

ALTERNATIVE EDUCATION PROGRAMS TOOLKIT for REVIEW of the DISTRICT'S POLICIES, PROCEDURES

“As used in ORS 336.615 to 336.665, ‘alternative education program’ means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the school district and the state.” ORS 336.615. When used in this toolkit, “program” may be a school, class, or other grouping.

This toolkit is intended to provide a resource for school districts and school district boards for reviews of their alternative education program policies and procedures. Districts are encouraged to self-assess their compliance with the Oregon Revised Statutes, Oregon Administrative Rules, and Standards for Private Alternative Programs cited in the toolkit. References to sample policies of the Oregon School Boards Association (OSBA) related to alternative education programs are included.

This toolkit may be updated periodically in response to changes in Oregon Revised Statutes, Oregon Administrative Rules, or in response to comments from districts or programs.

Please direct questions or comments to [Annie Marges](#) .She can also be reached at 503-934-0787.

**SCHOOL DISTRICT SELF ASSESSMENT
ALTERNATIVE EDUCATION PROGRAM POLICIES AND PROCEDURES**

PROGRAM APPROVAL AND EVALUATION: OAR 581-022-1350 (2)

Each table throughout this document is organized with three columns, as shown below:

Standard	Status C = In compliance E = Exemplary NC = Not-in compliance NA = Not Applicable	Explanation(s) C: List Indicators E: List Indicators NC: Outline Compliance Plan NA: Explain
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The district has policies and procedures for the approval and annual evaluation of public and private alternative education programs under ORS 336.615-665 that receive public funds. Policies and procedures for approval and annual evaluation of each alternative program ensure the following.	C	IGBHA in accordance with ORS 336.655
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<i>Each Private Alternative Program</i>		
Prior to contracting with or distributing public funds to a private alternative program, the district confirms that the program is registered with the Oregon Department of Education as required by OAR 581-021-0072.	C	Circle of Friends has provided the nondiscrimination statement, Employee List, ODE Alt Ed Approval Letter, and ODE Request for Institutional ID.
Prior to contracting with or distributing public funds to a private alternative program, the district confirms that the program has an institution identification number assigned by the ODE.	C	
The district's evaluation and approval of each private alternative program includes a review of the program's annual statement of expenditures consistent with ORS 336.635(2). See the ODE alternative education webpage for model formats	C	Annual Statement Attached

<i>Each Private Alternative Program</i>		
Prior to contracting with or distributing public funds to a private alternative program, the district confirms that the program is registered with the Oregon Department of Education as required by OAR 581-021-0072.	C	Circle of Friends has provided the nondiscrimination statement, Employee List, ODE Alt Ed Approval Letter, and ODE Request for Institutional ID.
Before contracting with a private alternative program for special education services, the district confirms that the private program is approved by the ODE to provide those services.	C	Approval Letter Attached
Each private alternative program enhances the ability of the district and its students to achieve district and state standards. Each contract between the district and a private alternative education program states that suspension or revocation by the ODE of the private program's registration will suspend or terminate the district's contract with and distribution of public funds to the program for the term of the suspension or termination of the registration	C	Sample of MOA Agreement attached
Each contract between the school district and a private alternative education program states that non-compliance with a rule or statute implemented by OAR 581-022-1350 may result in the termination of the contract.	C	Sample of MOA Agreement attached
Each private alternative program is in compliance with its contract with the district, including each statute, rule, or school district policy that is specified in the contract.	C	Sample of MOA Agreement attached

<i>Each Public Alternative Program</i>		
Each public alternative program complies with all state statutes and rules and federal laws that apply to public schools.	C	Annual alternative education program approval process

<i>Each Public or Private Alternative Program</i>		
An education plan and education profile that meet the requirements of OAR 581-022-1120(3)(a) and (b) and 581-022-1130(3) are designed and implemented with each student in the program.	C	The program supports students with significant health and complex educational programming needs.
Each student's education plan includes criteria for determining if, when, where, and how the student may transition from the alternative program.	C	The contract with the district and parent documents state that the program is meant to support students in their transition back to their neighborhood school setting.
A transportation plan is in place ensuring that the program is accessible to each student approved for placement in the program.	C	The program works with the district and parents to ensure that students have access to transportation, when needed.
The program complies with each eligible student's IEP	C	The contracting district maintains an IEP case manager to ensure that a FAPE is provided.
The program assists the district in meeting its comprehensive K-12 instructional program.	C	The specialized supports for the students are part of a range of services that must be provided to ensure that all students are served by the district.
The program ensures that students receive adequate instruction in the educational standards adopted by the State Board of Education for the grade level(s) the program serves for students to meet state and local benchmark standards.	C	District Policy IGBHG Additionally, the students in this program generally fit into a profile of student working toward alternative standards.

<i>Each Public or Private Alternative Program</i>		
The program ensures that each student participates in district and state assessments of student achievement.	C	District Policy IGBHA All of the students who access this program qualify to take the Oregon Extended Assessment. Staff members in this program are trained to administer the Extended Assessment and do so when required.
The results of student performance on state assessments are reported annually to students, parents, and the school district.	C	Results from the Extended Assessment are shared with the parents, and the District has access to the results, when published.
The program collects and reports to the district each student's local and state assessment, attendance, behavior, graduation, dropout, and other data required by the district and the state.	C	Attendance and behavior data is reported directly to the district on a monthly basis.
The program's local and state assessment, attendance, behavior, graduation, dropout, and other data required by the district are included in the district's at least annual evaluation of the program.	C	Annual Evaluation Procedures
The program provides one or more of the activities listed in OAR 581-023-0008, Accountable Activities, that are approved by the school district by contract: tutorial; small group; large group; personal growth and development instruction; counseling and guidance; computer assisted instruction; vocational training; cooperative and/or supervised work experience; supervised community service activities;	C	In general, this program serves students who are individually approved for placement consistent with the district's board policies regarding the placement.

Each Public or Private Alternative Program		
supervised independent study aligned with the student's educational goals.		
The district school board does not approve the enrollment of a pupil in a private alternative program unless the private alternative program meets all requirements of OAR 581-021-0045, Discrimination Prohibited.	C	Annual approval letter attached.
Each teacher in a public alternative program holds a valid Oregon teaching license. Any Oregon teaching license is valid in an alternative program operated by a school district or ESD. A registered private alternative program is not required to employ only licensed teachers.	C	Teacher record information attached
The at least annual evaluation is in writing and a copy is provided to the program on or before June 30. A district, for good cause, may apply to the ODE for an extension of this timeline if the program operates year around and there is good cause for an extension.	C	Annual approval letter attached.

Example Indicators of Compliance for Use Above:

- Current district policies
- Minutes of school district or education service district board meetings
- Contract(s) with the private alternative program
- Written evaluations of the public and private program
- Reviewed financial statement(s) from the private alternative program
- Curriculum mapping/alignment documents from the public or private alternative program
- Reports of state and local assessment administration schedules
- Student performance results on state and local assessments
- Student attendance and behavior records
- Interviews and focus groups with students, parents, staff
- Other indicator(s) required by the contract between the district and the private alternative program

PLACEMENTS OF STUDENTS: OAR 581-022-1350 (5)		
The district has policies and procedures to approve placing a student in district approved public and private alternative education programs/schools. The policies and procedures ensure the following.	C	IGBHB, IGBHC-AR
Students placed in alternative education programs are those whose educational needs and interests are best served by participation in such programs and will include but not be limited to those students identified by ORS 339.250(9) (certain expulsions) and by OAR 581-022-1110(5) (Certificate of Initial Mastery Requirements).	C	In general, this program serves students who are individually approved for placement consistent with the district's board policies regarding the placement.
<p>The program serves students who are in one or more of these subgroups. Students</p> <ul style="list-style-type: none"> • who are suspended, expelled, or considered for suspension or expulsion. • whose attendance is so erratic that they are not benefiting from school. • who have not met or who have exceeded benchmark academic standards. • whose parent or legal guardian applies for a student's exemption from compulsory school attendance on a semiannual basis consistent with OAR 581-021-0075, Exemption From Compulsory Attendance. • who are under 21 prior to the start of the district's school year and who need additional instruction to earn a diploma; or • who are individually approved for placement consistent with the district's board policies regarding the placement. 	C	In general, this program serves students who are individually approved for placement consistent with the district's board policies regarding the placement.
Each placement of a student in a public or private alternative education program is made only if he student is a resident of the	C	

PLACEMENTS OF STUDENTS: OAR 581-022-1350 (5)		
district and the district has legal responsibility for the student's education.		
Prior to placement of a student in a public or private alternative education program, the district consults with the student's parent or guardian and determines that the student is not benefiting, has not benefited, or will not benefit from attendance in other district schools or programs.	C	Internal Referral Packet
Each placement of a student in a public or private alternative education program is consistent with the student's education plan (see page 3 above).	C	Internal Referral Packet
Each placement of a student in a public or private alternative education program is made only if the program has been determined by the district, according to district policy, to best serve the student's educational needs and interests, within district and state academic standards.	C	Internal Referral Packet
Each placement of a student in a public or private alternative education program is made only if approved by the student's resident school district and attending school district.	C	Internal Referral Packet
Each placement of a student in a public or private alternative education program is made consistent with district board adopted policies and procedures.	C	Internal Referral Packet
If a student will receive special education services from the program, prior to the placement, the district determines if the Department of Education has approved the program to provide special education services.	C	Program Teacher Information Attached

Indicators of Compliance for Use Above:

- Current district student placement policies
- Student referral form(s)/format(s) with criteria
- Contract(s) with the private alternative program(s)/school(s)

REQUESTS FOR PROGRAMS: OAR 541-022-1350(6)		
The district has policies and procedures for students, parents or guardians of students residing in the district to request the establishment of new alternative education programs.	C	IGBHB-AR

Indicators of Compliance for Use Above:

- Current district policies
- Minutes of school district board, education service district board, or other public meetings
- Publications, announcements to students, parents, guardians
- Forms, formats, procedures for students, parents or guardians to request establishment of programs within the district.

