

Student/Parent Guide

To

Coos Bay Public Schools



Revised for 2016-2017

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INTRODUCTION

On behalf of Coos Bay Schools and the community of Coos Bay, I want to welcome you. As you may be aware, we hold a common commitment to student learning. Our school district motto is Learning For ALL ...Whatever It Takes! We have a commitment to the principles of professional learning communities and eagerly embrace our moral and ethical responsibilities to educate all children.

Your partnership with our schools is essential for the success of our students now and in their future. This guide contains information that will be helpful to both new and returning students and their parents. The text format refers to "you" as a student, or to "you" as a parent, depending on the context. Please consider these references interchangeable. The guide is written for all grade levels.

The term "parent" includes a legal guardian or other person acting in a parental relationship. A legal definition of "parent" can be found in District Policy JECAB and ORS 126.030. The status and duties of a legal guardian are defined in ORS 126.033-126.095.

The purpose of this guide is to communicate general District information. It is not intended to change or supersede District policy, administrative regulation, or negotiated agreements. It is subject to revision without notice.

This guide is a companion to other materials given to you by individual schools or programs. It includes references to the District Policy Handbook. A copy of the Policy Handbook is available at the District administration office. It can also be found on the District's home page (<http://www.cbd9.net> under School Board) as can this Student / Parent Guide (under Parents and Community). If you need more detailed information, please call a school principal or a District official. We hope this guide will help you feel comfortable in your dealings with us.

The Coos Bay School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, or sexual orientation in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act (Refer to District Policies AC, AC-AR, ACA, ACA-AR(1), ACA_AR(2), JB, and KL). If you have a question or complaint concerning this nondiscrimination policy, you should submit it to Superintendent Bryan Trendell, Coos Bay School District, 1255 Hemlock Ave., Coos Bay, OR 97420.

The Coos Bay School District adheres to all requirements of the No Child Left Behind Act of 2001 (NCLB), the Protection of Pupil Rights Amendment (PPRA), and the Family Educational Rights and Privacy Act (FERPA). District Policies are revised regularly to reflect these requirements.

Bryan Trendell
Superintendent of Schools

ABOUT THE DISTRICT

Overview

The Coos Bay School District comprises the city of Coos Bay and surrounding two unincorporated areas. The District serves approximately 3,000 students in grades kindergarten through twelve. We have two elementary schools for students in grades K – 3; Blossom Gulch and Madison. Students in grades 4 - 7 attend either Millicoma School or Sunset School. Students in grades 8 through 12 attend Marshfield High School, the largest high school on the Oregon Coast. The District also sponsors Resource Link Public Charter School along with several other alternative programs. You will find more details about these programs under **Special Schools and Alternative Programs** in this booklet. (Also see the **School Directory** in the back of this Guide for contact information on all of our schools.) All of our schools are on a semester grading system.

Academic learning is our primary mission. The academic progress of our students is tested and compared to state norms in grades 3rd – 8th and at least once in high school. Our educators, administrators and school staff are committed to assuring that every child reaches their potential and is instilled with a lifelong love of learning.

Our elementary schools use an integrated curriculum model to help students connect and apply ideas from different subjects. We offer instruction in both blended classrooms (classes that have students from two different age groups) and traditional single grade classes.

In the District's intermediate and middle grades, all students receive technology instruction using state-of-the-art equipment. Students receive instruction in both self-contained classrooms and single-period subject matter classes. The proportions of these two instructional settings vary with the maturity of the students. As in elementary school, parents are encouraged to stay active in school and in their child's education.

Students at Marshfield High School can select from a variety of courses. A wide selection of upper division classes, including advanced placement, allow students to pursue in-depth studies in math, science, language arts, social studies, and foreign language. Some students attend Southwestern Oregon Community College (SOCC) for part of the regular school day and earn college-level credit. Marshfield High School also has SOCC instructors on campus, allowing students to earn college credit without leaving the campus. Other courses, including the CNA Program and Career and Technical Education Programs, provide students with work experience integrated with academics. Marshfield High School is accredited through the Northwest Association of Schools and Colleges. Each year, our students who take college aptitude tests score well above state and national averages.

Harding Learning Center houses a variety of alternative educational options. In addition to Resource Link Charter School, Destinations Academy, an alternative high school located in the Harding Learning Center, offers a more intimate learning environment for grades 9-12. Destinations students are guided through their graduation requirements by dedicated teachers who individualize instruction to meet the varied needs of every student. Students in good standing are provided an opportunity to receive credits for voluntary work performed in businesses and organizations throughout Coos Bay.

The Teen Parent Program is also located at Harding Learning Center which offers pregnant and parenting teens a comprehensive educational experience in the Destinations program with childcare provided there for infants and toddlers. Like Marshfield, both Destinations Academy and Resource Link Charter School are accredited through the Northwest Association Commission.

Along with academics, students are encouraged to participate in athletics and extra-curricular activities. Our 4th – 7th grade schools have an extensive intramural program and our schools participate with other schools along the coast in the Far West League. Marshfield High School belongs to the Oregon School Activities Association (OSAA) and participates in the large school classification (4-A) as a member of the Midwestern League. Our high school volleyball, cheer, football, and dance teams have won frequent state championships. Other students and teams have won state and national recognition in such varied activities as journalism, vocal and instrumental music, swimming, spelling bees, chess, wrestling, forensics, and business education.

The District is governed by a seven-member Board of Education, elected at large for four-year terms. Regular board meetings have been scheduled for the second Monday of each month in the Milner Crest Education Center (the district office), 1255 Hemlock Ave., Coos Bay, OR beginning at 6:00 p.m. These meetings are open to the public, and you are invited to attend.

Philosophy and Mission Statement

The Mission of the Coos Bay School District is to provide quality education that nurtures curiosity, honors diversity, and empowers all students to succeed in a dynamic, global community. Our school district motto is Learning For ALL ...Whatever It Takes! We have a commitment to the principles of professional learning communities and eagerly embrace our moral and ethical responsibilities to educate all children. We believe we are collectively responsible for every child in our district learning to the best of their ability. It is the actions and responses of adults in our school community that will determine the success of our work.

Education is a function of the state. Within the framework of the state and federal constitutions, our local Board of Education has authority for the governance of the District and the responsibility to determine and provide educational programs for school-age children residing within District boundaries. These educational programs are designed to provide an opportunity to acquire a body of knowledge in:

Social Studies; Literature and Fine Arts; Mathematics; Science; Language Arts; Health/PE; Career Education/Life Skills

The District has established content and learning standards in all these disciplines. These standards as well as information related to the student's proficiency in these standards will be shared with students and parents at least annually.

Refer to District Policies AD, AE and AE-AR which state the District's mission, educational philosophy, and educational goals.

ADMISSION, ATTENDANCE, AND WITHDRAWALS

Admission

When seeking admission to the District for the first time, you must meet academic, age, immunization, and other eligibility prerequisites as set forth in state law (ORS 339.010 - 339.155) and District Policies JEB, JEC, JECA, JECB, JECBA, JECC. You should register at the local school office. If you are unsure which school attendance zone you live in, please contact the District Office. At registration, you will be asked for proof of birth date, up-to-date immunization records, and proof of current address. We ask that you also provide us with a birth certificate for your child, which we use to establish parental rights. You will also be asked to complete various registration forms (including permission for us to request previous school records) and pay fees when applicable. The school secretary can assist you with the paperwork.

If you are a returning student, registration information for the next year will come to you as a routine matter through your school.

While parents have the option of placing their children in a private school or obtaining additional services, such as tutoring, the District is not obligated to cover the resulting tuition or other costs. The District will not pay for private services or for tuition for any student unless required to do so by state or federal law.

If a parent wishes the District to consider a publicly-funded private placement or private services, the parent must give the District notice and an opportunity to propose other options within its system before the private placement or services are obtained. Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days before obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the program offered by the District, and the parent's request that the services be funded by the District. Failure to provide notice may result in a denial of any subsequent reimbursement request.

Age Requirement: The District will admit students between the ages of 5 and 19 (21 for special education students). If your child is a first-time student entering kindergarten or first grade, he/she must be age five or six, respectively, on or before September 1. (Refer to District Policy JEB).

Denial of Admission: The District will deny regular school admission if you have been expelled from another school district for an offense that constitutes a violation of the federal Gun-Free Schools Act of 1994, regardless of your resident status. The District may deny regular school admission if you have been expelled from another school

district for any reason, also regardless of your resident status. Alternative educational services will be provided as appropriate for residents. (Refer to District Policy JECA)

Foreign Exchange Students: The District will accept foreign exchange students on J-1 visa status when they reside in the District and are sponsored by an exchange program officially recognized by the board. Exchange students attending under a J-1 Visa will be granted tuition waivers. In accordance with federal law, students on F-1 visa status will be charged tuition costs. Exchange students must comply with immunization requirements set forth in state law. Students are subject to all district policies and applicable state and local laws and regulations. (Refer to District Policy JECBA).

Grade Placement: The District will usually place transfer students at the same grade level with proof of previous enrollment. Those starting new in the fall will usually be placed at the next grade level, with proof of successful completion of the previous year's work. However, final grade placement will be determined jointly by the school and the parents. (Refer to District Policy JEC)

Homeless Students: A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent or the district's homeless liaison. (Refer to District Policy JECBD and Policy JECBD-AR.)

Out-of-Zone Placement: Although there are established attendance zones within the District, we have an open-enrollment policy in our elementary schools, subject to space availability and appropriate placement. "Out-of-zone" placement requests are made to the receiving school principal and approval is at the discretion of the principal. These requests must be approved on an annual basis. Contact the school office for the request form.

Residency and Inter-district Transfers: Generally, residency within the Coos Bay School District is an admission requirement. However, if you are a non-resident student, you may be admitted with written permission from the superintendent. The same is true for resident students wishing to attend school in another district. (Refer to District Policy JECBB).

Inter-district transfers are approved on a case-by-case basis. However, the district strives to maintain a "one-to-one" ratio between the numbers of transfer students between Coos Bay and North Bend School Districts. Therefore, if you make a transfer request, you may be placed on a "Transfer Waiting List" until approved. If you are contemplating an Inter-district transfer, in or out of the District, please contact the district office at 267-3104.

If you meet other enrollment criteria, you will not be excluded from school attendance solely because you are not under the supervision of a parent or do not have a fixed place of residence. If you are in this situation, you need to talk to the school principal or to a counselor.

Attendance, Absences, and Excuses

All students between the ages of 7 and 18 who have not graduated from the 12th grade are required to attend school unless otherwise exempted by law. All students five or six years of age who have been enrolled in a public school are required to attend regularly. Schools are required to monitor and report violations of this compulsory attendance law. Our district utilizes an automated calling system to notify parents of absent students prior to the end of the school day. Our District administrators work with school staff, students, and parents to ensure compliance. (Refer to ORS 339.010 and District Policies JEA and JEDA)

Compulsory School Attendance Exemptions: Under certain conditions, you may be exempt from compulsory attendance. (Refer to District Policy JEA).

Excused Absences: When you return to school after an absence, you must bring a note signed by your parent that describes the reason for the absence. The law and District policy gives the school final discretion in determining whether an absence is excused. In order for a note to excuse an absence, it must be delivered to the school within **three** days of returning.

