical restraint;
5. The total number of students placed in seclusion;
- 4.6. The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion;
- 5.7. The total number of students placed in physical restraint and/or seclusion more than 10 times in a school year;
- 6.8. The total number of physical restraint and seclusion incidents carried out by untrained individuals;
- 7.9. The demographic characteristics of all students upon whom physical restraint and/or seclusion was imposed.

10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This report shall be made available to the Board and to the public at the district’s main office and on the district’s website.

At least once each school year the public shall be notified as to how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL, “Complaint Procedure for School Patrons.”

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting and written documentation of the use of physical restraint or seclusion by district personnel.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 339.250](#)

[OAR 581-021-0061](#)
~~[OAR 581-021-0062](#)~~
[OAR 581-021-0550](#)

[OAR 581-021-0553](#)
[OAR 581-021-0556](#)
[OAR 581-021-0559](#)
[OAR 581-021-0563](#)
[OAR 581-021-0566](#)

[OAR 581-021-0568](#)
[OAR 581-021-0569](#)
[OAR 581-021-0570](#)

Cross Reference(s):

JGA - Corporal Punishment
JGB - Detention of Students
JGDA/JGEA - Discipline of Students with Disabilities

Use of Restraint and Seclusion

General Guidelines

1. Parents will be provided verbal or electronic notification by the school staff following the use of physical restraint or seclusion by the end of the day on which the incident occurred;
2. Parents will be provided written documentation of the incident within 24 hours that provides:
 - a. A description of the physical restraint and/or seclusion;
 - b. The date of the physical restraint or seclusion;
 - c. The time the physical restraint or seclusion began and ended, and the location;
 - ~~e.~~ **d. A description of the student's activity that prompted the use of physical restraint or seclusion**
 - ~~d.~~ **e. The efforts used to de-escalate the situation and the alternatives to physical restraint or seclusion that were attempted;**
 - f. The names of personnel of the public education program who administered the physical restraint or seclusion;
 - g. A description of the training status of the personnel who administered the physical restraint or seclusion, including any information that may need to be provided to the parent or guardian; and**
 - h. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.**

e.g.
3. If the physical restraint or seclusion was administered by a person without training the district will provide that information along with the reason why a person without training administered the **physical** restraint or seclusion.
4. A building administrator will be notified as soon as practicable whenever physical restraint and/or seclusion has been used;
5. If **physical** restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If physical restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes an administrator for the public education program must provide written authorization for the continuation of the physical restraint or seclusion, including providing documentation for the reason the physical restraint or seclusion must be continued. Whenever physical -restraint or seclusion extends beyond 30 minutes, personnel of the district will immediately attempt to verbally or electronically notify a parent.
6. A district Physical Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment;
7. A documented debriefing meeting must be held within two school days after the use of **physical** restraint and/or seclusion; staff members involved in the intervention must be included in the

meeting. The debriefing team shall include a building administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

The completed Physical Restraint and/or Seclusion Incident Report Form shall include the following:

1. Name of the student;
2. Name of staff member(s) administering the physical restraint or seclusion;
3. Date of the **physical** restraint or seclusion, and the time the **physical** restraint or seclusion began and ended;
4. Location of the **physical** restraint or seclusion;
5. A description of the **physical** restraint or seclusion;
6. A description of the student's activity immediately preceding the behavior that prompted the use of **physical** restraint or seclusion;
- ~~7. A description of the behavior that prompted the use of restraint or seclusion;~~
- ~~8~~7. Efforts to de-escalate the situation and alternatives to **physical** -restraint or seclusion that were attempted;
- ~~8~~9. Information documenting parent contact and notification; and
- ~~10-9~~ A summary of the debriefing meeting held.

Physical restraint/seclusion as a part of a behavioral support plan in the student's Individual Education Program (IEP) or Section 504 plan.

1. Parent participation in the plan is required;
2. The IEP team that develops the behavioral support plan shall include knowledgeable and trained personnel, including a behavioral specialist and a district representative who is familiar with the physical restraint training practices adopted by the district;
3. Prior to the implementation of any behavioral support plan that includes **physical** restraint and/or seclusion a functional behavioral assessment must be completed. The assessment plan must include an individual threshold for reviewing the plan;
4. When a behavior support plan includes **physical** restraint/seclusion the parents will/~~may~~ be provided a copy of the district Physical Restraint and/or Seclusion policy at the time the plan is developed.