NOTIFICATIONS OF LAW AND AVAILABLE PROGRAMS: OAR 581-022-1350(7)		
The district has policies and procedures for notification of students, parents or guardians about the following:	C	IGBHC, IGBHC-AR
<ul style="list-style-type: none"> • The law regarding alternative education programs. 		
<ul style="list-style-type: none"> • Availability of existing alternative education programs. 		
<ul style="list-style-type: none"> • The procedures to request the establishment of new alternative education programs. 		
Consistent with OAR 581-021-0071(2), Specific Notices Required, the district provides notices in the following situations:	C	Policy JGEA
<ul style="list-style-type: none"> • Upon the occurrence of a second or any subsequent occurrence of a severe disciplinary problem within a three-year period. 		
<ul style="list-style-type: none"> • When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the educational program. 		
<ul style="list-style-type: none"> • When the district is considering expulsion as a disciplinary alternative. 		
<ul style="list-style-type: none"> • When a student is expelled in compliance with ORS 339.250. 		
<ul style="list-style-type: none"> • When an emancipated minor, parent, or legal guardian applies for a student's exemption from compulsory attendance on a 		

NOTIFICATIONS OF LAW AND AVAILABLE PROGRAMS: OAR 581-022-1350(7)		
semiannual basis as provided in ORS 339.030(5).		
Consistent with OAR 581-021-0071(3), Notice Content, the notifications include at least the following:	C	IGBHC-AR
<ul style="list-style-type: none"> The student's action, which is the basis for consideration of alternative education. 		
<ul style="list-style-type: none"> A listing of alternative programs available to the student for which the district would provide financial support. The district is not obligated to provide financial support when the student is semi-annually exempted from compulsory attendance to attend community college or be lawfully employed. 		
<ul style="list-style-type: none"> The program is recommended for students based on their learning styles and needs. 		This is determined by the students' IEP team.
<ul style="list-style-type: none"> Procedures for enrolling the student in the recommended program. 		Procedures are listed on the COF referral packet
<ul style="list-style-type: none"> When the parent or guardian's language is other than English, the district provides notification in manner that the parent or guardian can understand. 		

Consistent with ORS 329.485 (6-7), if a student has not met or has exceeded all of the academic content standards, the school district makes additional services or alternative educational or public school options available to the student. If the student to whom additional services or alternative educational options have been made available does not meet or exceed the academic content standards within one year, the school district, with the consent of the parents, makes an appropriate placement, which may include an alternative education program or the transfer of the student to another public school in the district or to a public school in another district that agrees to accept the student. The district that receives the student shall be entitled to payment. (See ORS 329.485(7) for payment.)	C	IGBHA-AR
Consistent with OAR 581-021-0071(4), Methods, the district informs all parents or guardians of the law regarding alternative education and of the educational services available to students by such means as the student/parent handbook, notice in the local newspaper, or individual letter.	C	IGBHC
Consistent with OAR 581-021-0076, Notices to Exempted Students, when an exemption from compulsory attendance is granted to the parent or legal guardian of a child 16 or 17 years of age or an emancipated minor for lawful full-time employment, for full-time enrollment in a school, or for a combination of those, the district gives written notice of the alternative education program(s) available.	C	IGBHC

Indicators of Compliance for Use Above:

- Current district policies
- Minutes of school district board, education service district board, or other public meetings
- Publications, announcements to students, parents, guardians (e.g. handbooks, letters, newspaper announcements)
- Forms, formats, procedures for students, parents or guardians to request establishment of programs within the district

PARTICIPATION IN DEVELOPMENT: OAR 581-022-1350(6)		
The district provides opportunities for participation by educators, community members, and parents or guardians in the development of alternative education policies and procedures.	C	Will take place if new Alternative Education Sites are established

Indicators of Compliance for Use Above:

- Current district policies
- Minutes of school district board, education service district board, or other public meetings
- Publications, announcements to students, parents, guardians
- Forms, formats, procedures documenting opportunities for students, parents or guardians to participate in the development of district alternative education program policies

STATE SCHOOL FUND-CLAIMS AND PAYMENTS		
Consistent with ORS 336.635 (2) and OAR 581-022-1350(3), the alternative education program in which the student enrolls with the districts' approval notifies the student's resident district. It may bill the district for tuition. The billing is annually or at the end of each term or semester of the program. For each full-time equivalent student enrolled in the alternative education program, the school district pays the actual cost of the program or an amount at least equivalent to 80 percent of the district's estimated current year's average per student net operating expenditure, <u>whichever is lesser</u> . Each alternative education program is accountable for the expenditures of all State School Fund and other local school support moneys. It provides the school district with an annual statement of such expenditures.	C	Billing takes place monthly.
Each claim of state school funds is made consistent with OAR 581-023-0006, Student Accounting Records and State Reporting, and with the Oregon Student Personnel Accounting Manual.	NA	Staff Lists and ADM reporting is completed within state law requirements

STATE SCHOOL FUND-CLAIMS AND PAYMENTS		
Activities provided by each public or private alternative education program and claimed for state school funds, and the diploma credits allowed for those activities, are only those approved by the district consistent with OAR 581-023-0008, Accountable Activities for Alternative Education Programs. The allowable activities are listed in the contract with each private alternative program.		Diploma requirements do not apply
Students receiving online instruction are accounted for consistent with reporting guidelines published in the Oregon Student Personnel Accounting Manual.	NA	
State school funds for students in full and part-time alternative education programs are claimed consistent with the formulas described in Section 3.0, Student Measures, of the Oregon Student Personnel Accounting Manual.	C	Finance department documents

Indicators of Compliance for Use Above:

- ADM reports to the district from programs
- ADM reports from the district to the ODE
- Communications with Oregon Department of Education, School Finance

EDUCATION RECORDS AND REPORTS		
Consistent with OAR 581-023-0006(8), Private Alternative Programs, each contracted private alternative program is required to do the following:	C	
<ul style="list-style-type: none"> • Maintain records of school attendance, group sizes, and other information required by the contracting district. 	C	
<ul style="list-style-type: none"> • Report required school finance accounting information to the district at least twice yearly, once each for October 1 through December 31 and for ten days after the end of the school year. 	C	Records are maintained for 10 years within the private alternative education program and according to state law.

EDUCATION RECORDS AND REPORTS		
<ul style="list-style-type: none"> Retain student attendance records for at least two years. 	C	
The district maintains education records for each student in a public or private alternative education program consistent with OAR 581-022-1660(3) and with OAR 581-021-0210 through 581-021-0440.	C	Records are maintained according to state law.

Indicators of Compliance for Use Above:

- Reports to the district from the programs
- Records maintained by the programs and the district
- Assurances or on-site inspections for retentions of records

STUDENT LEVEL DATA REPORTING		
The district includes data for each student in a public or private alternative program in reports required by the ODE.	C	Student data reporting is the responsibility of the district

Comments/Notes/Next Steps:

Evaluator: Brian Megert

Evaluator email: brian.megert@springfield.k12.or.us

Program Contact Name: Jill Murray and Jenn Davis

Program Contact Phone: 541 321-0107

Program Contact Email: jill@coforegon.org, jenn@coforegon.org

Assessment Roster / Monitoring 2024-2025 SY					
Student Name	Grade Level	Assessment Name	Testing Window	Date completed	Opt Out
S.G	7th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13	N/A	N/A
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
E.J	6th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13	N/A	N/A
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
D.K.	7th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13	N/A	N/A
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
J.L.	5th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13		Opt Out
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
O.S.	3rd	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
H.S.	3rd	OR Extended ELA + Math (3-8)	4/1-6/13		Participating
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Participating
J.U.	7th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13	N/A	Opt Out
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
K.F.	Kindergarten	ELTC Family conversation			N/A
C.N.	5th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13		Opt Out
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
X.R.	5th	OR Extended ELA + Math (3-8)	4/1-6/13	completed 6-3-25	Participating
		Or Extended Science (5,8)	3/4-6/13	completed 6-3-25	Participating
		ORora	3/4-6/13	completed 6-3-25	Participating
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13	completed 6-3-25	Participating

Circle of Friends School
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Circle of Friends School
2024-2025

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Hiring Policies and Procedures

Hiring and developing great staff is very important to us! We believe having the very best people in front of students, regardless of their role, is the most important thing we do.

Equal Employment Opportunity

We're committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our work. We foster a workplace that respects each individual, seeks and values diverse perspectives, and ensures each employee can actively contribute to fulfilling the organization's mission. Equal employment opportunity and treatment shall be practiced by Circle of Friends School regardless of race, color, religion, gender, sexual orientation, national origin, marital status, age, veterans' status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

Criminal Records Checks and Fingerprinting

In a continuing effort to ensure the safety and welfare of students and staff, Circle of Friends School requires all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by Circle of Friends School, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting, as required by law.

An individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract. Circle of Friends School shall not begin the employment of a subject individual or terms of a contractor before the return and disposition of the required criminal records checks.

A subject individual who has been convicted of any crimes prohibiting employment or contract will be terminated and/or will not be employed or contracted. A subject individual, who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with Circle of Friends School as provided by law, will not be employed or contracted with Circle of Friends School. A subject individual who knowingly made a false Criminal History Records Check and fingerprinting statement as to the conviction of any crime, will not be employed or contracted with Circle of Friends School.

Fees associated with a criminal records check and/or fingerprinting may be charged. Circle of Friends School will provide reimbursement for any subject individual after acceptance of an offer of employment or contract.

Drug and Alcohol Free Workplace

Circle of Friends School shall make a good faith effort to continue to maintain a drug-free workplace. Violation of this policy, as outlined in the employee handbook, may result in discipline up to and including discharge and/or will not be employed or contracted.

As a condition of employment, employees must abide by this policy and inform Circle of Friends School within five days of any criminal drug conviction that occurred as a result of activities in the workplace. Circle of Friends School shall provide a drug-free awareness program during its annual in-service. The program shall include information about the dangers of drug abuse in the workplace, a copy of Circle of Friends School's policy and the availability of drug counseling, and/or rehabilitation from outside sources. The program shall also include the consequences of violating Circle of Friends School's policy.

Application

Any interested candidate will complete the application. It is recommended that candidates attach a current resume', letter of interest, and three (3) professional references. If the position requires a professional license, the applicant is strongly encouraged to attach a copy of all transcripts and license (if available). Official copies of transcripts and licenses will only be required if a candidate is offered a position. Paper documentation will be accepted, but not encouraged.

Selection Interview:

The applications are screened by building principals or supervisors to choose individuals for selection interviews. The principal/supervisor will review available candidate information (letter of interest, resume, professional references, application, transcripts, and/or professional license). Based on this information, the principal/supervisor will invite candidates for a selection-level interview. Depending on the number and quality of candidates, additional interviews may be necessary to identify the finalist(s) for recommendation. Candidates not selected for an interview will be notified.

Board of Directors Approval

Candidates recommended for employment by the Circle of Friends School Administrative team must be approved by the Board of Directors. A hiring decision is not official until the Board of Directors approves the recommendation at the next regularly scheduled Board meeting.

Completing the Process

Upon board of director approval, a member of the Circle of Friends School Administrative team will contact the selected candidate and make the offer of employment based on any conditions which may apply, e.g., criminal history, fingerprinting, etc. Circle of Friends School administrative assistant will schedule any required examinations with the applicant and will also schedule an intake interview with the applicant. In the

event that an applicant is disqualified, a member of the Circle of Friends School Administrative team will notify the applicant verbally and in writing. The Circle of Friends School Administrative office will confirm the offer of employment to the successful candidate following the candidate's meeting of the conditions of employment.

Candidates who are not selected for an interview will be notified by the Circle of Friends School Administrative office in writing of the outcome of the process. Each of the interviewed candidates will be notified by the Circle of Friends School Administrative office verbally and in writing of the outcome of the interview as soon after the interview as is practical, but not until the position has been accepted by the recommended applicant. Application material will be maintained in the Circle of Friends School Administrative office as required by the state archivist's administrative rules. The Circle of Friends School Administrative office will enter the basic employee information into the data processing system and establish the personnel file for the new employee. Circle of Friends School Administrative office will provide a list of new employees at each regular Board meeting

Employment Contingencies

Once an offer of employment has been made to an applicant, is responsible for the completion of all employment contingencies for each offered position. Failure to properly complete employment contingencies may result in the withdrawal of an employment offer or the loss of position with Circle of Friends School. Applicants who are unsuccessful in completing the employment contingencies will be notified.

Employment contingencies are monitored for completion by the Circle of Friends School office and include, but are not limited to:

1. Any newly hired individual, whether full-time or part-time, and not requiring licensure as a teacher, administrator, personnel specialist, or nurse, shall be required to undergo a nationwide criminal background check and fingerprinting. (Individuals applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a nationwide criminal background check and fingerprinting with TSPC.).

2. Completion of New Hire Orientation
3. Completion of new employment training which include but is not limited to prevention and identification of child abuse and neglect, communicable disease prevention and response, and emergency plans and safety programs.
4. Board approval, when applicable.
5. Provision of official transcripts, licensure, and or other certification(s) required for the position being offered.
6. Proof of vaccination status, or religious or medical exception documentation to Circle of Friends School.

Appendix

Applicant & Employment Tracking Form:

https://docs.google.com/spreadsheets/d/1c4oFZ9cEKEQiEe_LANdNgZxCkOkXH6toWebTL72HBXM/copy

Template for memo to an applicant not selected for interview:

<https://docs.google.com/document/d/1biDpku4CAzHEyvHfodTqUvABP0DXKBCUHx3YYp5HrMY/copy>

Template for letter to an applicant interviewed but not selected:

<https://docs.google.com/document/d/1FPLB3P6szsjcFxEcjvsRWR67uiJlthnNauEBqil1nLI/copy>

Template for memo confirming verbal offer of employment:

<https://docs.google.com/document/d/1Z9j56NJPtWxI9d7bv2DdmZRx0mYPh3ursjPpYvUS0GQ/copy>

Template for memo to disqualified candidates:

https://docs.google.com/document/d/1Fxoibb1s18_AkITX9KuYRtV2jheJpuFDmL4NvRE0sBE/copy

Template letter for offer of employment:

<https://docs.google.com/document/d/1U8SX4XgVHOzRIXDRX6URPvvhKW-thwXL/copy>

COMMERCIAL UMBRELLA POLICY DECLARATION

MEMBER NUMBER: 0067568

POLICY NO: 02-UB-0067568-01-03

ITEM 1: NAMED INSURED AND MAILING ADDRESS

Circle of Friends School
PO Box 2811
Eugene, OR 97402

PRODUCER AND MAILING ADDRESS

HUB International Northwest LLC
560 Country Club PKWY
Eugene, OR 97401

2586

ITEM 2: POLICY PERIOD: FROM **02/11/2025** TO **02/11/2026** AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

BUSINESS DESCRIPTION:

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

ITEM 3: UMBRELLA LIMITS OF INSURANCE	LIMITS	PREMIUM
a. Occurrence/Injury/Claim/Accident	\$1,000,000	\$450
1. Each Occurrence - COMMERCIAL GENERAL LIABILITY AND PRODUCTS COMPLETED OPERATIONS LIABILITY (included within limit a.)		
2. Each Injury - LIQUOR LIABILITY (Excluded)		
3. Each Claim - EMPLOYEE BENEFITS LIABILITY (included within limit a.)	EXCLUDED	
4. Each Accident - BUSINESS AUTO LIABILITY (included within limit a.)	EXCLUDED	
b. Each Claim - DIRECTORS & OFFICERS AND FIDUCIARY LIABILITY	\$1,000,000	\$185
c. Each Claim - EMPLOYMENT PRACTICES LIABILITY	EXCLUDED	
d. Each Claim - IMPROPER SEXUAL CONDUCT AND PHYSICAL ABUSE LIABILITY	\$1,000,000	\$350

02/16/2025

BY

Samuel C. Q.

(AUTHORIZED REPRESENTATIVE)

NOTICE: This Policy is issued by your risk retention group. Your risk retention group may not be subject to all the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your risk retention group.

NIA-DEC UB

DECLARATION

POLICY NO: 02-UB-0067568-01-03

INSURED: CIRCLE OF FRIENDS SCHOOL

EFFECTIVE DATE: 02/11/2025

PRODUCER: HUB INTERNATIONAL NORTHWEST
LLC

ITEM 3: UMBRELLA LIMITS OF INSURANCE	LIMITS	PREMIUM
e. Each Claim - SOCIAL SERVICE PROFESSIONAL LIABILITY	EXCLUDED	
f. Each Injury - EMPLOYERS LIABILITY	EXCLUDED	

AGGREGATE LIMITS		
g. General Aggregate COMMERCIAL GENERAL LIABILITY AND PRODUCTS COMPLETED OPERATIONS LIABILITY (included within limit g.) Each Injury - LIQUOR LIABILITY (Excluded) EMPLOYEE BENEFITS LIABILITY (included within limit g.)	\$1,000,000	\$450
1. BUSINESS AUTO LIABILITY (included within limit g.)	EXCLUDED	
h. DIRECTORS & OFFICERS AND FIDUCIARY LIABILITY	\$1,000,000	\$185
i. EMPLOYMENT PRACTICES LIABILITY	EXCLUDED	
j. IMPROPER SEXUAL CONDUCT AND PHYSICAL ABUSE LIABILITY	\$1,000,000	\$350
k. SOCIAL SERVICE PROFESSIONAL LIABILITY	EXCLUDED	
l. EMPLOYERS LIABILITY	EXCLUDED	

ITEM 4: PREMIUM	
TOTAL PREMIUM (excluding Terrorism coverage):	\$985

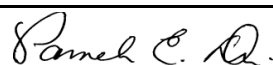
ITEM 5:	RETROACTIVE DATES - SEE SCHEDULE OF UNDERLYING INSURANCE	
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TOTAL TRANSACTION PREMIUM:

\$985

02/16/2025

BY



(AUTHORIZED REPRESENTATIVE)

NOTICE: This Policy is issued by your risk retention group. Your risk retention group may not be subject to all the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your risk retention group.