Absence from school or class may be excused under the following circumstances:

1. Illness.
2. Illness of an immediate family member.
3. Emergency situations.
4. Field trips and school-approved activities.

5. Medical or dental appointments (confirmation of appointments may be required).
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

You should bring a note from your parent if you must leave school during the school day. If you become ill during school you should, with your teacher's permission, report to the office or to the school nurse when one is on duty. You should sign out at the office if you go home ill.

After an absence, you are encouraged to make up specific assignments missed and/or complete additional study assigned by the teacher to meet subject or course requirements. For pre-planned or long-term absences, parents should contact the office to arrange for the collection of homework assignments. Failure to make up assigned work within a reasonable time, as allowed by the teacher, may result in loss of credit.

If you are absent from school, you will not normally be allowed to participate in school activities on that day or evening. (Refer to ORS 339.065 and District Policy JED)

Notification, Alternative Education: In an effort to improve your educational experience, a discussion may be had with you and your parents regarding the availability of alternative education programs. The purpose is to make you aware of education alternatives which might better fit your needs (Refer to District Policies IGBHA, IGBHC, IGBHD and IGBHE and the **Special Schools and Programs** section of this guide).

Religious Holidays and Exemptions: Your religious beliefs will be honored by excusing you without penalty, at parental request, from school attendance on official religious holidays. Also, upon your parent's request, the District will make reasonable modifications to school requirements or activities to accommodate your religious beliefs (Refer to District Policy IGBHD).

Ten-Day Withdrawal Rule: If a student has been absent for ten consecutive full school days, they must be withdrawn on the eleventh consecutive day and placed on the inactive roll until they return. The attendance advocate will be required to contact the parents (Refer to OAR 581-023-0006 (4)(b))

Unexcused Absences: Unexcused absences from school or from individual class periods will be reported to parents. If you have habitual unexcused absences, you will be referred to a campus administrator.

In difficult cases, and after proper notification, failure to attend school may result in the issuance to parents, a citation for a Class B infraction of law, which carries a court-imposed fine of up to \$100. If you receive notification of a pending citation, you should contact your school administrator immediately.

In addition, a parent or guardian or other person lawfully charged with the care or custody of a student under 15 years of age may be charged with "failure to supervise a child" if that child does not attend school. If found guilty, you may be required to complete a parent effectiveness program approved by the court and/or fined not more than \$1,000.

If your student is having problems with regular school attendance, the school will contact you. However, if you are aware of or suspect a problem, don't wait; call the school yourself. The sooner this problem is addressed, the better. Please make every effort to encourage your child's attendance. In our current schedule, Friday afternoons are the perfect times for scheduling medical or dental appointments so as not to decrease your child's learning time.

For purposes of this subsection, a student shall be considered to have withdrawn from school after more than 10 consecutive school days of unexcused absences or 15 school days total of unexcused absences during a single semester. (Refer to ORS 339.257)

Married Students

If you are married and have not yet graduated, you are encouraged to remain in school and earn your diploma. You may participate in school activities under the same terms and conditions as other students. (Refer to District Policy JFF)

Open and Closed Campuses

Except for 8th grade and freshmen students, Marshfield High School has an open campus during lunch periods. You may not leave school grounds at other times during the school day without permission. Harding Learning Center is an open campus for all students at lunch. (Refer to District Policy JEFA)

Elementary, intermediate, and middle school campuses are closed from the time of arrival until classes are dismissed at the end of the school day. Permission to leave school grounds must be obtained from the principal. (Refer to District Policy JEFA)

Withdrawal

If it becomes necessary for you to withdraw from school, you need to notify the school. You will be given a withdrawal form, which must be completed before the withdrawal is official. School personnel will help, but an "official withdrawal" is your responsibility in order to protect your earned credits and to ensure entry into your next school in good standing. (Refer to District Policy JECE)

COMMUNITY / SCHOOL COOPERATION

Access to Students

Media: Media representatives may interview and photograph students in instructional programs and school activities, including athletic events. They may not disrupt instruction and must seek prior approval from school officials to be present on campus. Information obtained directly from students does not require parental approval prior to publication. If you, as a parent, *do not* want your student interviewed or photographed, indicate your desire during registration. You should also direct your child accordingly.

Military and Institutes of Higher Education: As required by law, the District will provide access to appropriate student information to certain agencies providing supplemental services in schools in SES improvement, military recruiters and/or institutes of higher education unless you notify us in writing. This can be done during registration. Only parents and students 18 years of age or older can exercise this option.

Parent, Custodial: Custodial parents have the right to visit and otherwise contact students at school. However, the school has the right to set reasonable rules and procedures to monitor and limit disruptions to the educational process. Custodial parents also have the right to pick up their child from school during the regular school day. Likewise, the school has the responsibility to monitor school attendance and take reasonable actions to ensure regular attendance.

In these matters, the rights and responsibilities of parents and schools should be guarded by a set of rules and procedures written for that purpose, and both parties should abide by them. (Refer to District Policies JECA).

Parent, Non-custodial: Non-custodial parents will be granted visitation or telephone access to the child during the school day or may pick the child up from school under the same rules and procedures established by the school for custodial parents unless the custodial parent has provided the school written documentation in the form of a court order or divorce decree which prohibits such access. (Refer to District Policy JECAC).

Police and Other Officials: Refer to Searches and Questioning section of this guide and/or District Policy JFG and JFG/AR.

Parental Involvement in School

Students succeed when there is a strong partnership between home and school. Since partnerships thrive on communication and cooperation, we ask you, as parents, to:

1. Encourage your child/children to put a high priority on their education and to commit themselves to making the most of the educational opportunities provided.
2. Keep informed and involved with District activities and issues. District and school newsletters, back-to-school nights, booster clubs, seasonal programs, concerts, activities, and parent/teacher conferences provide opportunities to learn more about the District and your child's progress.

3. Become a District volunteer. For the safety of our students, all volunteers must pass a criminal background check prior to working in our schools. For further information, contact your school principal. (Refer to District Policy KF)
4. Participate in District parent organizations, advisory committees, or school site councils. (Refer to District Policy KAD.)

Parent / Teacher Conferences

Regular conferences are scheduled during the year to review student progress. Specific time and place are scheduled on an individual school basis. Teachers are expected to contact parents if there is a persistent problem with attendance or schoolwork. If you, as a parent, wish to confer with a teacher, please call the school office for an appointment. Also, since most classrooms are equipped with telephones, you may call and talk with the teacher during pre-defined times as determined by each building administrator. (Refer to District Policies IKAB and IKAD)

Use of School Facilities

There is extensive use of school facilities and playing fields by the community. The District encourages such use. General use of school buildings, grounds, and equipment should be pre-arranged through the principal. Under certain circumstances, fees will be charged for such use, which may include the hiring of District employees to be present during the time the facility is in use. (Refer to District Policy KG)

Visitors

Parents and others are encouraged to visit schools. To ensure the safety of students and a productive instructional program, all visitors must report to the office upon entering school property. (Refer to District Policy KK)

Students who wish to bring a visitor to school must get prior approval from the principal.

Persons found on school property without prior approval may be asked to leave. Noncompliance with such a request may result in law enforcement officers being called and the person(s) being charged with criminal trespass. (Refer to District Policy KK)

COMPLAINT PROCEDURES

Parent / Student / Citizen Complaints

If you have a complaint concerning a teacher or classroom issue, you should bring the matter to the appropriate teacher. Other complaints or matters not resolved by a teacher should be brought to the building principal.

If the matter remains unresolved or if you are unsure who to discuss an issue with, please file a written complaint using the Administrative Action forms available at the school office. All complaints to school administration are handled according to District Policy KL and KL/GBM-AR to resolve matters as quickly and fairly as possible.

If the complaint concerns a school-wide or District matter, you may begin the process at the most appropriate level. (Refer to District Policies KL, GBM and Appendix H)

Complaints Concerning Curriculum and Instruction: Complaints about instructional or curriculum matters or materials should be directed to the principal. If the results of a meeting with the principal are not satisfactory and you wish to file a formal complaint, an "Instructional/ Media Material Reconsideration Form" should be filed with the principal. This form can be obtained at the school office.

In response, a committee will be appointed to review the complaint and will make a recommendation back to the principal within ten days. The principal will issue a decision within five days of the receipt of the committee's report. If the principal's decision is not satisfactory, you may continue the process by following the procedures outlined in the Policy Handbook. (Refer to District Policy KLB)

Throughout this procedure, the principal and/or the complainant may enlist the help and advice of the District's curriculum director.

Complaints Dealing With Disabled Students: A complaint or concern regarding the identification, individual education plan, or placement of a student with disabilities or the accessibility of the District's services, activities, or programs to a student, should be directed to the District's special programs director (541) 267-1325). Detailed complaint procedures may be found in the "Coos Bay Schools Policy and Procedures Manual for Implementing the Individuals with Disabilities Education Act," available from the building principal or the District's special education office. (Refer to District Policies AC, AC-AR, ACA, ACA-AR[1], and ACA-AR[2])

Complaints Dealing With Harassment: For the purposes of this booklet, harassment includes hazing, intimidation, bullying, cyberbullying, menacing and teen dating violence. A complaint regarding harassment should be filed with the principal. (Refer to District Policy JFCF and its AR and Appendix G)

Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, sexual orientation, national origin, disability, parental or marital status, source of income or age (Refer to District Policy JFCF& JFCF-AR)

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature occurring between a staff member and a student or between students. (Refer to District Policy JBA/GBN and JBA/GBN-AR).

If you believe you have been the victim of harassment, you should discuss it with a parent, school counselor, teacher, principal, superintendent, or other trusted adult. Because of the personal nature of such complaints, the contacted adult should treat this information with great care. The complaint should be brought to the attention of proper authorities. It is important to realize that, if the alleged harassment involves the possibility of child abuse, school employees are required by law to report to the State Office for Services to Children and Families.

A formal complaint may be filed using the District's complaint procedure outlined in District Policy JFCF - AR or, in the case of alleged sexual harassment, District Policies JBA/GBN and JBA/GBN-AR. The contacted adult should help in the completion of this filing. If the complaint is against a person in the chain of command, then the complaint should be filed at the level just above that person. School officials are required to investigate charges of harassment and render a written report of that investigation.

Documentation related to the incident may be maintained as a part of the student's education records or the employee's personnel file. As required by law, a copy of all hazing, harassment, intimidation, buying, or menacing complaints and documentation will be maintained as a confidential file and stored in the district office.

These procedures do not deny your right to pursue other remedies which may include a report of suspected child abuse to the State Office for Services to Children and Families, 2025 Sheridan, North Bend, Oregon 97459, 756-5500; filing a complaint with the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 2901 Third Avenue, Room 100, Seattle, Washington 98121-1042; or filing a complaint with the Oregon Department of Education, 255 Capitol St., NE, Salem, Oregon 97310; or filing a complaint with the Teacher Standards and Practices Commission, 465 Commercial Street, N.E., Salem, Oregon 97310.

Complaints Dealing with Discrimination: Complaints regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the principal, who shall in turn investigate the complaint and respond to the complainant within five work days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the principal is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chair.