Use of **physical** restraint and/or seclusion in an emergency by school administrator, staff, or volunteer to maintain order or prevent a student from harming his/herself, other students, school staff:

Use of **physical** restraint and or seclusion under these circumstances with a student who does not have **physical** restraint and/or seclusion as a part of their IEP or Section 504 plan is subject to all of the requirements established by this administrative regulation with the exception of those specific to plans developed in an IEP or a 504 plan.

Oregon School Boards Association Selected Sample Policy

Code: **JHCB**
Adopted:

Immunization of Students and Vision Screening/Eye Examination**

Immunization

No student will be allowed to enroll or continue school attendance without first presenting evidence of compliance with Oregon Revised Statutes and Oregon Administrative Rules requiring immunization.

Proof of immunization will be presented prior to the time of initial enrollment in school or within 30 days of transfer to the district. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization or a religious, philosophical beliefs and/or medical exemption.¹

The administrator or designee is authorized to exclude any student from school attendance for noncompliance with the statutes and rules. The administrator or designee will notify the parent in writing of the reason for the exclusion, stating that the student will continue to be excluded until the student has complied with the requirements. The notice will also inform the parent that a hearing will be afforded upon request.

The district will comply with the Oregon Department of Human Services, Health Services, rules related to the district's immunization registry and the associated tracking and recall systems. This compliance shall include the waiver of the requirement of consent for release of information from or providing information to and the waiver of issues of confidentiality in regard to immunization records.

Vision Screening/Eye Examination

The parent of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student received:

1. The student has received a vision screening or eye examination; and
2. Any further examinations or necessary treatments of the eye or assistance of the powers or range of vision of the eye.

The certification is not required if the parent or guardian provides a statement to the district that:

- 3.1. The student submitted a certification to a prior education provider; or
- 4.2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

Documentation requirements for exemptions are outlined in ORS 433.267.

The policy is in effect for all students not exempted for religious **beliefs**, **philosophical beliefs** or medical reasons.²

END OF POLICY

Legal Reference(s):

ORS 326.580
[ORS 433.235 - 433.280](#)

[OAR 333-019-0010](#)
[OAR 333-050-0010 to -0120](#)
[OAR 581-022-0705](#)

HB 3000 (2013)

1/16/14 | RS

²Documentation required for exemption is outlined in ORS 433.267.

Coos Bay School District 9

Code: **JHCCF**
Adopted: 5/10/04
Readopted: 3/28/11
Orig. Code(s): JHCCF

Pediculosis (Head Lice)

The Board recognizes that district programs should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices. Consequently, in order to prevent the spread of pediculosis (head lice) in the school setting, district staff shall institute guidelines for classrooms that will assist in the prevention and spread of head lice. Students with suspected cases of lice will be referred to the school nurse or building administrator for assessment. Students found with live lice ~~will may~~ be ~~excluded~~ ~~restricted~~ from school. Students ~~excluded~~ ~~restricted~~ from school will be readmitted after assessment by designated personnel to confirm no lice are present. Students found with nits (lice eggs) only or returning after ~~exclusion~~ ~~restriction~~ with the presence of nits only will not be ~~excluded~~ ~~restricted~~, but will be subject to periodic checks to confirm continuing absence of live lice.

Successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. The district will provide parents of students found to have contracted head lice with treatment information. It is the district's intent to not only eliminate the current infestation, but also to prevent a repeat episode.

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

END OF POLICY

Legal Reference(s):

[ORS 433.255](#)
[ORS 433.260](#)

[OAR 333-019-0014\(4\)](#)
[OAR 437-002-0360](#)
[OAR 581-022-0705](#)

[National Association of School Nurses, Pediculosis Management in the School Setting: Position Statement Revised 2011.](#)
[American Academy of Pediatrics: Position Statement on Head Lice 8-1-2012.](#)
[Centers for Disease Control and Prevention Head Lice Information for Schools 2011.](#)