NIA-DEC UB

DECLARATION

POLICY NO: 02-UB-0067568-01-03

INSURED: CIRCLE OF FRIENDS SCHOOL

EFFECTIVE DATE: 02/11/2025

PRODUCER: HUB INTERNATIONAL NORTHWEST
LLC

SCHEDULE OF NAMED INSURED

APPLICABLE FORMS AND ENDORSEMENTS:

SEE FORM SCHEDULE(S) ATTACHED.

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS, IF ANY, ARE ISSUED TO FORM A PART THEREOF, AND COMPLETE THE ABOVE NUMBERED POLICY.

02/16/2025

BY



(AUTHORIZED REPRESENTATIVE)

NOTICE: This Policy is issued by your risk retention group. Your risk retention group may not be subject to all the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your risk retention group.

NIA-DEC UB

[illegible]

Environmental Health Inspection
For Child-Caring Agencies Licensed under Chapter 413 Division 215

Agency Name: Circle of Friends School	Date of Inspection: <input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal
Address (where children are housed and cared for): 116 N 6 th St Cottage Grove OR 97424	
Agency Director: Jennifer Davis/Liz Bruno	Age range: K-8
Telephone number: 541-674-3337	Capacity: 12
Fax number: —	Email: jenna@coforegn.org

Building Safety and Environmental Health	In comp	Not in comp	Comments
Garbage/solid waste method of disposal and storage is approved	x		W + F Janitor
Garbage/solid waste disposed of weekly or as necessary	x		
Sewage & liquid waste controlled & disposed of per D.E.Q. rules	x		
All tubs/showers/sinks/toilets clean and free from odors	x		
Hot water temperatures for hand washing/bathing does not exceed 120°Fahrenheit	x		114.3° max
Hot and cold running water are available at taps as appropriate	x		
Approved hand washing sink	x		
Hazardous materials (such as cleaning supplies, poisons, insecticides, and other hazardous materials) are properly handled and kept in locked storage	x		Behind locked doors
Adequate vector and pest control (including the use of pesticides and other chemical agents)	x		pointe pest control 1x/month
All floors, walls, ceilings, and equipment are clean and in good repair	x		
Grounds are free of litter and refuse	x		Nice and clean and organized.
Soiled linens & clothing are stored in an area separate from kitchen, dining area, clean linen, clothing, and non-refrigerated food	x		
Building is ventilated and free of excessive heat, condensation and obnoxious odors	x		central air
Food Services	In comp	Not in comp	Comments
Food is cooked, stored and served at proper temperatures	x		all students sent to school with lunch.
No foods from unapproved sources are served (e.g. raw milk, unpasteurized juice, uninspected meats)	x		
All food and drink utensils/dishes/silver are	x		

durable, nontoxic, and nonabsorbent and are washed/sanitized after each use	X		
All food and drink utensils are stored to prevent contamination	X		
All employees who handle food served to children must have a valid food handlers card	X		7 valid FHC
Recreational Assessment	In comp	Not in comp	Comments
Areas used for recreation (such as playground, swimming pool, or ball court) are free of hazardous conditions	X		REC room or a walk/roll around the block
Water System	In comp	Not in comp	Comments
Continuous supply of hot and cold water conveniently located throughout the building	X		
Water supply source: <u>city of CG</u> Test Date (if applicable) <u>n/a</u>	X		
Meets Public Health Division Standards for community and public water supply systems (OAR Chapter 333)			
Additional Concerns			

☒ **Approved** ☐ **Not Approved**

☐ **Approved for _____ days. Re-inspection required for final approval**

Return Form to: Department of Human Services Children's Care Licensing Program 201 High Street, Suite 500 Salem, OR 97301 503-373-2196	Environmental Specialist Signature <i>Zach Roberts</i>	Date 11/25/2020	Printed Name Zach Roberts, REHS
	Phone 541-521-0353	Email zach.roberts@laneconline.org	

Comments: (add sheets if needed)

SOUTH LANE COUNTY FIRE AND RESCUE

INSPECTION REPORT

CIRCLE OF FRIENDS SCHOOL, 116 N 6TH ST, BLDG 116 N 6TH, COTTAGE GROVE OR 97424



DETAILS

Inspection Date: 03/12/2025 | Inspection Type: State Licensing Inspection | Inspection Number: 357 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: DANNY SOLESBEE | Other Inspectors: N/A

VIOLATIONS AND COMPLIANCES

No Violations or Compliances selected to show for this inspection. Please reach out to the lead inspector for more details.
Resolved Violations: 0 | Passed Codes: 0 | Violations: 0 | N/A Codes: 0

NEXT INSPECTION DATE

03/13/2026

CONTACT SIGNATURE

Trevor monreal
Signed on: 03/13/2025 @ 10:02

A handwritten signature in black ink, appearing to be "Trevor monreal", written over a horizontal line.

INSPECTOR SIGNATURE

DANNY SOLESBEE
Signed on: 03/13/2025 @ 10:02

A handwritten signature in black ink, appearing to be "Danny Solesbee", written over a horizontal line.

QUESTIONS ABOUT YOUR INSPECTION?

DANNY SOLESBEE
DSOLESBEE@SOUTHLANEFIRE.ORG
No phone number available

SOUTH LANE COUNTY FIRE AND RESCUE

INSPECTION REPORT

CIRCLE OF FRIENDS SCHOOL, 116 N 6TH ST, BLDG 116 N 6TH, COTTAGE GROVE OR 97424



DETAILS

Inspection Date: 03/12/2025 | Inspection Type: State Licensing Inspection | Inspection Number: 354 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: DANNY SOLESBEE | Other Inspectors: N/A

VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 0 | Passed Codes: 0 | Violations: 2 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	1032.10 - Emergency lighting equipment inspection and testing.	<p>Emergency lighting shall be installed and maintained in accordance with the building code that was in effect at the time of construction and the applicable provisions in Section 1104. Emergency lighting shall be maintained in accordance with Section 109 and shall be inspected and tested in accordance with Sections 1032.10.1 and 1032.10.2.</p> <p>Location: Back door.</p> <p>Original Comment: Lighting did not activate during testing.</p>
FAIL	2810.10 - Portable fire extinguishers.	<p>Portable fire extinguishers shall be selected, installed and maintained in accordance with Section 906.</p> <p>Location: Both need annual inspection and service. 2 years out of compliance.</p>

REINSPECTION DATE

04/16/2025

CONTACT SIGNATURE

Trevor monreal
Signed on: 03/12/2025 @ 11:23



INSPECTOR SIGNATURE

DANNY SOLESBEE
Signed on: 03/12/2025 @ 11:24



QUESTIONS ABOUT YOUR INSPECTION?

DANNY SOLESBEE
DSOLESBEE@SOUTHLANEFIRE.ORG
No phone number available



Circle of Friends Master Schedule

September 2025

Overview

Circle of Friends School is committed to providing youth with complex disabilities a dynamic and holistic learning environment where they can be consistently engaged, appreciated, challenged, and championed.

In 2023, we launched our first educational program: a K-8 integrative classroom for youth with complex physical and communication needs associated with severe speech and orthopedic impairment.

- We seek to provide a **consistent, reliable, and secure environment** for youth that meets them at their current level of skill and abilities.. Our educational and specialist teams take into consideration the communicative, cognitive, vision, hearing, medical, and fine and gross motor needs of each student. We attend to specific sensory, motor, and cognitive experiences, and **devote ongoing attention to understanding every student's personal interests and subtle cues**. We are a strengths-based program.
- We work collaboratively with a team of specialists and encourage engagement from families to aid in developing **functional communication systems to expand a youth's ability to self-advocate, connect with others, and express themselves**. We see these skills as opening pathways to increased learning for both the present and into a rich, meaningful adulthood.
- We serve youth whose needs are medically compounded. By maintaining **flexibility in our program's schedule**, we allow for a youth's physical needs and delegated nutritional and health tasks to be integrated into the day without missing out on community and educational experiences.
- We conduct our learning with **ongoing attention to the physical and development needs of our youth**.
- We facilitate time for students to **connect with peers** and foster social and emotional learning. We are committed to a **holistic environment where youth experience belonging, authenticity, cooperation, mutuality, and contributing to a group**.
- Our multifaceted curriculum integrates this communication and mobility work into academics, life skills, social/emotional growth, and community activities. We deploy lessons with ongoing creativity and an eye to holistic development. The integration of physical and occupational therapies fosters youth autonomy, which in turn builds strength and resilience.

We find these methods encourage children to gain functional skill development that supports all stages of life, and keeps them at the center of their own experiences, their lives and our community.