Formal Procedure

Step 1: A written complaint must be filed with the principal within five work days of receipt of the response to the informal complaint. The principal shall further investigate, decide the merits of

the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 work days. The principal will notify the Special Programs Director of the complaint.

- Step 2: If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within five work days after receipt of the principal's response to the complaint. The superintendent shall meet with all parties involved, as necessary, make a decision and respond, in writing, to the complainant within 10 work days.
- Step 3: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five work days of receipt of the superintendent's response to Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

CONDUCT, DISCIPLINE, RIGHTS, AND RESPONSIBILITIES

Student Code of Conduct

The District strives to maintain a safe learning environment. This requires us to exercise authority and control over students and their behavior at school, at school-related activities regardless of location or time, and while being transported to and from school or school-sponsored activities (Refer to District Policy JFC). School and classroom rules of conduct prohibit:

1. Theft.
2. Disruption of the learning environment.
3. Damage or destruction of school property.
4. Damage or destruction of private property on District premises or during District activities.
5. Assault or threats of harm to self or others.
6. Any unauthorized possession, concealment or use of a weapon or replica of a weapon (Refer to District Policy JFCJ).
7. Possession or use of tobacco product or inhalant delivery system in any form (Refer to District Policy JFCG/KGC/GBK).
8. Possession or use of alcohol or other unlawful drugs (Refer to District Policy JFCI).
9. Violation of District transportation policies.
10. Plagiarism.
11. Leaving school grounds or school activities without permission.
12. Directing profanity, vulgar language, or obscene gestures toward other students.
13. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward school staff.
14. Insubordination.
15. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
16. Name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school environment or incite violence.
17. Inappropriate physical or sexual contact disruptive to other students or school environment.
18. Sexual harassment (Refer to District Policies JBA/GBN & JBA/GBN-AR).
19. Hazing.
20. Persistent failure to comply with rules under the lawful directions of staff or District officials.
21. Violation of individual school rules.
22. Cheating, which includes causing or helping others to cheat.
23. Arson or attempted arson.
24. Harassing, intimidating, bullying, cyberbullying or menacing actions or statements, both verbal and written (including e-mails) to fellow students or school employees at any time or from any place.
25. Any other act which causes or may cause injury to self or others or damage to property.

In addition, the Coos Bay School District has adopted a Effective Behavioral Intervention and Support Systems (EBISS), as well as a discipline program which has been the result of parents, staff, and students working together to ensure a safe, positive learning environment for every student.

Dangerous Weapons At School

School is no place for dangerous weapons. This also means school activities away from school property. Dangerous weapons include, but are not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious or irritating gases, poisons, and drugs or other items fashioned with the intent to use, sell, harm, threaten or harass others. Replicas of dangerous weapons are included in this list and may be dealt with in the same manner. Items not usually thought of as weapons, such as pencils, may fall under the definition of “dangerous weapon” if they are used, attempted to be used, or threatened to be used in a manner which might cause harm or personal injury to yourself or others.

Legal fireworks may or may not be considered “dangerous weapons,” depending on how they are used, attempted to be used, or threatened to be used. In any case, they are prohibited from school property and school activities. Possession of fireworks at school will subject you to disciplinary action.

Incidents involving dangerous weapons will invoke the most severe response available, including notification of local police. It will involve an automatic expulsion from school for no less than one year. However, the superintendent may modify the expulsion requirement on a case-by-case basis. It could also mean the loss of driving privileges.

Persons may possess noxious or irritating gas sprays as a self- defense device. If you wish to carry such a device, you must notify the principal in advance. Nevertheless, if you use, attempt to use, or threaten to use such a device as an offensive weapon, you will be subject to discipline under the rules prohibiting dangerous weapons at school.

Students, parents, staff, and school patrons are encouraged to read and become familiar with District Policies GBJ, JFCJ, and KFCJ. It is your responsibility to keep dangerous weapons away from school and school activities.

Demonstrations and Petitions

As a student, you have the right to hold demonstrations and circulate petitions as long as:

1. You have the prior approval of the school administration.
2. There is no disruption of classroom activities.
3. There is no threat to the safety of others.
4. There is no infringement on the rights of others. (Refer to District Policy JFI.)

Discipline

Disciplinary actions include using one or more discipline management techniques. Actions may include counseling by teachers, counselors, and/or administrators, loss of classroom privileges (including participation in extra-curricular activities), makeup work, detention, suspension, expulsion, loss of driving privileges or the right to apply for driving privileges, and/or removal to an alternative education program. In addition, when the misconduct includes the violation of civil or criminal law, proper authorities will be notified. Age and past patterns of behavior will be considered prior to any suspension or expulsion.

Assemblies: Your conduct at assemblies should meet the same standard as in the classroom. If you do not abide by the Student Conduct Code during assemblies, you will be subject to disciplinary action (Refer to District Policy INE).

Corporal Punishment: The use of corporal punishment is a violation of state law and is strictly prohibited. (Refer to District Policy JGA).

Detention: You may be detained outside school hours on one or more days if you violate the Student Code of Conduct. The detention shall not begin until your parents have been notified of the reason for the detention and can make arrangements for your transportation on the detention day(s). (Refer to District Policy JGB)

Discipline: Each school and each classroom will have a posted and published set of rules and consequences. It is your responsibility to become familiar with these rules and to abide by them. It is the District's

responsibility to ensure fairness and due process in the administration of these rules and consequences (Refer to District Policy JFC).

Discipline of Students with Disabilities: Discipline of students with disabilities shall be the same as for their non-disabled peers unless: (1) an individual behavior management plan is written in the student's Individual Education Plan; and/or (2) it is determined by an Individual Education Plan team that the misconduct is a manifestation of the student's disability. Individual behavior management plans shall take into account whether or not the behavior is a manifestation of the student's disability. All due process procedures shall be followed in accordance with the Individuals with Disabilities Education Act (IDEA). More detailed policies and procedures are available in the "Coos Bay Schools Policy and Procedures Manual for Implementing the Individuals with Disabilities Education Act" available through the building principal and/or the District's special education office (Refer to Policy JGDA/JGEA).

Due Process Rights: If you violate the Student Conduct code, you will be subject to disciplinary action. In this action, your rights to due process will be observed, which are: (1) the right to hear the charges and the evidence substantiating those charges; (2) the right to respond to the charges and to offer a defense; and (3) the right to appeal. A written record of all alleged violations and resulting disciplinary action, including any appeals, will be kept. (Refer to District Policy JG)

Expulsion: You may be expelled for severe or repeated violations of the Student Conduct code. You will not be expelled without a hearing unless you waive the right to a hearing, either in writing or by failing to appear at a scheduled hearing. (Refer to District Policy JGE and JGEA)

If you are a special education student, a manifestation determination meeting will be held prior to an expulsion hearing. This meeting is to determine if the alleged misconduct is a manifestation of your disability.

Normally, an expulsion will not extend beyond one calendar year. However, if the misconduct includes the possession of a dangerous weapon, the expulsion will be automatic for not less than one year and may be for multiple years. (Refer to District Policy JFCJ).

While under expulsion, you may not attend after-school activities and athletic events, be present on District property, or participate in activities directed or sponsored by any Coos Bay school. A school official may grant a case-by-case exception to this prohibition.

The District will provide appropriate expulsion notification including expulsion hearing procedures, your rights, and alternative education provisions as required by law.

Restraint and Seclusion: Staff members are authorized to employ physical force and restraint when it is necessary to prevent a student from imminent harm of self, others, or doing harm to school property. 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. (Refer to District Policies JGAB and JGAB-AR)

Suspension: Misconduct of a serious nature may result in suspension from school for up to ten school days. A written record of each suspension will be kept, including the reasons for the suspension, the length of the suspension, and a specific readmission date.

While under suspension, you may not attend after-school activities and athletic events, be present on District property, or participate in activities directed or sponsored by any Coos Bay school. A school official may grant a case-by-case exception to this prohibition. (Refer to District Policy JGD).

Schoolwork missed while suspended may be made up upon return to the classroom/school. You will be allowed to make up schoolwork, final, mid-term, and unit examinations without an academic penalty. If the work is not provided to you until after the suspension, the student will be allowed the number of days of the suspension to make up the work.

In-School-Suspension (ISS) may be used as a progressive disciplinary measure. ISS may be for one or more classes and will require your attendance at an assigned location. Depending on the seriousness of the offense and at the discretion of the principal, the prohibition of attendance at after-school activities may or may not apply to ISS.

Suspension of Driving Privileges: In accordance with Oregon law, the superintendent may request to the Department of Motor Vehicles (DMV) that your driving privileges, or your right to apply for driving privileges, be suspended for no more than one year if: (1) you have been expelled for bringing a dangerous weapon to school; or (2) you have been suspended or expelled at least twice for assaulting or menacing a District employee or another student; for willful damage or injury to District property; or for use of threats, intimidation, harassment, or coercion against a District employee or another student.

A second such request for a subsequent violation may result in suspension of your driving privileges, or the right to apply for driving privileges, until you reach age 21.

A meeting with your parent(s) will be held prior to submitting such a request to the DMV. You may appeal the superintendent's decision regarding driving privileges under the due process procedures for suspension and expulsions. (Refer to ORS 339.254 and District Policy JHFDA and associated ARs.)

Vandalism/Malicious Mischief/Theft: No student shall, in any way, cut, deface, steal or otherwise injure any schoolhouse, fence, school outbuilding or property. If a student violates this policy, they are liable to suspension, punishment. Parents are liable for damages. (Refer to District Policy ECAB)

Discipline, Elementary School

We believe all students can conduct themselves in a manner that encourages teachers to teach, students to learn, and protects the best interests of every individual in the school community.

In addition to the policies and procedures mentioned above, our elementary schools have adopted a set of rules and accompanying solutions/consequences that supports this belief. These are outlined in a document entitled "Elementary Behavior Expectations" (Appendix B). This document was produced by parents, staff, and students to assist in maintaining a positive learning environment.

Dress and Grooming

We encourage students to dress appropriately for the classroom and for school activities. Neat and clean appearance is highly desirable. However, we realize styles of dress and grooming change and should not be regulated by school edict. You are expected to exercise good judgment and taste in student dress and grooming. "Good taste" is that which a majority of reasonable people consider appropriate for the occasion.

You have a right to expect a productive school environment. You also have a right to expect that environment to be healthy and safe. To help us meet these expectations, you should adhere to the following:

1. Your dress and grooming should not interfere with the learning process.
2. Your dress and grooming should not constitute a health or safety hazard and should abide by state and federal health and safety rules and guidelines.
3. You should not wear revealing clothing, or those with obscene, suggestive, or highly offensive words, pictures, or graphics, or those that promote the use of drugs or alcohol.
4. You should not wear, carry or display gang-related clothing or paraphernalia.
5. You should wear shoes, except as specified in certain school activities.
6. If you work around machinery or during similar activities, you may be required to wear protective gear, which may include restraints for long hair.
7. If you participate in extra-curricular activities, you may be required to wear specified attire and may be restricted to certain types of grooming. This may include a higher standard of grooming than is required of the general student body when traveling as a representative of the school.