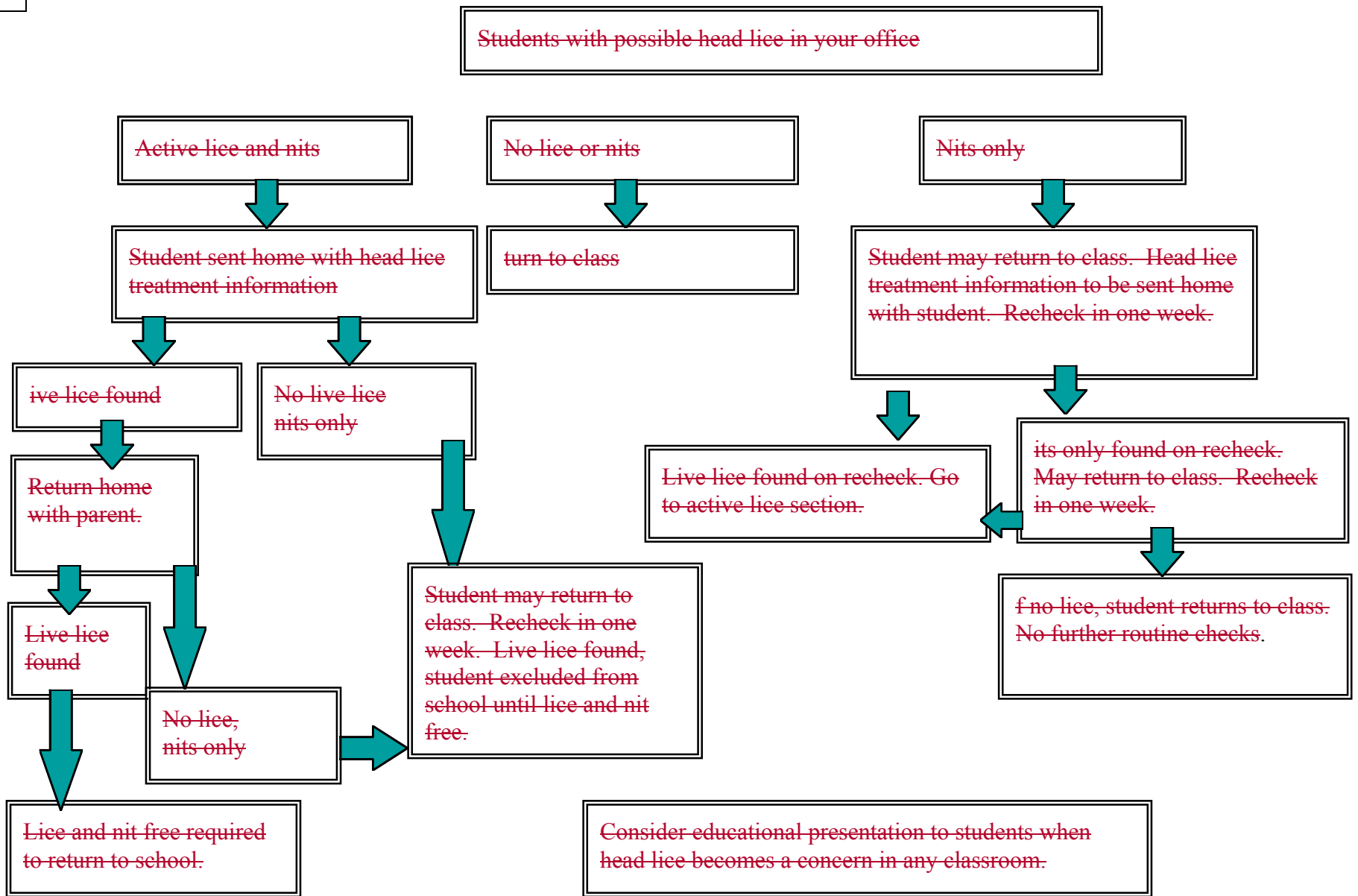
Pediculosis (Head Lice)

Students found to have contracted head lice will be subject to the following procedures:

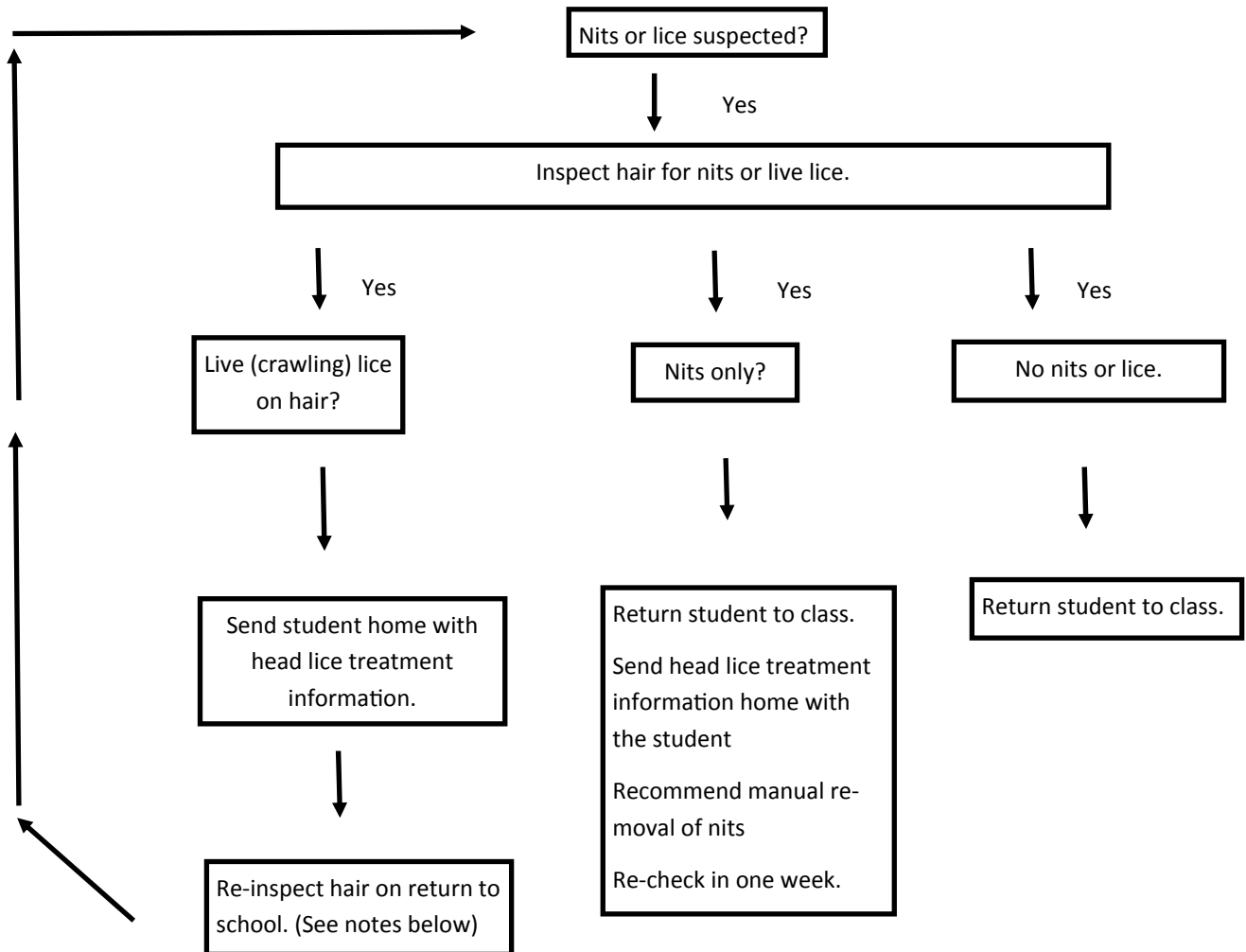
1. Suggested school measures for head lice control, as provided in “Health Services for the School Community” issued through the Oregon Department of Education will be followed.
2. Screening recommendations are as follows:
 - a. ~~Elementary and intermediate schools—All school, once per year.~~
~~Middle and high schools—as needed.~~ When three or more positive cases in a classroom are identified, the whole classroom may be screened, resource dependent.
 - b. Criteria for additional screening of individuals for lice are: persistent itching or scratching, known exposure to sibling or other close contact with head lice (~~e.g., seat mate in classroom, locker partners, overnight sleep activities, scouts, etc.~~), self (student or parent) referral.
3. As provided by OAR 333-019-0015, students found to have contracted head lice ~~will~~ may be ~~immediately excluded~~ restricted from school at the discretion of the local school district authorities. The presence of nits (lice eggs) only is not considered excludable.
4. Treatment information, district policy requirements, and re-admittance provisions will be provided to the parent. Parents will be advised to:
 - a. ~~Use a lice killing agent~~ Shampoo hair with FDA approved lice shampoo per label instructions unless a health care provider has instructed you differently. ~~per label instructions, which their health-care provider, school nurse or local health authority recommends on all family members who demonstrate symptoms of infestation.~~
 - b. Follow the personal and household cleaning instructions provided by the district, health-care provider, or local health authority, as appropriate.
 - c. Remove all nits after treatment.
5. Following treatment, the student will be readmitted to school.
6. Parents shall either accompany their student to school for re-admittance or provide a signed statement that treatment has been initiated.
7. The student will be subject to screening by designated personnel to determine the treatment’s effectiveness. The student will be readmitted to school or denied admittance, as appropriate. The absence of nits is not required for re-admittance. In the event the student is not readmitted to school because of the continued presence of live lice, parents will be notified.
8. Students readmitted will be subject to follow-up screening by designated personnel.

9. In the event additional assistance and/or information is needed regarding the treatment of the student, other family members, close contacts and the home environment (bedding, linens, grooming equipment, etc.), parents should contact their school nurse or local health department.
10. Students with chronic head lice may be referred for follow-up to the school's nurse or local health department, as appropriate.
11. Parents who identify head lice on their students at home are to complete treatment prior to the readmission of their student, as required above. Parents are also encouraged to notify the school of their student's condition so that appropriate preventative measures may be implemented at school.