Example of a Student Schedule

<i>Routine / Goal Focus / Individual Schedule</i>					
Arrival Activities: 8:20-9:00 am	*Sensory input / regulation: Swing, peanut ball	*Personal Hygiene	*Specialized Nursing Care - venting + GTube	*Social Communication [Greetings, Social Connection]	*Gross Motor-weight bearing Use of walker/pacer as tolerating
Mealtime: 9am + 12pm	*Adaptive skills: maintain regulation during mealtime	*Fine Motor skills- Grasping Pinching	*Oral Motor / Sensory-Desensitization *He is not yet tasting or eating any foods* SENSORY FOCUS ONLY	12:00: Venting + personal care	
Large Motor / Movement / Equipment Activities: 10:45- 11:55 am 1:20- 2:45 pm	*Equipment- Use of stander Use of Pacer/Walker	*Specialized Motor Program per our OT motor team -Sensory regulation: use of swing, therapy ball, joint compression	*Specialized Motor Program per our PT motor team -Weight bearing -Facilitated walking with adults		
Academics 10:45- 11:55am 1:20- 2:45pm	-Sensory regulation: use of swing, therapy ball, joint compression THEN Transition to seated work for short time durations	*Small group- -Turn taking with peer or teacher	*Small group- Remain in close proximity to peers & demonstrate safe behavior	*Individual work- -Yes/No & protest in a safe manner	*Individual work- When presented with two objects/items, will point or pick up item spoken by teacher
Departure Activities: 2:50-3:10 pm	*Specialized Nursing Care - venting + GTube	*Fine Motor-will hold and make marks or scribble	*Youth voice-Note home to family	*Youth voice-Sharing daily happenings on note home to family	

Circle of Friends Curricular Materials & Resources

ELA / Literacy:

K-8 approved curriculum:

- ❖ [Open Up Resources](#)
- ❖ [EL Education K-8](#)

Mathematics:

K-8 approved curriculum:

- ❖ [Open Up Resources K-5 Math](#)
- ❖ [Open Up Resources 6-8 Math](#)

Supplemental Curricular Materials and Resources:

ELA / Literacy:

Specially designed curriculum AND/OR instructional materials:

- ❖ [Comprehensive Literacy for All](#)
- ❖ [Shared Reading program / Tar Heel Reader:](#)

Classroom supports: <https://site.sharedreader.org/classroom-resources/>

- ❖ [Practically speaking](#)
- ❖ [Reading A to Z](#)
- ❖ [Edmark Reading Program, Levels 1 & 2](#)
- ❖ [Cooking to Learn: Reading & Writing Activities](#)

Science / Cooking:

- ❖ [Food Masters \(Grades 3-5\)](#)
- ❖ [Guides](#)

Mathematics: [Touch Math](#)

Specially designed curriculum / instructional materials:

Touch Math materials, manipulatives, assessments; money concepts

Adapted Physical Education:

- ❖ [Inclusive Games-Movement fun for everyone!](#) Susan Kasser
- ❖ [Book review](#)
- ❖ [Inclusive Games for kids](#)

Assistive Technology Resources:

- ❖ [OTAP](#)

Resources and Strategies to support youth with visual impairments:

- ❖ [Pathways to Literacy](#)

Perkins school for the blind:

- ❖ [Resources & Stories](#)
- ❖ [Tactile skills fact sheet](#)
- ❖ [Perkins Library](#)
- ❖ [eLearning Platform](#)

Hands on; [Functional Activities for Visually Impaired Preschoolers](#)

Music Together in Schools:

 **Music Together - Music Supports All Learning.pdf**

Other music resources and sources:

- ❖ [Music Therapist & Music Education resources](#)
- ❖ [Coast Music Therapy](#)

Student Health and Safety

- ❖ [Kid & Teen Safe](#)

Cross curricular:

- ❖ [MOVE curriculum, reference, and assessment profile](#)

CIRCLE OF FRIENDS

COTTAGE GROVE, OREGON

www.coforegon.org

****Organization Mission / Vision****

Circle of Friends was founded on one simple concept: youth with severe disabilities and challenges are just like anyone else – they deserve opportunities.

Through resources, support, training, and a community built on compassion, we're here to break the cycle of isolation for these individuals and the people who love them.

Program Basics + Who We Serve

Circle of Friends is a nonprofit organization that provides youth with physical disabilities and complex communication needs with family-friendly events and access to a lending library of adaptive toys. In addition, Circle of Friends provides an integrative K-8 program that specializes in supporting students who have been identified as having complex communication needs that require support through augmentative and alternative communication strategies, who have emerging skills in mobility and whose needs are medically compounded.

Eligibility Criteria

1. A youth/student who has emerging skills in mobility and requires the use of specialized equipment to sit, stand, walk and / or transition from these positions.
2. A youth/student must be identified as having complex communication needs that require support through augmentative and alternative communication (AAC) strategies. AAC encompasses a range of tools and methods designed to enhance communication for individuals with varying levels of verbal ability including those who are non-speaking or non-verbal.

Other considerations:

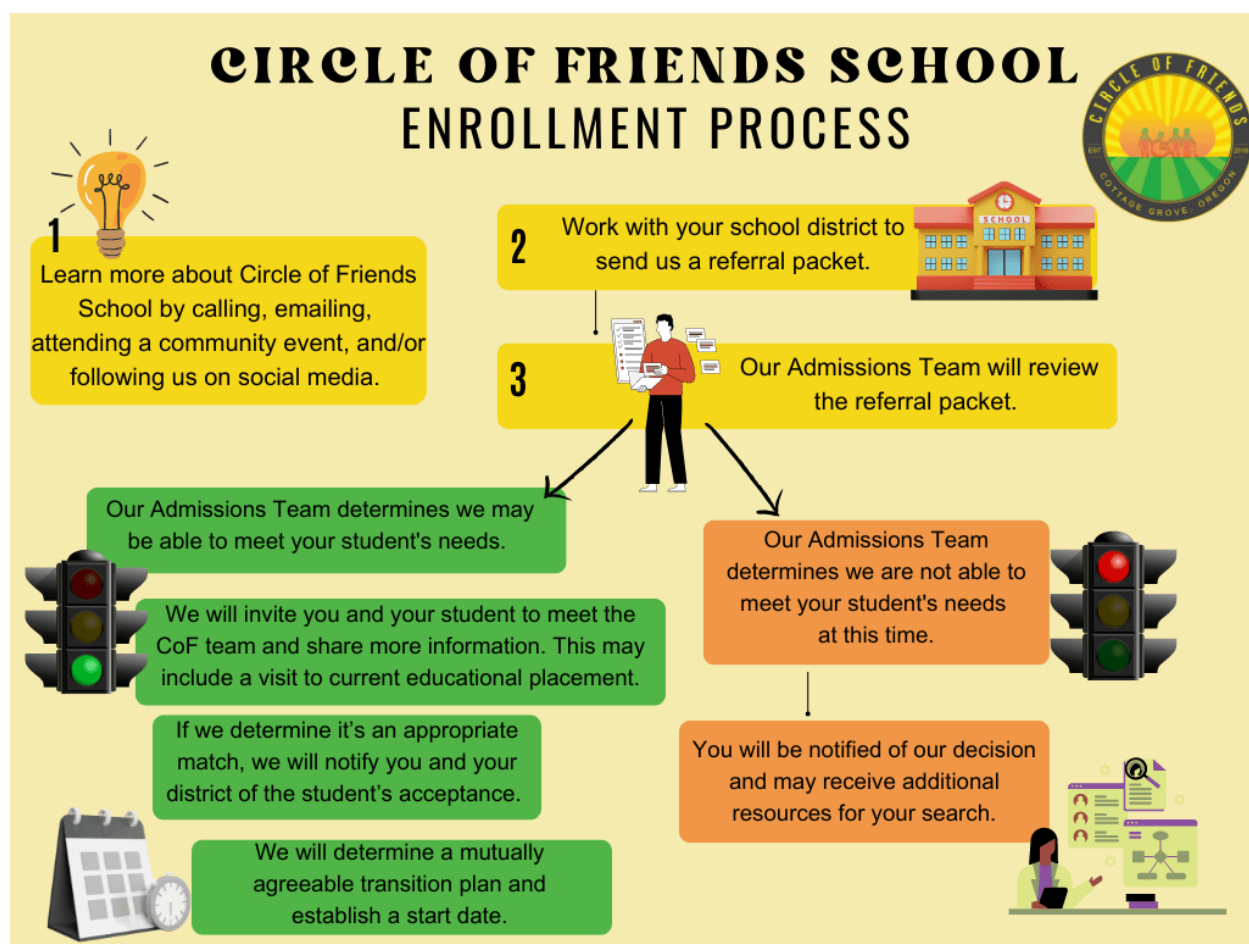
1. Can Circle of Friends School educational or nursing staff provide for the medical, health, safety, and physical care needs of the youth/student throughout their school day?
2. Does our educational program appropriately meet the learning needs of this youth/student without significantly altering our staffing ratios and physical setting?
3. Does the youth/student's family have a working relationship with their home school district?
4. Have the appropriate school district representatives been informed of an interest in seeking enrollment with Circle of Friends school?

Non-Discrimination Policy

Circle of Friends provides equal opportunity for every applicant and does not discriminate based on race, color, creed, religion, ethnicity, national origin, sex, gender identity, sexual orientation, disability, or socioeconomic status. We believe in the power of diversity and strive to create a welcoming environment for every student.