Infractions of these dress and grooming standards will become a matter of counseling with you and/or your parent. You may be removed from class or an activity temporarily pending resolution of the problem. (Refer to District Policy JFCA.)

Drugs and Alcohol

The possession, sale, and/or use of illegal and harmful drugs, including alcohol, is strictly prohibited at school. This includes the possession, sale, or use of illegal drugs, including alcohol, during the regular school day and at any District-related activity, regardless of time or location, and while being transported on District-provided transportation. Being under the influence of an illegal drug, including alcohol, is considered possession.

If you violate this policy, you will be subject to disciplinary action, up to and including expulsion, and referral to law enforcement officials, when appropriate. (Refer to District Policies IGAEB and JFCI.)

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of District property is a Class A felony, punishable to a maximum of 20 years of imprisonment, \$100,000 fine, or both.

Reasonable Suspicion Testing: A principal, assistant principal, or dean of students may refer a student to the local police to take a drug test when at least two staff members have reasonable suspicion the student may be under the influence of drugs. (Staff will use general physical and behavioral guidelines as listed in District Policy JFCI-AR to help determine reasonable suspicion.)

Random Testing of High School Athletes: High school students wishing to participate in OSAA sponsored athletic activities must agree to random drug and alcohol testing as a condition of participation. Additional information may be found in this guide under **Extra-curricular Activities**. (Refer to District Policies JFCI and JFCI-AR)

Electronic Surveillance

The District uses video camera surveillance on its school buses. It may also use video cameras and other electronic surveillance devices and alarms on school property and in school facilities. This guide and District Policy JHFB serve as notice of such use.

Gang Activity and Secret Societies

Membership in gangs and other secret societies is prohibited. The use of hand signals, graffiti, or grooming, which implies affiliation with such a group is also prohibited. If you are involved in incidents of initiations, hazing, intimidation, humiliation, bullying, cyberbullying and related activities, you may be subject to disciplinary action up to and including expulsion. (Refer to District Policy JFCE.)

Lockers

Hall lockers and dressing room lockers may be assigned to secondary students as a convenience, but they remain under the jurisdiction of the District. The District reserves the right to inspect all lockers. A search of your locker may be conducted at any time, whether or not you are present. (Refer to District Policy JFG.)

You have responsibility for the security of your locker and are responsible for making certain it is locked and the combination is not available to others. The District is not responsible for items stolen from your lockers. Large amounts of money or items of high value should never be stored in your locker.

Rights and Responsibilities

The District is responsible to ensure your rights, as a student, as guaranteed under state and federal constitutions and statutes. You also have responsibilities connected with these rights. However, as a minor, you do not have the same scope of rights and responsibilities as adults. Among your rights and responsibilities (Refer to District Policy JF/JFA) are the following:

Assembly - includes the right to assemble informally and the responsibility not to infringe nor disturb the orderly assembly of others and to cooperate with school administration in this regard.

Civil Rights - includes the rights of equal educational opportunity and freedom from discrimination, as well as the responsibility not to discriminate against others.

Due Process - includes the right to due process under the law with respect to punishment, suspension, expulsion, and decisions which you believe injure your rights and the responsibility to accept decisions reached by proper authority within the bounds of your due process rights.

Expected Behavior and Consequence - includes the right to know school expectations and consequences related to those expectations and the responsibility to accept the consequences for their violation.

Free Inquiry and Expression - includes the right of academic freedom of inquiry and expression and the responsibility to observe reasonable rules regarding these rights. (An example would be the publication of school newspapers and other works. School administrators have responsibility to protect your right of expression. However, as owner/publisher, they have the final right to determine the content of a publication.)

Privacy - includes privacy with respect to your student records and responsibility to respect the privacy of fellow students and District staff. (The right of privacy does not prohibit school officials from conducting reasonable searches and seizures, including school lockers or desks. A more detailed discussion of this topic can be found in this guide under **Searches and Questioning**.)

School Attendance - includes the right to attend free public schools and the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

Searches and Questioning

Searches: The rights of the individual are considered within a framework of the school's responsibility to protect the safety and welfare of all. To this end, officials may conduct at any time a general search of District facilities and properties including, but not limited to, lockers or desks. District officials may search you or your personal property, including vehicles, if there is reasonable suspicion based on specific and articulated facts to believe you are concealing existence of an illegal act or are in violation of the Student Conduct code or District policies. Searches may include the use of electronic equipment or dogs. Illegal items or other possessions determined to be a threat to the safety of others or the educational environment may be seized by District officials. These items may be temporarily removed or forfeited in accordance with the law. (Refer to District Policy JFG.)

Questioning: Should law enforcement officials find it necessary to question you during the school day or during activities, the school principal or a designee will be present when possible. An effort will be made to inform your parents of the situation unless restrained by law or proper authorities. Parents are advised that in some cases, law enforcement officials may exclude District personnel from the investigative interview and may prohibit District personnel from contacting parents. (Refer to District Policy JFG.)

Tobacco

Because the District has an obligation to promote the health, welfare, and safety of our students, staff, and others, it has established a school and working environment that is free of smoke, aerosols and vapors containing inhalants. on District property, at school-sponsored activities (on or off District premises), and in District-owned or operated vehicles (Refer to District Policy GBK/JFCG/ KGC)

The possession, distribution, or use of tobacco in any form by a person under 18 years of age is a violation of law and subject to a civil fine of up to \$100. Any person who distributes or sells tobacco in any form or a tobacco-burning device to someone under 18 is subject to a fine of not less than \$100 and not more than \$500.

CURRICULUM AND INSTRUCTION

Academic Achievement, Grading, and Progress Reporting

The purpose of school is academic achievement. This achievement will be evaluated, graded, and reported according to established standards and procedures. Individual schools may add their own procedures. You should be familiar with these two policies and with individual school practices. (Refer to District Policies IK and IKAB/IKAD.

It is the duty of teachers and administrators, in accordance with District and school policies, to keep parents and students informed. You have the responsibility to inquire about and monitor your academic progress.

For the purposes of earning, tracking, recording, and reporting academic achievement and progress, the year is organized into two semesters of approximately equal duration. Students will receive grades each semester. Progress reports, school open-houses, and parent/teacher conferences will be scheduled using a semester calendar.

Students at Marshfield High School will receive two grades on their report card.

- 1) Academic Grade
- 2) Skills for Success Grade

Academic Grades

This grade reports a student's proficiency in content areas that have and are directed to academic content standards. Students will receive a grade of either A, B, C, IP or F. IP = In Progress. A student who receives an IP indicates that they are in progress of being proficient in the content standards, and will not receive a letter grade of A, B or C until they have demonstrated proficiency in all content standards.

Skills for Success Grade

This grade reports a student's proficiency in non-academic areas. In general, this grade is focused on a student's behavior. It would consist of a student's attitude in the classroom, the effort and participation which are important skills needed to be successful in a profession. Students will receive a grade of either A, B, C or F.

Charter Schools

See the **Special Schools and Alternative Programs** section of this guide. (Refer to District Policies LBE and LBE-AR.)

Diploma Options

All students in the district will be provided with the appropriate resources to earn a high school diploma, and most will earn a **standard diploma** after completing all graduation requirements. Some students, however, may choose a different path. No student will be denied the opportunity to pursue a diploma with more stringent requirements, but the following additional options are available with the consent of a parent or guardian and in consultation with their school team.

A high school honors diploma will be awarded to students in grades 9 through 12 who complete a minimum of 25 credits, which include at least: **Language Arts** (4 credits which includes Honors 9 and Honors 10 as well as 1 credit of AP/college bearing credit or other approved advanced coursework, including Journalism or Speech & Debate); **Mathematics** (4 credits which includes 2 credits in mathematics beyond Integrated II or its equivalent); **Science** (4 credits which includes 2 credits of advanced coursework (Chemistry, Physics, Anatomy, AP Biology or other approved coursework) in a lab based science class); **Social Sciences** (3 credits which includes 1 credit of AP/college bearing credit or other approved advanced coursework); **World Language** (3 credits which includes minimum of 3 years of study in a foreign language) or (4 credits which includes 2 years of foreign language and 2 years of Fine Art/CTE); **Health Education** (1 credit); Physical Education (1 credit); Career Planning (1 credit); Balance of elective credits needed to meet the 25 minimum credits required. **Additional Honors Diploma Requirements include** minimum 3.5 grade point average; meet Oregon Public University System entrance requirements; 92% attendance; pass the Oregon State Assessments or Oregon state approved alternative assessments; 24 hours of documented community service. Contact the school counselor for more information. (Refer to District Policy IKF)

A **modified diploma** is available for students who have demonstrated an inability to meet the full set of academic standards, even with reasonable modifications and accommodations. To be eligible, a student must have a documented history of being unable to maintain grade level achievement due to significant learning and instructional barriers, or a documented history of a medical condition that creates a barrier to achievement. School staff and the student's parent(s) or guardian(s) should make the decision together about whether to pursue a modified diploma. Beginning in grade five, school district and public charter schools shall annually provide information to the parents or guardians of a student taking the alternate assessment of the availability of a modified diploma and the requirements for the modified diploma. A decision will be made no earlier than the end of sixth grade and not later than two years before the student's exit from high school. The decision is reviewed annually after eighth grade and may be changed if appropriate. Students also must still demonstrate proficiency in essential learning skills and meet all personalized learning requirements as with the standard diploma. Students must complete a total of 24 credits: English (3 credits); Math (2 credits); Science (2 credits); Social Studies (2 credits); Physical Education (1 credit); Health (1 credit); Second Language, Arts, Career & Technical (1 credit); Career Education (½ credit); and Electives (11½ credits).

An **extended diploma** is available for qualifying students who have individualized education plans (IEPs). Like the modified diploma, a student is eligible for an extended diploma only if he or she has a documented history of being unable to maintain grade level achievement due to significant learning and instructional barriers, or a documented history of a medical condition that creates a barrier to achievement. The student must participate in extended assessments no later than sixth grade, or have a serious illness or injury that occurs after eighth grade that requires them to participate in extended assessments. They are exempt from demonstrating essential learning

skills and the personalized learning requirements. Students are required to complete a total of 12 credits, with no more than 6 credits earned in a self-contained special education classroom: English (2 credits); Math (2 credits); Science (2 credits); Social Studies (3 credits); Physical Education (1 credit); Health (1 credit); Second Language or Arts (1 credit).

The **alternative certificate** is an option only for students who have shown an inability to satisfy the requirements for a standard, modified or extended diploma. Students who earn an alternative certificate must demonstrate they have worked according to their potential on an individual plan of achievement and attendance. A decision to pursue an alternative certificate must be made at least one year prior to graduation, unless a serious illness or injury occurs after one's junior year to change the student's goals. Students receiving this certificate are exempt from the essential skills and personalized learning requirements. An alternative certificate may be awarded to a regular education student, a student on an IEP, or a student on a 504 plan who meets these requirements. All students meeting the requirements for an alternative certificate or modified, extended, or standard diploma will have the option of participating in graduation exercises.

Electronic Communications Systems (Internet and E-mail)

With written parental consent, students will have access to worldwide communications through the District's Internet and e-mail systems. These systems are designed to expand access to information and educational pursuits.