See attached flowchart for guidelines.



Lice Management in Schools



When live lice are found on recheck(s):

- Encourage parent to review treatment information
- Retreat only as directed on product instructions
- Re-send head lice treatment information if necessary

For ongoing concerns consult with your school nurse.

Coos Bay School District 9

Code: JHCD/JHCDA-AR
Adopted: 7/13/98
Readopted: 6/11/12
Orig. Code(s): JHCD-AR

Administering Non-injectable/Injectable Medicines to Students**

Students may, subject to the provisions of this regulation, have non-injectable/injectable prescription or nonprescription medication administered by designated, trained school staff. Self-medication by students will also be permitted in accordance with this regulation.

Definitions

1. “Prescription medication” means any non-injectable/injectable drug, chemical compound, suspension, or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
2. “Nonprescription medication” means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose, and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories, and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.
3. “Physician” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed by the Board of Nursing for the state of Oregon, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, or a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon. ~~“Physician” also may include individuals licensed in the categories set out above by comparable licensing agencies in adjoining states.~~
4. “Student self-medication” means a student must be able to administer medication to himself or herself without requiring a trained district staff member to assist in the administration of the medication.
5. “Training” means the instruction to be provided to designated school staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education, including discussion of applicable district policies, procedures and materials.
6. “Age-appropriate guidelines” means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent (guardian), administrator, and in the case of a prescription medication, a physician.

Designated School Staff/Training

1. The principal will designate school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property. The principal will ensure building and activity practices and procedures are consistent with the requirement of law, rules and this regulation.
2. The principal will ensure the training required by law and Oregon Administrative Rules is provided. Training may be conducted by any physician licensed by the state of Oregon, a nurse licensed by the Board of Nursing of the state of Oregon, or by others as deemed appropriate by the district in accordance with training program guidelines recognized by the Oregon Department of Education.
3. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include but are not limited to the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life threatening side effects and allergic reactions, and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.
4. Training will be provided upon initial assignment to designated school staff authorized to administer medication to students. Subsequent training will be provided as necessary to meet changes in Oregon law, rules, training guidance or as otherwise deemed appropriate by the district.
5. A copy of the district's policy and administrative regulation will be provided to all school staff authorized to administer medication to students and others as appropriate.
6. A statement that the designated school staff member has received the required training will be signed by the staff member and filed in the district office.

Administering Medications to Students

Requests for designated district staff to administer medication to students may be approved by the district as follows:

1. A written request for the district to administer prescription medication must be submitted to the school office to include:
 - a. The written signed permission of the parent;
 - b. The written instructions from the physician for the administration of the prescription medication to the student, including:
 - (1) Name of the student;
 - (2) Name of the medication;
 - (3) Route;
 - (4) Dosage;
 - (5) Frequency of administration; and
 - (6) Other special instructions, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (1)-(6) above.

2. A written request for the district to administer nonprescription medication must be submitted to the school office to include:
 - a. The written signed permission of the parent;
 - b. The written instruction from the parent for the administration of the nonprescription medication to the student including:
 - (1) Name of the student;
 - (2) Name of the medication;
 - (3) Route;
 - (4) Dosage;
 - (5) Frequency of administration;
 - (6) Other special instruction, if any.
3. Medication is to be submitted in its original container.
4. Medication is to be brought to and returned from the school by the parent.
5. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
6. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
7. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district administered medication.
8. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.
9. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

Self-Medication

1. Grades K-7: Self-medication of prescription and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access and the necessary permission form and written instructions have been submitted as required above.

2. Grades 8-12: Self-medication of prescription and nonprescription medication may be allowed subject to the following:
 - a. A permission form must be submitted for self-medication of all prescription medication. No permission form is required for self-medication of nonprescription medications.
 - b. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Administering Medications to Students Section 1. and 2. above.
 - c. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - (1) Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instructions;
 - (2) Nonprescription medication must have the student's name affixed to the original container.
 - d. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacture's packaging that contains multiple dosage, the student may carry one package, such as but not limited to, bronchodilators/inhalers.
 - e. Sharing and/or borrowing of medication with another student is strictly prohibited.
3. For students who have been prescribed bronchodilators or epinephrine, school staff ~~will~~may request from the parent or guardian, that the parent or guardian provide back-up medication for emergency use by that student. Backup medication, if provided by the parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency.
4. Upon written parent request and with a physician's written statement that the lack of immediate access to a backup auto-injectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the parents/guardian to provide backup auto-injectable epinephrine to be kept in a reasonably secure location in the student's classroom.
45. Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-injectable and Injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Handling, Storage, Monitoring Medication Supplies

1. Medication administered by designated school staff and self-administered medication must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
2. Medication in capsule or tablet form and categorized as a sedative, stimulant, anti-convulsant, narcotic analgesic, or psychotropic medication will be counted by designated school staff in the presence of another school employee upon receipt, documented in the student's medication log, and routinely monitored during storage and administration. Discrepancies will be reported to the

building principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.