Enrollment Process:

1. **Initial Inquiry:** Contact our school to express your interest, ask questions, and receive detailed information about our application process.
2. **Submit Application/Referral Packet:** To apply, complete and submit the enrollment application in cooperation with your student's school team. You can invite Circle of Friends to IEP meetings and we provide your school with information prior to submission of your application. See our "Referral Packet How To" for details on what materials a family and school should send over.
3. **Assessment:** Our admissions team will notify parents once all documents have been received to review. We will review your application within one month, and may schedule an assessment to better understand your student's individual needs.
4. **Decision:** You will be informed of the enrollment decision and next steps. If more than a month is needed for our specialists to assess right fit, or not all information is current, CoF will notify you that more information or more time is needed.
5. **Enrollment Start Day Established:** Family and school will work collaboratively to ensure smooth transition into the school, with full consideration of student's needs.



CIRCLE OF FRIENDS

COTTAGE GROVE, OREGON

Referral Packet Checklist

This checklist is designed to help you identify documents to demonstrate your student's educational needs and other supports needed to allow our Admissions Committee to determine how these needs align with the specialized services Circle of Friends offers. Please contact Jenn Davis with any questions on documentation at jenn@coforegon.org.

Any current educational documents

- ☐ Individualized Education Plan (IEP) / Individualized Family Service Plans (IFSP)
- ☐ Statement of Eligibility
- ☐ Evaluation and Educational Reports
- ☐ Reports from specialists or related service providers, if applicable.

These reports could assist in the development of a youth's individual health plan or protocol.

- ☐ Nursing
- ☐ Speech / Language
- ☐ Augmentative and Alternative Communication
- ☐ Assistive Technology
- ☐ Occupational Therapist
- ☐ Physical Therapist
- ☐ Vision Specialists
- ☐ Teacher for the Deaf and Hard of Hearing
- ☐ Teacher for the Visually Impaired
- ☐ Behavior support specialists
- ☐ Other regional or support specialists

- ☐ Recent clinic or private provider notes or clinic reports, as helpful

Youth Individual Health plan, records, and protocols, if available.

Pertinent documents related to:

- ☐ Mobility
 - ☐ Special Equipment
 - ☐ Transfers
 - ☐ Level of Independence
- ☐ Physical health & Body systems (not all may be applicable)
 - ☐ Medical Condition / Diagnosis and Allergies
 - ☐ Neurological and Endocrine
 - ☐ Musculoskeletal, Integumentary (skin, hair, nail, glands)
 - ☐ Gastrointestinal, Nutrition
 - ☐ Feeding & Swallowing
 - ☐ Airway Management
 - ☐ Medication Administration
 - ☐ Personal Hygiene, Genitourinary (urinary + reproductive)
 - ☐ Delegated Nursing Tasks (GTube or other delegated nursing tasks)
 - ☐ Stamina, need for rest
- ☐ Communication (Aided and Unaided)
- ☐ Other supplemental information pertinent to youth

Family Information

- ☐ What is the current level of family engagement in developing youth's school plans and protocols in their current educational setting?
- ☐ Is the youth's family seeking higher level of engagement / involvement in developing their youth's school plans and protocols that is not able to be supported in their current educational setting?

Student Learning Plan



School year: 2024-2025

Student Learning Plan for [REDACTED]

Student Details

Name [REDACTED]
DOB 4-**-20**
Grade 5th grade
Teacher Jenn Davis
Date: 2-28-25
Resident [REDACTED] District case manager [REDACTED]
School [REDACTED]
district [REDACTED]

Circle of Friends (an alternative education program) must be annually approved by the student's resident district. Placement within Circle of Friends within the IEP process, then placement is a team based process and will be reviewed based on the annual cycle which may not match the annual school year timeline
**OAR 581-021-0072

Student Photo



Important Information

Eligibility (if relevant) Orthopedic Impairment & Other Health Impaired
School based Team Jenn Davis (Teacher)
Riki Unterseher (OT)
Rayne Houser (PT)
Libby Gillette (RN)
Sara Andrea (AAC Specialist)
Outside agencies involved Functional Foundations Pediatric Physical Therapy
Speak out services-Cortney Brummond

Student Strengths and Interest

[REDACTED] is a joyous young man who shows preference for watching his teachers and peers, motivated to watch the action in his school environment like a spectator. [REDACTED] seeks out opportunities to move his body whether seated, on the mat or walking with adult assistance. [REDACTED] shows a strong preference for exploring materials with his mouth and hands at midline. [REDACTED] finds the most enjoyment when he can move his body freely and explore sensory toys appropriate for oral exploration.
[REDACTED] is surrounded by a very dedicated and active family who prioritize his private therapeutic activities all while attending sporting events year round in their community.
[REDACTED] is a dedicated fan to his Creswell Bulldog family and fellow team members.

Support Needs

****Yearly Agreements:** Two stages of approval are required for a student to attend Circle of Friends each year. First, school districts must annually approve and evaluate Circle of Friends itself as an Alternative Education program they are going to use.
Second, approval for the individual student is an ongoing process that occurs as a collaboration between Circle of Friends, the contracting district and parent, guardian, or other responsible adults to establish the criteria in the student's education plan for determining if, how, when, and where the student may transition from the alternative education program. (Per OAR 581-021-0072)

Communication (*expressive/receptive etc*)

- [REDACTED] uses a single icon for his visual schedule (receptive)
- [REDACTED] has access to his eye gaze device that is personally owned. He is provided access during all seated activities. Recently a rolling AAC stand was sent in from home. Staff are receiving training on safe use
- [REDACTED] uses a light tech eye gaze board and will use this to make choices and to participate in daily academic activities
- [REDACTED] will use his body to take teachers to the location of his desire when walking in the classroom

Personal (*hygiene, food, medication etc*)

- [REDACTED] uses the toilet for all bathroom routines. We are tracking his use so that we can provide access during more successful times based on data collection. [REDACTED] goes through periods of consistent elimination and is still dependent on the use of briefs. He does experience frequent break through during his school day
- [REDACTED] has a feeding swallowing protocol and is fed by only trained feeders
- [REDACTED] has a water bolus and GTube protocol (which is utilized when he is not tolerating oral feeds)
- [REDACTED] has access to over the counter topical creams for his skin and GTube site.

Physical (*fine/gross motor, specialised equipment etc*)

- [REDACTED] uses a manual wheelchair to get to/from home to school using district transportation and when traveling longer distance at school
- [REDACTED] uses a grillo walker during school walks
- [REDACTED] uses an adaptive trike
- [REDACTED] needs adult assistance to participate in facilitated walks or classroom transitions.

Social/Emotional (*self awareness, social awareness etc*)

- [REDACTED] is very socially motivated and gravitates towards his teachers and peers.
- [REDACTED] will lean in, reach, or look toward the people in his school environment
- When [REDACTED] is happy, he will vocalize and smile. When he is experiencing distress, he will frown, vocalize, and cry.

Sensory (*noise, lighting etc*)

- [REDACTED] is motivated to chew and explore materials with his mouth
- [REDACTED] is tugging at his ears and increase his desire to chew when he is overstimulated.

Transitions (*between activities/classes etc*)

- [REDACTED] needs adult assistance to participate in facilitated walks or classroom transitions.

Individualized Education Annual Goals, Academic Content Standards & Core Curriculum

Goal LTO + STO:

[REDACTED] will participate in standing while holding onto grab bars for up to 10 minutes, with no more than contact guard assistance

What we currently see; Strategies and Adjustments

- I have been able to observe [REDACTED] stand at the grab bars with supervision and verbal cues while teachers work on donning and doffing his briefs in preparation for toileting. He usually needs to be primed with cues of how long he needs to stand for and then verbal counting to that time and occasional cues to not turn his whole body if he wants to look behind him, only his head. From my observations, it has not been 10 minutes, but probably at least 1 minute.

****Yearly Agreements:** Two stages of approval are required for a student to attend Circle of Friends each year. First, school districts must annually approve and evaluate Circle of Friends itself as an Alternative Education program they are going to use.

Second, approval for the individual student is an ongoing process that occurs as a collaboration between Circle of Friends, the contracting district and parent, guardian, or other responsible adults to establish the criteria in the student's education plan for determining if, how, when, and where the student may transition from the alternative education program. (Per OAR 581-021-0072)

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

Goal LTO + STO:

Walker use: take consistent steps to move forward for the distance of half our daily community walk

What we currently see; Strategies and Adjustments

- [redacted] walker has not been at school for a few months, so he has been unable to use it during daily walks.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

Goal LTO + STO:

Trike use: keep his hands on the bar and propel his feet in order to move the trike forward for half of the community walk

What we currently see; Strategies and Adjustments

- During the days I have been at the school, [redacted] has been doing more inside stander time during the community walk, so I am unsure how he has been progressing towards this goal. However, there is a note from 2/10 that [redacted] was able to keep his feet on the pedals and propel the trike with some prompting.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

Goal LTO + STO:

[redacted] will maintain a bench sit position with no more than 1 loss of balance for 15 minutes with no more than 2 cues needed for a calm body

What we currently see; Strategies and Adjustments

- I have not been able to observe [redacted] much on bench sitting, so I am not sure where his current status is or how much progress has been made towards this goal yet. However, there is a note from 12/20 that [redacted] sat on the bench at whole group with little to no prompting, but it did not disclose the amount of time.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

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Goal LTO + STO:

■ will maintain a tailor sit position for 10 minutes

What we currently see; Strategies and Adjustments

- With the use of a wedge to help improve the alignment of ■ pelvis, ■ is able to maintain a tailor sit position for approximately 3 minutes at a time before trying to straighten his legs out or return to a supine position on the floor.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

Goal LTO + STO:

Given a visual picture schedule used to transition from one activity to another within the school setting and an adult verbal cue to "check your schedule, go to X" ■ will look at the icon and then travel to the specified classroom location

What we currently see; Strategies and Adjustments

■ is currently using a single icon visual schedule when transitioning to each school routine. When shown by a teacher, we observe that ■ will reach and attempt to bring the book toward his face. When he is walking with teacher assistance, he will walk in the direction that he is motivated for. It is not yet consistent that ■ will walk toward the identified location after being shown an icon from his visual schedule.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

Goal LTO + STO:

Given a field of 4 photo icons and a verbal prompt that promotes social engagement with familiar people in his school and community settings, (ie: "who do you want to play with", "who do you want to talk with"), ■ will use his eye gaze to initiate social interactions with others.