Prior to using these systems, students will be instructed on their proper use and the rules and laws governing such use. All elementary and secondary students must read, sign, and abide by a User Agreement. To read and review the Elementary User Agreement see Appendix C, for the Secondary User Agreement, see Appendix D.

The potential educational benefits of these systems also carry a significant potential for abuse. Any violation or abuse of these systems or their operational regulations will result in disciplinary action, up to and including loss of access and other classroom privileges, suspension, expulsion, or referral to civil authorities in cases where state or federal laws may have been broken. (Refer to District Policy IIBGA and IIBGA-AR.)

Fees

Materials which are part of the basic educational program are provided without charge. You may be required to pay fees and/or deposits, such as:

1. School Supply fee
2. Club dues.
3. Participation fees.
4. Security deposits.
5. Materials in excess of minimum course requirements for a class project you will keep.
6. Personal physical education and athletic equipment and apparel.
7. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.
8. Student accident insurance and insurance on school-owned instruments.
9. Instrument rental and uniform maintenance.
10. Student ID cards.
11. Deposits or fees for damage to textbooks, library books, and other school-owned equipment.
12. Field trips considered optional to the District's regular school program.
13. Activity fees.

Any required fee or deposit may be waived, or other arrangements made, if you are unable to pay. See your school administrator if this is a concern. (Refer to District Policy JN.)

Field Trips and Student Travel

Field trips may be scheduled for educational, cultural, or other extra-curricular purposes. While on a field trip, you are considered "in school." This means you are subject to the school's student conduct rules, applicable board policies, and such other rules deemed appropriate by the field-trip supervisor.

Field trips or excursions which involve out-of-state travel must have prior board approval. (Refer to District Policies IICA and IICB.)

Flag Displays and Salutes

Flags of the United States and the State of Oregon will be displayed on or near each school building during regular school hours. An American flag will be displayed in every classroom and students will have the opportunity to salute the flag at least once a week. A flag salute will also be conducted at the beginning of school events such as assemblies and athletic contests, as well as other times deemed appropriate by the school principal. Individual staff members or students who do not wish to participate must stand and maintain a respectful silence during the salute.

Graduation Exercises

There is no graduation from elementary, intermediate, or middle school. Schools at these levels may have awards and recognition assemblies or banquets, but graduation ceremonies are reserved for high school. These ceremonies commemorate the completion of twelve or thirteen years of formal education. They are an important event in a young person's life. We try to make graduation exercises memorable and high-quality events. You are encouraged to stay current in class work so you will graduate on time.

Graduation Requirements

Students participating in the graduation ceremony have earned one of several diplomas or certificates commensurate with their academic accomplishments. (A more detailed explanation of each can be found in the annual MHS Forecaster and District Policy IKF.) The MHS Forecaster is published annually by Marshfield High School and contains a wealth of information about life as a high school student. Please take special note – since graduation requirements may change from time to time and from class to class, you should obtain specific information from the MHS Forecaster and from your school counselor.

To graduate from Marshfield High School, the following criteria must be met:

1. Regular attendance in high school for the equivalent of eight (8) semesters (four school years). This includes a 92% attendance requirement for seniors.
2. Enrollment in school throughout the regular school day (seven periods).
3. Satisfactory completion of 25 credits required to earn a diploma. (A "credit" equals successful completion of a one-period, one-semester course.)
4. Proficiency in Essential Skills. Students will demonstrate their mastery of the Essential Skills by:
 - a. • completing an approved locally scored assessment, such as a work sample or student project; or
 - b. • achieving a state-determined score on the state assessment tests in reading, writing and mathematics; or
 - c. • achieving a state-determined score on another standardized test yet to be determined
5. Development of an education plan and building of an educational profile that documents progress and achievement.
6. Demonstrate extended application through a collection of evidence; and
7. Participate in career-related learning experiences.

For more information on the diploma options and requirements, refer to the Marshfield High School Forecaster or contact your school counselor. (Refer to Policy IKF and OAR 581-022-0615)

Graduation Requirement Notes:

- a. Credits that apply toward graduation must be earned at a "standard" or "accredited" school as defined in District Policy JECDA and must be evaluated through examination of official transcripts.
- b. Credits earned from a non-standard or non-accredited school or from a home school will not count toward graduation for Marshfield High School, except for those credits earned through an accredited correspondence school as allowed for other MHS students. (Refer to District Policy JECD.)
- c. Up to eight (8) credits of correspondence may apply toward graduation provided said credits are earned from an accredited institution and are evaluated using official transcripts. (Refer to District Policy JECD.)

- d. Diplomas and other certificates may be held pending payment of outstanding fees and assessments. (Refer to District Policy JN).

Honoring Academic Achievement

To encourage and recognize outstanding academic achievement, schools have various recognition programs. These include high school Honors diplomas, honor rolls, class standings, District honor students, valedictorians, salutatorians, and similar awards. These awards are honorary as well as academic and therefore may include a consideration of good character and citizenship. For details, ask your school principal, counselor, or refer to the MHS Forecaster. (Refer to District Policy IKC).

Program Exemptions

Students may be excused from a required program or learning activity for religious, disability or other reasons deemed appropriate by the District. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal in writing by the parent and include the reason for the request. (Refer to District Policy JEF.)

Promotion and Retention of Students

The collective body of research indicates that retention is not a successful strategy for improving student learning. In Coos Bay Schools, we believe that excellent initial instruction and targeted standards-based instruction as an intervention will reduce the number of students who struggle academically. We also believe in our responsibility to educate every child and know that it is our actions in response to student struggles that will often determine success.

Every school has targeted standards-based interventions to address student who fall behind. Every effort is made to collaborate with parents to provide for the learning of each student. Students normally progress annually from grade to grade. Exceptions may be made in the best interest of the student. Exceptions will always be made after notification, explanation, and consultation with parents: however, the final decision will rest with school authorities. Parents who have concerns in this regard should contact the teacher or principal as soon as possible. (Refer to District Policies IKE and IKE-AR.)

High school students will be enrolled in the appropriate grade based on their ninth grade enrollment year, a.k.a. cohort year. Student grade level will not be based on credits that students have earned. (Refer to District Policy JEC)

Released Time for Religious Instruction

The District will make reasonable effort to accommodate released-time programs. A written request for permission should be provided by parents. Religious instruction during the school day is limited to two hours per week for elementary students and five hours per week for secondary students. (Refer to District Policy JEFB.)

If the religious instruction is before or after school, you may ride District buses to or from school and the place where the instruction is given, providing no changes in bus scheduling are made.

Special Schools and Alternative Programs

The Coos Bay School District provides a variety of special programs to meet the needs of its students. If you have a question about any of these programs, please contact your principal, the program director, or the District Office. (Refer to District Policy IGBHC)

Destinations Academy: Destinations Academy was designed to provide a comprehensive educational program that will better serve youth who have not found success in traditional settings. It provides its students with a variety of learning activities and innovative opportunities to graduate from high school with a diploma or GED. Destinations Academy serves students grades 9 through 12. For more information, contact your school counselor, principal, or any school official. Or, you can contact Dale Inskeep at (541) 267-1480.

English Language Learners (ELL): The District has an English Language Learners program for students who come from homes where English is not the primary language. (Refer to District Policy IGBI.)

Expanded Options: The Board is committed to providing additional options to students enrolled in grades 11 & 12th to continue or complete their education, to earn concurrent high school and college credits and to gain early entry into post-secondary education. See your high school counselor for more information. (Refer to District Policy IGBHE)

Homebound Instruction: If you are temporarily unable to attend school because of illness or other good cause as outlined in District Policy IGBG, you may receive the services of an in-home tutor who is employed by the District. For further information, please contact your school principal or the District Office.

Indian Education: Special programs for students who have Native American ancestry are available in our schools. Information on these programs is available from your school principal or from the Indian Education coordinator.

Resource Link Public Charter School: Resource Link is an on-line, Internet-based public charter school serving 75 students with potential to serve many more. This school uses a project-based, integrated educational approach. It encourages students to use on-line ready resources to receive instruction in all required subject areas for grades K-12.

Instruction is delivered one-to-one and through regular e-mail contact. Students are connected to various on-line educational providers that are research-based, proven, and innovative. Talented and Gifted and Advanced Placement students may find what they are looking for with Resource Link's distance and virtual learning opportunities. Home School families are welcome to participate in Resource Link's many educational opportunities and offerings.

Special Education: In accordance with federal and state law, the District provides special education programs for students with disabilities. Some of these programs are contracted through the South Coast Education Service District Region #7 (SCESD). Guidelines for these programs are included in the "Coos Bay Schools Policy and Procedures Manual for Implementing the Individuals with Disabilities Education Act" (IDEA) available through the building principal and/or the District's special programs office. (Refer to District Policy IGBA)

Talented and Gifted (TAG): Programs for students (K-12) who are identified as Talented and Gifted are available in each school. The identification criteria are based on academic and/or intellectual achievement. Parents receive notice of eligibility from the school and are also provided with a list of program offerings. You should contact your school principal for more information. (Refer to District Policy IGBB and IGBBA)

Teen Parent Program (TPP): A Teen Parent Program is operated by the school district. Students who are parents or are pregnant may attend their regular school. However, sometimes this is not possible or practical. The Teen Parent Program provides an opportunity for these students to continue their education with the support of parenting classes, on-site day care, nutrition, and case management. If you are in this situation, you may want to find out more by talking with your counselor or contacting TPP at Harding Learning Center at 541-267-1485

Title I: Title I is a federally-funded program designed to work with disadvantaged students based on average family income in a particular school attendance zone. The Title I programs in the Coos Bay School District include a strong family outreach component. Family income averages are re-evaluated annually. Parent involvement in this program is essential to its success. (Refer to District Policy IGBC)

Destinations Academy, Resource Link Public Charter School, and TPP are all under the same administrative leadership and are housed in the Harding Learning Center complex (on Marshfield's lower campus). Their main phone number is (541) 267-1485.

EXTRA-CURRICULAR ACTIVITIES

Activities and Athletics

In the Coos Bay school system, we believe the following three statements are true.

1. Activities support the academic mission of schools. Students who participate in activities do better in all other aspects of school.

2. Activities are inherently educational. Activities provide experiences that are educationally sound and can be learned best on the playing field, in the practice room, and in student-run organizations.
3. Activities foster success in later life. Participation in school activities has been found to be a predictor of later success---in college, in a career, and in becoming a contributing member of society.

Accordingly, you are encouraged to take part in extra-curricular activities and the many worthwhile learning experiences available through involvement in student government, clubs, organizations, athletics, music, and other activities. Contact your school office for further information. Get involved and stay involved. (Refer to District Policies IGD, IGDA, IGDC and IGDCA.)

Extra-Curricular Activities Code of Conduct is located at www.cbd9.net under Parents& Community - Policies & Handbooks

Dances and Social Events

Dances and other social events are an important part of the secondary school experience. The same rules of good conduct and grooming shall be observed at these occasions as during other school functions. Unless you have specific permission from your principal, you may not attend an after-school dance or social event if you have been suspended or expelled. Normally, if you leave before the official end of the activity, you will not be readmitted.