3. Designated school staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by the Oregon Department of Education for administering all forms of non-injectable/injectable medications. (OAR 851-047-0030(11))

4. Medication will be secured as follows:
 - a. Non-refrigerated medications will be stored in a locked cabinet, drawer or box.
 - b. Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication.
 - c. Access to medication storage keys will be limited to the building principal and designated school staff.
5. Designated school staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
6. In the event medication is running low or inadequate dosage is on hand to administer the medication, the designated school staff will notify the parent immediately.

Emergency Response

1. Designated school staff will notify 911 or other appropriate emergency medical response systems and administer first aid as necessary in the event of life threatening side effects that result from district administered medication or from student self-medication. The parent, school nurse and principal will be notified immediately.
2. Minor adverse reactions that result from district administered medication or from student self-medication will be reported to the parent immediately.

Disposal of Medications

1. Medication not picked up by the parent at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated school staff in a non-recoverable fashion as follows:
 - a. Medication in capsule, tablet and liquid form will be removed from their original container (destroy any personal information). Crush solid medications, mix or dissolve in water (this applies to liquid as well) and mix with an undesirable substance such as coffee grounds, kitty litter, flour etc., and place it in impermeable non-descriptive containers such as empty cans or sealable bags, placing these containers in the trash. Flush prescriptions down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so (ONDGP Federal Government Guidelines February 20, 2007);
 - b. Other medication will be disposed of in accordance with established training procedures.
2. All medication will be disposed of by designated school staff in the presence of another school employee and documented as described below.

Documentation and Record Keeping

1. A medication log will be maintained for each student administered medication by the district. The medication log will include but not be limited to:
 - a. The name, dose, route of medication administered, date, time of administration and name of the person administering the medication;
 - b. Student refusals of medication;
 - c. Errors in administration of medication¹
 - d. Emergency and minor adverse reaction incidents¹;
 - e. Discrepancies in medication supply;
 - f. Disposal of medication including date, quantity, manner in which the medication was destroyed, and the signature of the school staff involved.
2. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate medical file, apart from the student's education records file, unless otherwise related to the student's educational placement and/or individualized education plan. Records will be retained in accordance with applicable provisions of OAR 166-414-0010 (22), (23), and (24).
3. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student, and his/her parents. Information may be shared with school staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication as per ORS 339.870.

A school administrator, school nurse, teacher or other district employee designated by the school administrator, the school district and members of the district board, are not liable in a criminal action or for civil damages as a result of a student's use of medication.

¹Designated school staff may note incident by symbol in medication log and attach detailed documentation as necessary.

Administering Injectable Medicines to Students

~~In order to ensure the health and well-being of district students who require regular injections of medication, who may experience allergic reactions, or suffer from hypoglycemia, asthma or diabetes, epinephrine, glucagon or other medication as prescribed by a physician and allowed under Oregon Law (OAR 851-047-0030) may be administered by means of injection to students by trained staff in situations when a licensed health care professional is not immediately available.~~ The district recognizes a need to ensure the health and well-being of students who require regular injections of medication as a result of experiencing an allergic reaction or have a need to manage hypoglycemia, asthma or diabetes. Therefore, in situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

When directed by a physician or other licensed health care professional students in grades K-12 will be allowed to self administer medication. A medical protocol regarding each student who self administers injectable medication will be developed, signed by a physician or other licensed health care professional and kept on file. Permission for self administered medication may be revoked if the student violates policy or medical protocol.

All requests for the district to administer injectable medication to a student shall be made by the parent in writing. Requests shall be accompanied by the physician's order for administering epinephrine, glucagon, or other medication as allowed by law. A prescription label will be deemed sufficient to meet the requirements for a physician's order for epinephrine, glucagon or other medication. Upon written parent request and with a physician's written statement that the lack of immediate access to a backup auto-injectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the parents/guardian to provide backup auto-injectable epinephrine to be kept in a reasonably secure location in the student's classroom.