What we currently see; Strategies and Adjustments

■ has a high-tech eye gaze device (acquired earlier this school year, personally owned) that is being modeled and supported by adult communication partners at school. Teachers are backwards chaining (talking through the navigational steps to get to the academic or social page of content) and then verbally prompting ■ to make a choice using his eyes. An example, when weather is a topic during morning meeting, ■ communication partner is navigating his system and saying, "All word list, then ■ what's the weather like today?" They are providing visual supports by highlighting the area of the screen where ■ can look ■ is looking at the screen and often activates a button and then staff comment on his selection such as "SNOWY? Oh I wish, how cool would that be? Looking outside, I see the sun, sunny"

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In addition to the high-tech eye gaze device, the classroom's using a light-tech eye gaze system. This year they've modeled and been working primarily on a field of two. For example, when it's time to greet a friend, staff will put on the board two pictures of friends at school for [REDACTED] to select who he would like to greet. (Reported by Sara Andrea)

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

Goal LTO + STO:

When walking with a teacher, maintaining a supportive position that allows [REDACTED] to see his environment, [REDACTED] will be a self advocate and answer an adult when asked "what do you want to do" by navigating to the desired location or activity of his selection and engage in the activity or materials of his choice with intention.

What we currently see; Strategies and Adjustments

When [REDACTED] is walking with teacher assistance, he will walk in the direction that he is motivated for and at times it doesn't take us to a destination that has function, such as walking into our lobby or toward the back door. Many times teachers are looking at cues and making assumptions of what [REDACTED] is wanting to engage with. [REDACTED] is most successful if the teacher provides him with the available choices and tells him which direction those materials are located.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

Goal LTO + STO:

[REDACTED] will actively participate in group activities (ie: calendar, literacy, functional academics, and special activity groups) by attending to the instructional materials (orienting to, reaching, manipulating), follow simple instructions to complete the learning task (put on, take off, pull off, put in), and interact with peers for 2 exchanges (peer initiates, [REDACTED] responds, peer initiates, [REDACTED] responds)

What we currently see; Strategies and Adjustments

[REDACTED] is continuing to work on using instructional materials with purpose and functionally [REDACTED] is motivated to explore the materials with his mouth or when they are in his grasp, he will bring them close to his face. [REDACTED] requires maximum adult support and prompts to engage with the materials in a functional way. It is also observed that when [REDACTED] arm is extended away from his body, he will lean in with an open mouth to gain access to the materials that are at eye level.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

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Goal LTO + STO:

■ will work cooperatively (perform simple actions that contribute to the activity) with a peer to play a simple small group game

What we currently see; Strategies and Adjustments

■ is working on cooperative play with other during a simple group game. When materials are provided to ■ he will grasp them and appears motivated to explore the materials with his mouth or when they are in his grasp, he will bring them close to his face.

■ requires maximum adult support and prompts to engage in a small group game in a functional way. It is also observed that when ■ arm is extended away from his body, he will lean in with an open mouth to gain access to the materials that are at eye level.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

Goal LTO + STO:

■ will expand vocabulary identification for objects or icons (2D representation of objects) by looking at named icon or object.

What we currently see; Strategies and Adjustments

■ is working on looking at the icon or object that is named by a teacher. ■ shows a strong preference to look at people and is motivated to look at his food items during mealtimes. When provided with choices during play or when asked to choose materials during fine motor activities, he will begin by looking at the person assisting him. When the teacher's face is blocked by a bi-fold eye gaze board and materials are placed against this, ■ will look toward his selected choice. He is not yet looking toward the named icon or the object.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

Goal LTO + STO:

■ will answer questions, make requests, and participate in social exchanges.

What we currently see; Strategies and Adjustments

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■ has begun to use a high tech eye gaze system with dynamic display. The amount of vocabulary has been evolving and growing. When an adult navigates to the page that is appropriate for the situation, ■ will look at his desired choice. When an adult's face is near the eye gaze, ■ will divert his attention to the person. When the person is out of sight and the eye gaze is available, ■ will look toward the communication device. ■ has been communicating to make requests, some of them are appropriate to the context of the situation and sometimes they are off topic. ■ is inconsistently using it to answer questions and participate in social exchanges.

Evidence to show that goals have been achieved (date and sign each observation)

This goal has not yet been achieved. The student is making active progress on this learning goal daily and teacher observation and data collection is gathered weekly.

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Hello and welcome to your Safe Schools training schedule. Here is the information you will need to get started:


URL: <https://circleoffriendsschool-or.safeschools.com>


Username: your cof email address (____@circleoffriendsschool.org or _____@coforegon.org)

Password: 123456

Please respond to this email if you have been able to successfully log in and are able to see the list of mandatory training that I have assigned you.


Training Plans

**Bloodborne Pathogen Exposure Prevention**
Full Course

Mandatory Training ▾ 

**Child Abuse: Mandatory Reporting**
Full Course (Oregon)


Mandatory Training ▾

**Concussion Awareness: Athletics**
Full Course


Mandatory Training ▾

**FERPA: Confidentiality of Records**
Full Course

Mandatory Training ▾

**Health Emergencies: Life-Threatening Allergies**
Full Course

Mandatory Training ▾

**Integrated Pest Management**
Full Course (Oregon)

Training Plans



Medication Administration Basics

Full Course (Oregon)

Mandatory Training ▾



Medication Administration: Diastat

Full Course

Mandatory Training ▾



Medication Administration: Epinephrine Auto-Injectors

Full Course

Mandatory Training ▾



Medication Administration: Glucagon

Full Course

Mandatory Training ▾



Medication Administration: Naloxone

Full Course

Mandatory Training ▾

Training Plans



Responding to Bullying (K12 Teachers and Staff)

Full Course

Mandatory Training ▾



Sexual Conduct: Staff-to-Student

Full Course (Oregon)

Mandatory Training ▾



Sexual Misconduct: Staff-to-Student

Full Course (Oregon)

Mandatory Training ▾



Steroid and PED Awareness

Full Course (Oregon)

Mandatory Training ▾

Food Handlers training (valid for 3 years)

[Oregon Food Handlers Card](#) Testing

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Documents/fhmanual.pdf>

In person Nurse training

1. AED
2. Individual Student Seizure review + Diastat
3. Epi Pen (staff with food allergies)
4. Student specific medication administration training (as needed)

5. Documentation and Medication Administration records
6. Hygiene, handwashing, and glove use

Circle of Friends School

Statement of Activity

January - December 2024

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Revenue						
Contributions & Support (Unrestricted)						
Corporate Contributions		135.27	1,500.00			1,500.00
Foundation Grants	75.00			40,000.00		43,000.00
Individual Contributions	435.00	2,570.00	4,828.00	6,195.00	16,495.00	7,034.11
Total Contributions & Support (Unrestricted)	\$ 510.00	\$ 2,705.27	\$ 6,328.00	\$ 46,195.00	\$ 16,495.00	\$ 51,534.11
Services						
Staff Planning & Delegation		665.00	525.00	595.00	315.00	
Tuition Revenue	32,340.00	32,340.00	32,340.00	32,340.00	32,340.00	32,340.00
Total Services	\$ 32,340.00	\$ 33,005.00	\$ 32,865.00	\$ 32,935.00	\$ 32,655.00	\$ 32,340.00
Uncategorized Income						
Total Revenue	\$ 32,850.00	\$ 35,710.27	\$ 39,193.00	\$ 79,130.00	\$ 49,150.00	\$ 83,874.11
Gross Profit	\$ 32,850.00	\$ 35,710.27	\$ 39,193.00	\$ 79,130.00	\$ 49,150.00	\$ 83,874.11
Expenditures						
Charitable Contributions				1,000.00		
Facilities						
Inspection Fees						678.00
Janitorial	210.00	240.00	210.00	195.00	180.00	225.00
Rent & Lease	3,250.00	3,250.00	3,250.00	3,250.00	3,250.00	3,340.00
Repairs & Maintenance	130.00			130.00		90.00
Utilities	604.51	604.58	1,158.93	351.37	376.57	421.78
Total Facilities	\$ 4,194.51	\$ 4,094.58	\$ 4,618.93	\$ 3,926.37	\$ 3,806.57	\$ 4,754.78
General & Administrative						
Bank Service Fees	45.95	5.95	-2.05	21.55	6.64	6.55
Bookkeeping					400.00	200.00
Continuing Education						
Dues & Subscriptions			250.00	179.00		
Filing Fees					418.85	
General Supplies & Printing	50.11					
Insurance		690.11	247.00	418.43	1,299.68	418.43
Legal & Professional Services			390.00			
Office Furniture & Equipment		214.99	532.00			
Office Supplies & Software	533.09	658.06	404.66	636.55	479.57	1,408.77
Stripe Fees	17.01	79.68	120.08	91.50	288.65	199.53
Taxes & Licenses						
Total General & Administrative	\$ 646.16	\$ 1,648.79	\$ 1,941.69	\$ 1,347.03	\$ 2,893.39	\$ 2,233.28
Marketing & Development						
Development Expenses	904.00		585.00	3,290.00	1,520.00	810.00
Outreach					1,175.00	
Total Marketing & Development	\$ 904.00	\$ 0.00	\$ 585.00	\$ 3,290.00	\$ 2,695.00	\$ 810.00