Some of these events are open to students from other schools, while some are limited to your school or a specific group within your school. Before inviting a guest, you should make sure guests are welcome. Guests are expected to observe the same rules as students. If you invite a guest, you share responsibility for the conduct of that guest.

District Serves as Publisher

All aspects of school-sponsored publications, including newspapers and yearbooks, are under the supervision of the teacher/advisor and principal. The administration serves in the capacity of publisher for all school-printed materials and, as such, may require students to submit publications for prior approval. (Refer to District Policy IGDB.)

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on District property without prior approval of the administration. Commercial advertising will usually not be approved except when it is related to a school activity and has the prior approval of the superintendent. (Refer to District Policy KI/KJ)

Fund-raising

Student organizations, clubs, classes, athletic teams, performing groups, outside organizations, or parent groups may conduct fund-raising drives on behalf of a school or school program with prior approval of a responsible school official.

The state has strict rules governing the sale of raffle tickets. Any raffle-type, fund-raising activity must be covered by a state license. Call the business office at (541) 267-1305 for guidance.

All funds raised or collected will be receipted, deposited, and accounted for under Oregon law and applicable District policy and procedures. All such funds will be expended for the purpose of supporting the program for which it was collected. School principals are responsible for administering student activity funds. These funds are audited annually in conjunction with the District's audit. (Refer to District Policy DIE)

Posters

Any signs, banners, posters, or literature you wish to hand out or display on school property must first be approved by the principal or teacher. Signs, banners, or posters displayed without authorization will be removed. Any student who passes out printed material without prior approval may be subject to disciplinary action.

Student Organizations

Students are welcome to organize into clubs along lines of common interest or common purpose. These organizations must abide by state and federal law and the policies, rules, and guidelines of the District and the

sponsoring school. All funds collected or spent by a school club must be audited annually along with other school accounts. Every club or organization must have a faculty advisor and should have a set of bylaws. They must be registered with the school in order to use school facilities or the school name.

Under the Federal Equal Access Act, the District permits non-curriculum-related, student-led groups access for meetings on school premises.

HEALTH AND SAFETY

Communicable and Contagious Diseases

Parents, if your student is diagnosed with a communicable or contagious disease, please telephone your child's principal so other students who have been exposed to the disease can be alerted. A student with certain diseases may be restricted or not allowed to come to school while the disease is contagious. These diseases include, but are not limited to, chicken pox, diphtheria, measles, meningitis, mumps, lice infestations (a member of the nursing staff would make the determination for lice infestation restriction), whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis, encopresis, and enuresis. Parents with questions should contact the school office. (Refer to District Policy JHCC, JHCCF and JHCCR-AR.)

Drills - Fire, Earthquake, Tsunami and Other Emergency Drills

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a coastal zone and safety threats.

Instruction on fires, earthquakes, safety threats, tsunami dangers and fire drills for students shall be conducted for at least 30 minutes each school month. At least two drills on safety threats shall be conducted each year. At least three drills on earthquakes that include tsunami drills shall be conducted each year. (Refer to District Policy EBCB)

Emergency Medical Treatment

If you become ill or are injured at school, you should notify a teacher or other staff member as soon as possible. In the case of a serious illness or injury, the school will attempt to notify your parents according to information provided on the emergency contact form filled out during registration. Parents are encouraged to update this information as often as necessary.

If you are too ill to remain at school, you will be released to your parents or to another person as directed by your parents on your emergency contact form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify your parents if you are being transported for treatment. (Refer to District Policy EBBA.)

Emergency School Closures

In emergencies, the superintendent may alter District and transportation schedules. Such alterations may include closure of all schools, closure of a selected school(s) or grade levels, delayed openings, and early dismissal of students (Refer to District Policy EBC/EBCA & EBCD).

Because many of our students come from homes where there is a single working parent or where both parents work, we are well aware of the potential problems caused by unexpected changes in school or bus schedules. Once at school, students will usually be kept there rather than being sent home unexpectedly. Of course, parents may come to school and check out a student if they feel they should.

Changes in school or bus schedules will be announced via the automated calling system and over local public radio and television stations.

Immunization & Vision Screening/Eye Examination

Immunization

You must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, you should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Exchange students must comply with immunization requirements set forth in state law. Contact the district nurse for more information.

If you are not in compliance with Oregon statutes and rules related to immunization, you may be excluded from school until such time as you meet compliance. Your parents will be notified of the reason for the exclusion, and a hearing will be held if requested. (Refer to District Policy JHCB.)

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. 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. (Refer to District Policy JHCB.)

Infection Control - HIV, AIDS, and HBV

Although HIV, AIDS, and HBV are serious illnesses, the risk of contracting one of these diseases at school is extremely low and generally limited to situations where open skin, mouth, eye, or other mucous membranes are exposed to contaminated blood or other body fluids. Since any such risk is serious, however, the District requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to regard human blood and body fluids as dangerous.

Infection/Disease Instruction: An age-appropriate plan of instruction about infections/diseases including HIV, AIDS, and HBV has been included as an integral part of the District's health curriculum. You, as a parent, may request your child be excused from that portion of the instructional program by contacting your principal.

Individuals with questions regarding this issue should contact your school nurse or the District Office at 267-3104. (Refer to District Policies JHCC, JHCC-AR, JHCCA, JHCCB, JHCCBA/EBBAB/GBEBAA, and JHCCC/EBBAA/GBEBC)

Medicine at School

A parent or guardian must provide to the school written permission for all prescription and nonprescription medications. Parents must always bring prescription and nonprescription medication to school in original labeled containers. Medication should be brought to school and returned home by parent/guardian to assure safety of all students. It is the parent's responsibility to inform the school in writing of any changes made in medication instruction. This includes written instruction from parents and physicians. Parents must be aware that school personnel are not able to act on verbal requests to change medication amount or frequency. Families are responsible for alerting school personnel if there are any food interactions associated with medication taken at school (i.e., school nutritionist, food preparation personnel, school nurse).. (Refer to District Policy JHCD and JHCD-AR.)

Physical Examinations

See the **Extra-curricular Activities** section of this guide.

Safety Program

The District has an ongoing safety program including periodic inspections, hazardous materials policies, emergency procedures, and disaster plans. There is a functioning safety committee charged with the responsibility of creating and maintaining a hazard-free school environment. (Refer to District Policies EB through EBCB.)

Student Health Insurance

The District subscribes to a voluntary student health insurance plan. Details of the current plan are provided during registration and at the school offices. Although this program is voluntary, we encourage those who do not have their own health insurance coverage to seriously consider subscribing.

A student planning to participate in interscholastic athletics will be required to have adequate health insurance coverage. (Refer to the **Extra-curricular Activities** section of this guide.)

SCHOOL LUNCH

Child Nutrition Programs

The Coos Bay School District participates in the National School Lunch and School Breakfast Programs and offers free and reduced-price meals based on a student's financial need. For the next two years, the state of Oregon will be underwriting the cost of reduced meals. If you qualify for reduced price meals, there will be no charge to you. We issue an annual press release explaining the existence of these programs and their eligibility criteria. Applications for these programs are available online at <https://coosbaysd.sodexomyway.com/> or can be obtained from any school office. The District contracts with Sodexho School Services to operate our food services program. (Refer to District Policy EFAA,)

STUDENT RECORDS

Release of Directory Information

The information contained below shall serve as notice to parents of minors and eligible students (if 18 or older) of your rights, the location, and the district official responsible for education records. Each fall, the District publishes a notice that certain personally identifiable information about the student is considered directory information and is not an invasion of privacy if released to the public. Directory information includes, but is not limited to the following:

1. Student's name.
2. Student's address.
3. Student's telephone listing.
4. Student's photograph.
5. Date and place of birth.
6. Major field of study.
7. Participation in officially recognized sports and activities.
8. Weight and height of members of athletic teams.
9. Dates of attendance.
10. Degrees and awards received.
11. Most recent previous school or program attended.
12. Video records of students, including but not limited to school security surveillance and bus video.

The District is required by law to release secondary students' names, addresses, and telephone numbers to military recruiters and/or institutes of higher education. At the time of registration, parents or eligible students may request the district withhold information to be used on the school website, news media, photographs, school directory, video, and yearbook. Unless the student or parent objects, this information may be released by the District, without further notice, and for such other purposes as deemed appropriate by the principal. If you change your mind during the school year, contact your school principal. (Refer to District Policies JO/IGBAB, JO/IGBAB-AR, JOA, and JOB.)

Education Records

Education records are those records related to a student maintained by the District. Your education records are confidential and protected from unauthorized inspection or use. All access and release of education records, with and without parent and eligible student notice and consent, will comply with all state and federal laws. Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of your education records as long as they stay solely in the possession of the staff member.

Education records are maintained in a minimum one-hour, fire-safe file cabinet in a location designated by the building principal. Permanent records that are maintained are based on state records retention laws and may include:

1. Full legal name of student.
2. Name and address of educational agency or institution.
3. Student's birth date and place of birth.
4. Name of parent/guardian.
5. Date of entry into school.
6. Name of school previously attended.
7. Courses of study and marks received.
8. Credits earned.
9. Attendance.
10. Date of withdrawal from school.
11. Other information such as psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.).

Access/Release of Education Records: By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 unless the District is provided evidence that there is a court order, state statute, or legally binding document related to such matters as divorce, separation, or custody that specifically revokes these rights.

Parents of a minor or an eligible student (18 or older) may inspect and review education records during regular District hours.

As required by law, the District *will* withhold the grade reports, diploma, and records of any student or former student who owes fees, fines, and/or damages of \$50 or more to the District. The District *may* withhold records for a debt of less than \$50. (Refer to ORS 339.260)

Provision for Hearing to Challenge Content of Education Records: You may inspect and review your education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of your privacy or other rights. If the District refuses the request to amend the contents of the records, you have the right to a hearing as follows.

1. You should submit to the principal a written request in which the objections are specifically stated.
2. The principal shall establish a date and location for the hearing agreeable to both parties.
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified, third party appointed by the superintendent.
4. The hearing shall be private. Persons other than you, your parents or guardians, witnesses, and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. He/she shall hear evidence from the staff and from you to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education records. Such steps are to be listed in writing.

If, after such hearing is held as described above, you are not satisfied with the recommended action, you may appeal to the board where the action of the hearings panel will be affirmed, reversed, or modified. Procedure for appeal beyond the local board follows the prescribed actions as set forth in federal regulation. You may file a complaint with the Federal Family Compliance Office, United States Department of Education, regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

Copies of the District's education records policies and administrative regulations may be obtained by contacting the superintendent.

Request for Education Records: Within ten days of your enrollment in Coos Bay Schools, the District will notify the public or private school, education service district, institution, agency, or youth care center in which you were formerly enrolled and shall request your education records.

Transfer of Education Records: All requested student education records related to a particular student seeking enrollment in or services from a public or private school, state institution, private agency, or youth care center shall be transferred no later than ten days after the receipt of the request.

The District will retain a copy of the education records that are transferred in accordance with applicable Oregon Administrative Rules.

Your report cards, records, or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine your academic progress may not be withheld.

TRANSPORTATION

Transportation of Students

We believe all students can behave appropriately and safely while riding the school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.