The district may designate staff authorized to administer epinephrine and glucagon or other medication as allowed under Oregon law. Training shall be provided as required by law in accordance with approved protocols as established by Oregon Department of Human Services, Health Services. Staff designated to receive training shall also receive bloodborne pathogens training. A current first aid and CPR card will also be required.

Injectable medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering noninjectable injectable medicines to students.

The superintendent will ensure student health management plans are developed as required by training protocols, maintained on file and pertinent health information is provided to district staff as appropriate. Such plans will include provisions for responding to emergency situations including those occurring during curricular and extracurricular activities held after regular school hours and on or off district property.

END OF POLICY

Legal Reference(s):

| [ORS 109.640](#)
[ORS 339.866](#)
[ORS 339.870](#)

[ORS 339.871](#)
[ORS 433.800](#) to-433.830

[OAR 8511-021-0037](#)
[OAR 851-047-0030](#)
[OAR 851-047-0040](#)

Coos Bay School District 9

Code: **KBA**
Adopted: 3/4/02
Readopted: 6/22/10; 9/05/12
Orig. Code(s): KBA

Public Records**

“Public record” means any information that:

1. Is prepared, owned, used or retained by the district;
2. Is related to an activity, transaction or function of the district; and
3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the district.

Public record does not include messages on voice mail or on other telephone message storage and retrieval systems or spoken communication that is not recorded.

Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.

The Board’s official minutes, its written policies and its financial records will be available at the superintendent’s office for inspection by any citizen desiring to examine them during hours when the superintendent’s office is open. All such information will be made available to individuals with disabilities in an appropriate format upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make reasonable efforts to disseminate information. Each principal is authorized to use reasonable means available to keep parents and others of his/her particular school’s community informed about the school’s program and activities.

No records will be released for inspection by the public or any unauthorized persons - either by the superintendent or any other person designated as custodian for district records - if such disclosure would be contrary to the public interest, as described in state law.

If records are to be inspected, the district may provide a certified copy or provide a reasonable opportunity to inspect. If the public record is maintained in a machine- readable or electronic form, the custodian shall provide the record in the form requested, if available. If not available in the form requested, it will be provided in the form the public record is maintained. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under ORS 30.275 (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district’s attorney.

If a copy of a record is requested, the district will provide a single certified copy. If a request to inspect a record is made and the public record is maintained in a machine readable or electronic form, the custodian

shall provide the record in the form requested, if available. If not available in the form requested, it will be provided in the form the public record is maintained. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under ORS 30.275 (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.

Employee and volunteer addresses, electronic mail addresses (other than district electronic mail addresses assigned by the district to district employees), social security numbers, dates of birth and telephone numbers contained in personnel records maintained by the district are exempt from public disclosure pursuant to ORS 192.445 and ORS 192.502 (3). Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. District electronic mail addresses assigned by the district to district employees are not exempt. Additionally, the district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

Upon receipt of a request, the district will respond as soon as practicable and without unreasonable delay. The response must acknowledge the receipt of the request and one of the following:

1. A statement that the district does not possess, or is not the custodian of, the public record.
2. Copies of all requested public records for which the district does not claim an exemption from disclosure under ORS 192.410 to 192.505.
3. A statement that the district is the custodian of at least some of the requested public records, an estimate of the time the district requires before the public records may be inspected or copies of the records will be provided and an estimate of the fees that the requester must pay as a condition of receiving the public records.
4. A statement that the district is the custodian of at least some of the requested public records and that an estimate of the time and fees for disclosure of the public records will be provided by the district within a reasonable time.
5. A statement that the district is uncertain whether the district possesses the public record and that the district will search for the record and make an appropriate response as soon as practicable.
6. A statement that state or federal law prohibits the district from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanction. A statement under this paragraph must include a citation to the state or federal law relied upon by the district.

A fee will be charged to reimburse the district for the actual cost of making copies of public records for the public. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities.

Requests for copies of documents shall be in writing and will be presented to the superintendent. Reasonable accommodations will be provided for persons with disabilities upon request and with appropriate advance notice.

The district shall retain and maintain its public records in accordance with OAR 166, Division 400.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[OAR 137-004-0800\(1\)](#)

[OAR 166-400](#)

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).

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S PUBLIC RECORD AND MEETINGS MANUAL.