School transportation services are provided to K-12 students to and from school, transporting students to and from curricular and extra-curricular activities, transporting from one school or facility to another and to school-sponsored field trips that are extensions of classroom learning experiences. The District contracts its transportation operation to First Student (formally Laidlaw Transit, Inc.)

School bus schedules, routing, stops, walking distance, and all other matters pertaining to the operation of the transportation service is the direct responsibility of the superintendent and the transportation supervisor. They comply with all state and federal laws. In these matters, they may make exception to these regulations for matters of safety or for any reason they deem important. (Refer to District Policies EEA, EEAB, EEAC, EEACA, EEACB, EEACC, and EEACC-AR.)

The district provides bus transportation to and from school to locations outside the district attendance area only when required by law to meet a student need. In those cases, other students have been allowed to ride that special bus route and this is considered an incidental benefit to the other students.

This incidental benefit is not guaranteed. When the special route is no longer needed by the student(s) for whom it was created, the route will be discontinued. Parents of students receiving incidental benefit will be notified and the district will provide two weeks (up to 10 school days) of transportation so that families can make alternate arrangements for their children. (Board Policy EEA/EEAB)

For the safety and well-being of all, conduct on school buses is expected to be of the same standard as in the classroom with additional rules particular to bus travel. To assist in the monitoring of student conduct, the District uses in-bus video cameras on a rotating and random basis. The following regulations, established by Oregon Department of Education will govern conduct of pupils riding on school buses and will be posted in a conspicuous place in all buses.

1. Pupils being transported are under the authority of the driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus, both morning and evening.
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals (except prior-approved assistance guide animals).
7. Pupils shall remain seated while the bus is moving.
8. Pupils may be assigned seats by the driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the driver.
10. Pupils shall not extend their hands, feet, arms, legs, or heads through windows.
11. Pupils shall have written permission to leave the bus other than their regular stop.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of the driver.
14. Pupils shall keep the bus clean and must refrain from damaging it.
15. Pupils shall be courteous to the driver, fellow pupils, and passersby.

16. Pupils who refuse to obey promptly the directions of the driver or other responsible adult or who refuse to obey regulations may forfeit their privilege to ride on the buses.

Along with state mandated riding rules, which are posted in each bus, we have the following rules:

1. Stay in assigned seats, keeping all parts of body in the bus.
2. Skateboard, boom boxes, and other large objects are allowed on the bus *only* if they are secured in a backpack or bag. Students must be able to hold the object on their lap; it may not be placed in the aisle or in another student's seat space.
3. No eating or drinking on the bus because of choking hazards, allergic reactions, or other health issues. If a student brings food or drink on the bus, it must stay in their backpack or bag until they are off the bus.
4. In order to be on time, students are asked to be at the bus stop 5 minutes prior to their scheduled pick-up time.
5. All drivers are required to have seating charts with assigned seats for all students. This is for emergency purposes; we must know where every student is on the bus. This also helps eliminate seat damage.

If you fail to comply with this code of conduct, you will receive written citations and be disciplined up to and including the possible loss of riding privileges. (Refer to District Policy EEACC)

If you choose to break a rule:

First Incident: Driver verbally warns the student and *may* move the student to a different seat.

Second Incident: Driver issues a written warning (citation).

Third Incident: Driver issues a second citation resulting in a two-school day suspension of bus-riding privileges.

Fourth Incident: Driver issues a third citation resulting in a five-school day suspension of bus-riding privileges.

Fifth Incident: Driver issues a fourth citation resulting in an expulsion from all buses, pending a hearing with District administration.

Severe Disruptions

The following behaviors will result in an automatic five-day suspension from bus-riding privileges.

1. Failure to obey the driver after repeated warnings.
2. Physical harm to another student or the driver. Anyone involved in fighting on a school bus *will* be suspended for 5 school days.
3. Threat of physical harm to the driver.
4. Property damage to include cut seats, broken windows, etc.
5. Failure to give correct name to driver when asked.
6. Foul or abusive language directed at the driver or District employee.
7. Tobacco, alcohol, or drug use.

Being suspended or expelled from the bus means ALL buses in the District. *All* citations must be signed by a parent and returned to the driver before riding privileges are restored. Severe or repeated problems on the bus may result in school disciplinary action as well as transportation consequences.

Disciplinary sanctions and changes in transportation for students with an Individual Education Plan (IEP) will be conducted in accordance with applicable law. (Refer to District Policy JGDA/JGEA)

Vehicles on Campus

Any licensed driver may drive a vehicle on school property. If you wish to park a vehicle on campus, that vehicle must be registered with the office and may be assigned a parking space. When registering for an on-campus parking space, you will sign a statement giving permission for your vehicle to be randomly searched. You must also show a valid driver's license, vehicle registration, and proof of insurance, as well as pay a parking fee if required. Vehicles illegally parked (including those parked in the wrong space) may be ticketed or even towed. Local and state traffic laws must be obeyed while driving on District property. Persistent illegal parking or other violations may result in disciplinary action, including civil penalties and/or loss of parking privileges.

Once at school in the morning, you may not drive between classes or drive off campus except with permission from the principal or during lunchtime.

Vehicles parked on District property are under the jurisdiction of the District and may be searched, either as a result of a random sweep or because of a reasonable suspicion that a policy, rule, or law violation has occurred. (Refer to District Policy JHFD.)

Bicycles ridden to school must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. (Refer to District Policy JHFC)

The District assumes no responsibility or liability for loss of or damage to vehicles or bicycles.

IN CONCLUSION

Thank you for taking the time to read and become familiar with this guide. If any information is unclear, or if you can't find information you feel should be included, we would appreciate hearing from you. This will clarify the information for you and will help us in rewriting future copies of this publication. Questions or comments about this guide should be directed to the superintendent of schools at the District Office. You may direct questions about individual schools by contacting the principal.

SCHOOL DIRECTORY

All addresses are in Coos Bay, Oregon 97420. The area code for phone numbers is 541.

<u>District Office</u>	1255 Hemlock Ave. (FAX)	267-3104 269-1308
	Bryan Trendell, Superintendent (E-mail) BryanT@coos-bay.k12.or.us (Home page) http://www.cbd9.net	
<u>Blossom Gulch</u> (K-3)	333 South 10th (FAX)	267-1340 267-7109
	Linda Vickrey, Principal (E-mail) LindaV@coos-bay.K12.or.us (Home page) http://www.blossom.cbd9.net	
<u>Madison</u> (K-3)	400 Madison Street (FAX)	888-1218 888-3064
	Janice Schock, Principal (E-mail) JaniceS@coos-bay.k12.or.us (Home page) http://www.madison.cbd9.net	
<u>Millicoma</u> (4-7)	260 Second Avenue (FAX)	267-1468 267-8225
	Michelle Inskeep, Principal (E-mail) MichelleI@coos-bay.k12.or.us (Home page) http://www.millicoma.cbd9.net	
<u>Sunset</u> (4-7)	245 South Cammann (FAX)	888-1242 888-9814
	Shelly McKnight, Principal (E-mail) ShellyM@coos-bay.k12.or.us (Home page) http://www.sunset.cbd9.net	
<u>Marshfield</u> (9-12)	10th & Ingersoll (FAX)	267-1405 269-0161
	Travis Howard, Principal (E-mail) TravisH@coos-bay.k12.or.us (Home page) http://www.marshfield.cbd9.net	
	<ul style="list-style-type: none">District Athletics/Activities Office 10th & Ingersoll (FAX)	267-1441 269-0161
	Greg Mulkey, Athletic Director (E-mail) GregM@coos-bay.k12.or.us (Home page) http://www.marshfield.cbd9.net	
<u>Alternative Education Programs – Harding Learning Center</u>	755 South 7 th (FAX)	267-1485 266-7314
	Dale Inskeep, Director of Alternative Learning (E-mail) DaleI@coos-bay.k12.or.us	

- Destinations Academy 267-1485
(FAX) 266-7314
(Home page) <http://www.destinations.cbd9.net>

- Resource Link Public Charter School 267-1499
(FAX) 266-7314
(Home page) <http://www.resourcelink.cbd9.net>

- Teen Parent Program 267-1496
(FAX) 266-7314

- ARK Project 267-1485
(FAX) 266-7314

- GED Program 267-1485
(FAX) 266-7314

APPENDIX A

June 2016

NOTIFICATION TO STUDENTS/PARENTS

The Asbestos Hazard Emergency Response Act (AHERA) was enacted by Congress in 1986. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

Asbestos has been used in building materials for many years. It is a naturally occurring mineral. Asbestos' properties made it ideal for insulating, sound absorption, fireproofing and other uses. There have been over 3,000 different products made using asbestos materials. The EPA began limiting uses in 1973 and banned most building products in 1978.

The District has had our buildings inspected and the samples analyzed by an EPA accredited lab. The results of the inspection and analysis were then incorporated into a Management Plan.

A copy of the Asbestos Management Plan is available at the Maintenance branch of the Administrative offices, 150 N. Marple St., during regular business hours for anyone who might be interested in reading this document. All inquiries should be directed to Rick Roberts, Facilities Manager.

The Management Plan is now on file with the Governor's designate at the Oregon Department of Education. The District is intent on not only complying with the plan, but exceeding federal, state and local regulations whenever possible.

The District is taking whatever steps are necessary to ensure a healthy, safe environment in which to work.

Sincerely,

Rick D. Roberts
Asbestos Designate
Coos Bay Public Schools

APPENDIX B

ELEMENTARY BEHAVIOR EXPECTATIONS

BELIEF STATEMENT: The Coos Bay School District has adopted EBISS as well as a discipline program, which has been the result of parents, staff, and students working together to ensure a safe, positive learning environment for every student. We believe all students can conduct themselves in a manner that encourages teachers to teach, students to learn, and protects the best interests of every individual in the school community. To support our beliefs, the following school behavior and discipline plan has been established to govern behavior at school.

Please take the time to read and discuss this material with your child. Please feel free to call if you have any questions.

SCHOOL RULES

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

These three rules apply to all areas of our schools, including classrooms, playgrounds, cafeterias, libraries, hallways, etc.

At the start of school and periodically throughout the year, Coos Bay Schools, K-6 will devote time to modeling and explaining school rules and expected conduct in all areas of our schools. Each classroom will spend time discussing expectations and behavior guidelines weekly. At each school site, incentives and rewards will be built around these three rules, promoting positive student behavior.

Sometimes students may behave in a way that disrupts the school environment for themselves or others. They may make behavior choices that are not safe, not respectful or not responsible. It may be necessary for school personnel to take disciplinary action. Those poor choices on the part of the student might be a relatively minor event. A Typical consequence might be a warning not to repeat the behavior or a loss of recess.

Other poor behavior choices might be significantly more serious and require a much more severe consequence. These serious violations of the rules are called SEVERES.

Please see the "Standards of Conduct" below for a list of violations that are considered a SEVERE. Following that list of SEVERES is a list of possible consequences.