[Americans with Disabilities Act Amendments Act of 2008.](#)

Coos Bay School District 9

Code: **KG**
Adopted: 12/09/02
Readopted: 6/22/10; 12/09/13
Orig. Code(s): KG; KG-AR(1)

Facility Usage

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

1. Priority I – District Use, School District Activities and/or Events
 - a. District/school-sponsored or co-sponsored activities or events for district students (clubs, intramurals, concerts, etc.).
 - b. District/school-sponsored activities or events for parents or patrons (plays, open house, etc.).
 - c. 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).
 - d. District/school-sponsored or co-sponsored staff activities (e.g., wellness, staff development or classroom related), with no admission or contribution charges.
 - e. Co-sponsored events or activities with local state/county/city official meetings for purposes of public hearings and/or testimony.
2. Priority II – Recreational and Educational Programs Involving Students
 - a. Staff led sports teams, associations, clubs or events and/or fundraisers.
 - b. Youth athletic organizations. (Boys & Girls Club, SC Youth Football, CB Cal Ripken, etc.)
 - c. Local nonprofit organizations (if no fees are charged beyond rental costs).
 - d. Youth education or nonprofit organizations (e.g., Scouts, Camp Fire, etc.).
 - e. Education programs sponsored by local nonprofit educational institutions (e.g., Community College and other Oregon based colleges and universities)
 - f. OSAA sponsored events.
 - g. 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.)

3. Priority III – Adult/Nonstudent Programs

- a. All profit organizations.
- b. Commercial organizations.
- c. Religious organizations.
- d. Professional organizations.
- e. Political organizations.
- f. Fraternal organizations, unless fundraising or providing services for students in the district.
- g. Nonprofit organizations collecting admission fees or donations beyond rental costs.
- h. Fundraising activities by groups which otherwise might be approved for free or reduced rates.
- i. Individuals or private groups (e.g., weddings, family reunions, memorial services).
- j. 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 (non-marking) 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.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)
[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials
KGF/EDC - Authorized Use of District Equipment and Materials

Coos Bay School District 9

Code: **LBD**
Adopted: 11/8/93
Orig. Code(s): LBD

Home-Schooled Students

The district recognizes the rights of parents to educate students at home and acknowledge the education service district's role in registering and monitoring test results for students who are being taught at home. Further, the Board is willing to assist parents in this endeavor if a request is made through the superintendent. The district will furnish basic course descriptions, state standards for elementary and secondary education, and, when available, may furnish basic instructional materials upon deposit of a loss/damage fee.

Students may, upon parent request, and if space and materials are available be allowed to participate in district programs.-Such students must then adhere to regular attendance procedures as established by the school and must avoid disruption of said programs. Parents are responsible for transportation for students attending selected school offerings.

The Board does not grant high school credit for home school class nor grant diplomas to home-schooled students who reside within the district.

The Board will grant high school credit only to those courses administered through an accredited program.

Parents who elect home-schooling options are encouraged to pursue GED or community college diploma alternatives.

Home-schooled students may participate in interscholastic activities under the provisions of Board policy IBDJA.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.460

OAR 581-021-0029
OAR 581-021-0033

Coos Bay School District 9

Code: **JFC**
Adopted: 3/07/11

Student Conduct**

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during ~~school~~ district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency **without bias** in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning ~~climate~~ **environment**. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student **handbook**, code of conduct, ~~or other document shall be~~ developed ~~under the leadership of the by~~ district administration, **in collaboration with building staff,** ~~and~~ will be made available and distributed to parents, students **and district employees** outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school **in the district may shall** publish a student/parent handbook detailing additional rules specific to that school.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

The district will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

END OF POLICY

Legal Reference(s):

[ORS 339.240](#)
[ORS 339.250](#)

[ORS 339.260](#)
[ORS 659.850](#)
[OAR 581-021-0050 to -0075](#)

Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).
Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).
Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).
No Child Left Behind Act of 2001, 20 U.S.C. § 7912 (2006).

Cross Reference(s):

IGAEC - Anabolic Steroids and Performance-Enhancing Substances
JF/JFA - Student Rights and Responsibilities
JG - Student Discipline



COOS BAY PUBLIC SCHOOLS

Blossom Gulch Elementary School ★ Madison Elementary School
Millicoma School ★ Sunset School ★ Marshfield High School ★ Harding Learning Center

LEARNING FOR ALL – WHATEVER IT TAKES!

Resolution 2014-11

WHEREAS, teachers mold future citizens through guidance and education; and

WHEREAS, teachers encounter students of widely differing backgrounds; and

WHEREAS, our country's future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, our community recognizes and supports its teachers in educating the children of this community.

NOW, THEREFORE, BE IT RESOLVED that the Coos Bay School District 9 Board of Directors proclaims May 5-9, 2014, to be TEACHER APPRECIATION WEEK; and

BE IT FURTHER RESOLVED that the Coos Bay School District 9 Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

Adopted this 7th day of April, 2014.

Signed:

Chair James Martin, School District Board of Directors

Attest:

Superintendent Dawn Rae Granger