STANDARDS OF CONDUCT

Students shall be liable to discipline, suspension, or expulsion for misconduct including but not limited to:

- Theft or extortion
- Forgery
- Disruption of teaching and learning
- Damage or destruction of school property
- Damage or destruction of private property on school premises or during a school activity
- Assault or threats of harm
- Harassment /intimidation/menacing
- Unauthorized use of weapons, dangerous instruments or objects*
- Unlawful use of drugs, narcotics, or alcoholic beverages
- Failure to comply with rules of the lawful directions of school staff (Reference OAR 581-021-055)

POSSIBLE SOLUTIONS/CONSEQUENCES at the Discretion of the Principal

- Student conference with principal
- Call home
- Re-teaching of correct behaviors
- Student written response
- Parent, student, teacher, principal conference (and/or)
- Loss of recess
- Loss of activity

- Work assignment
- Behavior plan
- In school suspension
- Out of school suspension
- Expulsion

*Suspension, pending expulsion per federal law

An important part of the principal's job is to see that school is a safe place for all children. We also know that kids are kids and can make mistakes. We want to work with you to help your children do well in school and learn to make positive choices. Please feel free at any time to talk to the principal if you are concerned about your child's behavior. We are committed to working with you to help your child have success in school.

APPENDIX C

ELEMENTARY STUDENT USER AGREEMENT FOR THE COOS BAY NETWORK

Coos Bay Public Schools offers Internet access for student use. This document contains the Internet Use Policy for use of Coos Bay Network. The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and/or district administration will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, School Board, and staff of Coos Bay School District may request the system administrator to deny, revoke, or suspend specific user accounts.

Educational Purpose

1. Coos Bay Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. Coos Bay Network has not been established as a public access service or a public forum. Coos Bay Public Schools has the right to place reasonable restrictions on material the student can access or post through the system. The student is also expected to follow the rules set forth in each school's Disciplinary Policy and the law when using the Coos Bay Network. Coos Bay Schools provides internet filtering services to help prevent access to internet content that is obscene, pornographic or harmful as defined by the Child Internet Protection Act. By default, filtering measures shall be in operation at all times during the use of the district's computer. Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access internet resources appropriately. Problems with the filtering system should be reported immediately to the district Technology Department
3. The student may not use Coos Bay Network for commercial purposes. This means the student may not offer, provide, or purchase products or services through Coos Bay Network.
4. Students may create a Web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity.

Student Web pages shall not:

- a. Display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian.
- b. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
- c. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

Student Internet and Electronic Mail Access

Parents must sign an Account Agreement in order for the student to be granted access to the Coos Bay Network and Electronic Mail. Parents can withdraw their approval at any time in writing.

Unacceptable Uses

1. Personal Safety

- a. The student will not post personal contact information about themselves or other people. Personal contact information includes last names, address, telephone, work address, family information, etc.
- b. The student will not agree to meet with someone they have met online without their parent's approval. The parent should accompany the student to this meeting.
- c. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Respect for Privacy

- a. Students will not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Students will not post private information about another person.

3. Plagiarism and Copyright Infringement

- a. Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

4. Inappropriate Access to Material

- a. Students will not use Coos Bay Network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If students mistakenly accesses inappropriate information, they should immediately tell their teacher or another District employee. This will protect the student against a claim that they have intentionally violated this Policy.
- c. Student's parents should instruct them if there is additional material that they think it would be inappropriate for them to access. The district fully expects that the student will follow their parent's instructions in this matter.

Student Rights**1. Due Process**

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Coos Bay Network.
- b. In the event there is a claim that the student has violated this Policy in their use of the Coos Bay Network, they will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

2. Limitation of Liability

- a. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage the student may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Students' parents can be held financially responsible for any harm to the system as a result of intentional misuse.

APPENDIX D

SECONDARY STUDENT USER AGREEMENT FOR THE COOS BAY NETWORK

Coos Bay Public Schools offers Internet access for student use. This document contains the Internet Use Policy for use of Coos Bay Network.

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and/or district administration will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, School Board, and staff of Coos Bay School District may request the system administrator to deny, revoke, or suspend specific user accounts.

Educational Purpose

1. Coos Bay Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. Coos Bay Network has not been established as a public access service or a public forum. Coos Bay Public Schools has the right to place reasonable restrictions on material students can access or post through the system. Students is also expected to follow the rules set forth in Millicoma Middle School, Sunset Middle School, Marshfield High School and/or Destinations Academy, and/or Resource Link Public Charter School Disciplinary Policy and the law in your use of Coos Bay Network. Coos Bay Schools provides internet filtering services to help prevent access to internet content that is obscene, pornographic or harmful as defined by the Child Internet Protection Act. By default, filtering measures shall be in operation at all times during the use of the district's computer. Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access internet resources appropriately. Problems with the filtering system should be reported immediately to the district Technology Department.
3. Students may not use Coos Bay Network for commercial purposes. This means students may not offer, provide, or purchase products or services through Coos Bay Network.
4. Students may not use Coos Bay Network for political lobbying. However, students may use the system to communicate with elected representatives and to express their opinion on political issues.
5. Students may create a Web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity.
6. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Internet Use Policy or student disciplinary code. However, student material may not be removed based on disagreement with the views expressed by the student. It is the building administrator's responsibility to interpret educational policy and objectives.

Student Web pages shall not:

- a. Display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian.
- b. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
- c. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

Student Internet and Electronic Mail Access

Parents must sign an Account Agreement in order for the student to be granted access to the Coos Bay Network and Electronic Mail. Parents can withdraw their approval at any time in writing.

Unacceptable Uses

1. Personal Safety

- a. Students will not post personal contact information about themselves or other people. Personal contact information includes last names, address, telephone, work address, family information, etc.
- b. Students will not agree to meet with someone they have met online without their parent's approval. The parent should accompany the student to this meeting.

- c. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Students will not attempt to gain unauthorized access to Coos Bay Network or to any other computer system through Coos Bay Network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Students will not use Coos Bay Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, duplication of copyright material, etc.
- d. Students will not alter computer hardware or software.

3. System Security

- a. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Students will not post information that could cause damage or a danger of disruption.
- d. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If the student is told by a person to stop sending them messages, the student must stop.
- f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Students will not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Students will not post private information about another person.

6. Respecting Resource Limits.

- a. Students will use the system only for educational and career development activities and limited, high-quality, personal research.
- b. Students will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism and Copyright Infringement

- a. Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- a. Students will not use Coos Bay Network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If Students mistakenly accesses inappropriate information, they should immediately tell their teacher or another District employee. This will protect the student against a claim that they have intentionally violated this Policy.

- c. Student's parents should instruct them if there is additional material that they think it would be inappropriate for them to access. The district fully expects that the student will follow their parent's instructions in this matter.

Student Rights

1. Free Speech

- a. Students' right to free speech applies to their communication on the Internet. The Coos Bay Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict the student's speech for valid educational reasons. The District will not restrict the student's speech on the basis of a disagreement with the opinions they are expressing.

2. Search and Seizure

- a. Students should expect only limited privacy in the contents of their personal files on the District system and records of their online activity. The situation is similar to the rights they have in the privacy of their locker.

Routine maintenance and monitoring of Coos Bay Network may lead to discovery that the student has violated this Policy or the law. An individual search will be conducted if there is reasonable suspicion that the student has violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Coos Bay Network.
- b. In the event there is a claim that the student has violated this Policy in their use of the Coos Bay Network, they will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

4. Limitation of Liability

- a. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage the student may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Students' parents can be held financially responsible for any harm to the system as a result of intentional misuse.

APPENDIX E



August, 2016

To: Parents / Guardians
From: Bryan Trendell, Superintendent
Subject: Training through SafeSchools

Coos Bay School District has implemented the SafeSchools online training and compliance management system for Parents/Guardians and Students.

Using SafeSchools, our district will be able to provide training to parents and students as required by Oregon statute.

Parent and Student training includes:

- **Child Abuse: Identification & Intervention**
- **Sexual Conduct: Staff-to-Student**

Each course is **interactive, self-paced and available 24-7** from any computer with an Internet connection so you can **complete your training at your convenience**. For those who do not have internet access, please watch your school bulletin for dates and times that the Computer lab will be available for your use.

How to Create a Username and Login to SafeSchools Log-in

1. Go to <http://cbd9.or.safeschools.com> and enter your Registration Key (“**82135c03**”) in the “Username” field, then click “Register”.
2. Enter your chosen **first name, last name, and username**, as well as an **email address**
3. Go to <http://cbd9.or.safeschools.com> and login by entering your username
4. Once logged in, you will see these 2 course trainings.
5. To start a course, **click on the course title** and follow the prompts.
6. Complete all sections of a course, including the assessment, to earn completion credit for the training.

Please take this training seriously. With school safety incidents on the rise, it is imperative for our staff, parents, and students to know what to do when a crisis actually occurs. Thank you in advance for helping to make SafeSchools training a success in our district.

APPENDIX F

Public Notice
Coos Bay School District 9

Notice of Non-Discrimination

Students, their families, employees and potential employees of the Coos Bay School District 9 are hereby notified that the Coos Bay School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, sexual orientation or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

Title Program Contact Information

Any persons having inquiries concerning Coos Bay School's compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Special Programs Director
Coos Bay Public Schools
1255 Hemlock Ave
Coos Bay, OR 97420
(541) 267-3104
lisad@coos-bay.k12.or.us

Career & Technical Education Contact Information

The Coos Bay School District 9 System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grade 8-12: Computer Technology, Construction Technology, Arts & Communication and Manufacturing. Persons seeking further information concerning the vocational education offerings and specific pre-requisite criteria should contact:

Perkins CTE Coordinator
Marshfield High School
10th & Ingersoll
Coos Bay, OR 97420
(541) 267-1405
travish@coos-bay.k12.or.us

APPENDIX G

Discrimination Complaint Form

Name of Person Filing Complaint	Date	School or Activity	
<input type="checkbox"/> Student/Parent	<input type="checkbox"/> Employee	<input type="checkbox"/> Nonemployee (Job applicant)	
Type of discrimination:	<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> Religion
	<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin	<input type="checkbox"/> Disability
	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Orientation

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Remedy requested:

The complaint form should be given to the school office who will forward it to the Special Programs Director. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Appendix H

Policy KL - Administrative Action Form

The district is interested in suggestions, complaints and commendations involving employees or programs. When such is registered, we are interested in investigating the incident to see if there has been a misunderstanding or if some corrective action should be taken to improve the district. Commendations are of value to the district because they improve morale, recognize the efforts of the staff and encourage district employees to take pride in their work.

As both complaints and commendations are of value to the district, we welcome comments and request you fill in the information requested below. Formal complaints and requests for School Board appeals must be submitted through this completed form. You may attach a letter or additional information when submitting the form. For more information about the complaint process, please call the superintendent's office at 541-267-1310.

Attach additional sheets to this form, if necessary.

Name of employee/program to which this form applies: _____

Nature of suggestion, complaint or commendation: _____

Source of your information: _____

Action requested: _____

Print name here _____

Telephone _____

Signed _____

Date _____

Address _____

=====

For Administrator Use Only

Policy KL Complaints

Date complaint received: _____

Received by: _____

Date response sent: _____

Attach response to this form for your records

Collective Bargaining Agreement Complaints

Date complaint received: _____

Received by: _____

Date met with staff member: _____

Date response sent: _____

Date sent to Human Resources: _____

Attach documents to the form for your records