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Office/General Administrative Expenditures		0.00				
Operational Expenses						
Camp Expenses						
Event Equipment						
Job Supplies						
Meals & Entertainment				150.00		
Room Rental Fees						
Total Camp Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	\$ 0.00	\$ 0.00
School Expenses						
Classroom Lunches - Food	181.94	99.73		183.24	327.58	
Classroom Lunches - Supplies	151.17	18.97	90.93		130.11	193.97
Classroom Software						682.50
Cleaning Supplies	150.86	837.43	344.24		526.95	29.99
Curriculum Expenses	288.33	332.39	148.31	148.31	153.02	148.31
Employee Morale						
Misc. School Expenses	727.65	862.24			110.89	141.70
Misc. School Supplies	358.40	155.38	322.54	466.88	165.43	15.48
OT Supplies	59.95				56.99	
PPE & First Aid Supplies	152.90	259.97	88.84		964.74	47.45
School Tools		635.96	109.91			
Staff Training Meals	165.60	59.94	141.72	187.89		131.94
Student Transportation				1,950.00		2,300.00
Total School Expenses	\$ 2,236.80	\$ 3,262.01	\$ 1,246.49	\$ 2,936.32	\$ 2,435.71	\$ 3,691.34
Total Operational Expenses	\$ 2,236.80	\$ 3,262.01	\$ 1,246.49	\$ 3,086.32	\$ 2,435.71	\$ 3,691.34
Personnel						
Cell Phone Stipend						
Contractors	6,081.19	8,158.24	5,064.12	9,917.80	9,792.86	7,227.80
Health Insurance	1,551.34	2,230.07	2,230.07	2,864.30	2,864.30	2,536.92
Payroll Processing Fees	169.69	150.37	103.37	131.27	167.78	182.29
Payroll Tax Expenses	1,799.11	1,988.04	1,946.53	2,074.17	2,354.90	2,348.75
Recruiting		20.00		175.00	144.50	2,076.28
Retirement Benefits	474.16	474.16	474.16	474.16	474.16	474.16
Salaries & Wages	18,126.40	20,032.67	19,514.16	19,548.19	22,944.77	22,877.92
Workers Comp	241.68		139.78			
Total Personnel	\$ 28,443.57	\$ 33,053.55	\$ 29,472.19	\$ 35,184.89	\$ 38,743.27	\$ 37,724.12
Total Expenditures	\$ 36,425.04	\$ 42,058.93	\$ 37,864.30	\$ 47,834.61	\$ 50,573.94	\$ 49,213.52
Net Operating Revenue	-\$ 3,575.04	-\$ 6,348.66	\$ 1,328.70	\$ 31,295.39	-\$ 1,423.94	\$ 34,660.59
Other Revenue						
Interest Income	1.10	1.05	1.15	1.13	1.46	1.37
Total Other Revenue	\$ 1.10	\$ 1.05	\$ 1.15	\$ 1.13	\$ 1.46	\$ 1.37
Other Expenditures						
Depreciation Expense	2,930.45	3,011.84	3,011.84	3,011.84	3,011.84	3,011.84
Total Other Expenditures	\$ 2,930.45	\$ 3,011.84	\$ 3,011.84	\$ 3,011.84	\$ 3,011.84	\$ 3,011.84
Net Other Revenue	-\$ 2,929.35	-\$ 3,010.79	-\$ 3,010.69	-\$ 3,010.71	-\$ 3,010.38	-\$ 3,010.47
Net Revenue	-\$ 6,504.39	-\$ 9,359.45	-\$ 1,681.99	\$ 28,284.68	-\$ 4,434.32	\$ 31,650.12

Circle of Friends School

Statement of Activity

January - December 2024

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total
Revenue							
Contributions & Support (Unrestricted)							0.00
Corporate Contributions			1,000.00				4,135.27
Foundation Grants					50,000.00		133,075.00
Individual Contributions	10,255.00	505.00	866.00	505.00	3,674.18	20,413.23	73,775.52
Total Contributions & Support (Unrestricted)	\$ 10,255.00	\$ 505.00	\$ 1,866.00	\$ 505.00	\$ 53,674.18	\$ 20,413.23	\$ 210,985.79
Services							0.00
Staff Planning & Delegation							2,100.00
Tuition Revenue		15,030.00	49,975.00	53,310.00	52,020.00	52,020.00	416,395.00
Total Services	\$ 0.00	\$ 15,030.00	\$ 49,975.00	\$ 53,310.00	\$ 52,020.00	\$ 52,020.00	\$ 418,495.00
Uncategorized Income				39.00			39.00
Total Revenue	\$ 10,255.00	\$ 15,535.00	\$ 51,841.00	\$ 53,854.00	\$ 105,694.18	\$ 72,433.23	\$ 629,519.79
Gross Profit	\$ 10,255.00	\$ 15,535.00	\$ 51,841.00	\$ 53,854.00	\$ 105,694.18	\$ 72,433.23	\$ 629,519.79
Expenditures							
Charitable Contributions							1,000.00
Facilities							0.00
Inspection Fees				245.00			923.00
Janitorial	105.00	2,420.00	440.00	3,520.00	880.00	2,200.00	10,825.00
Rent & Lease	3,340.00	3,340.00	4,340.00	3,340.00	4,340.00	3,840.00	42,130.00
Repairs & Maintenance	90.00	111.00	90.00	90.00	90.00	201.00	1,022.00
Utilities	808.65	407.63	359.68	472.55	342.15	524.07	6,432.47
Total Facilities	\$ 4,343.65	\$ 6,278.63	\$ 5,229.68	\$ 7,667.55	\$ 5,652.15	\$ 6,765.07	\$ 61,332.47
General & Administrative							0.00
Bank Service Fees	6.55	6.55	41.55	6.55	6.55	40.95	193.29
Bookkeeping	200.00	200.00		200.00	200.00	207.98	1,607.98
Continuing Education				350.00			350.00
Dues & Subscriptions	260.00		139.50	160.00			988.50
Filing Fees							418.85
General Supplies & Printing		9.94	163.36	104.55	72.88	104.83	505.67
Insurance	418.43	418.43	418.43	418.43	418.43	418.43	5,584.23
Legal & Professional Services				2,820.55		170.00	3,380.55
Office Furniture & Equipment		499.97	108.99	1,703.00			3,058.95
Office Supplies & Software	640.03	537.95	807.43	466.84	450.07	440.20	7,463.22
Stripe Fees	0.48	0.48	20.01	0.48	179.50	82.59	1,079.99
Taxes & Licenses		10.00			10.00	5.00	25.00
Total General & Administrative	\$ 1,525.49	\$ 1,683.32	\$ 1,699.27	\$ 6,230.40	\$ 1,337.43	\$ 1,469.98	\$ 24,656.23
Marketing & Development							0.00
Development Expenses	2,722.25	4,160.75	7,022.50			2,577.00	23,591.50
Outreach	390.00			219.29	751.87		2,536.16
Total Marketing & Development	\$ 3,112.25	\$ 4,160.75	\$ 7,022.50	\$ 219.29	\$ 751.87	\$ 2,577.00	\$ 26,127.66

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Total
Office/General Administrative Expenditures							0.00
Operational Expenses							0.00
Camp Expenses							0.00
Event Equipment		231.53					231.53
Job Supplies	1,562.97	20.00					1,582.97
Meals & Entertainment	86.11						236.11
Room Rental Fees		600.00					600.00
Total Camp Expenses	\$ 1,649.08	\$ 851.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,650.61
School Expenses							0.00
Classroom Lunches - Food	132.18		8.98	15.98		20.18	969.81
Classroom Lunches - Supplies		67.85	17.84	17.84	11.12	39.98	739.78
Classroom Software		199.00					881.50
Cleaning Supplies	90.35	115.31	292.30	194.33	278.63	225.09	3,085.48
Curriculum Expenses	148.31	323.30	148.31	148.31	148.31	161.71	2,296.92
Employee Morale						553.55	553.55
Misc. School Expenses		75.52	284.52	757.42	1,072.56	665.62	4,698.12
Misc. School Supplies	15.99	116.17	303.18	277.58	366.15	386.74	2,949.92
OT Supplies				135.46	335.71		588.11
PPE & First Aid Supplies	96.05	145.29	202.54	326.42	442.73	201.19	2,928.12
School Tools							745.87
Staff Training Meals		277.12		166.17	301.36	217.24	1,648.98
Student Transportation	-1,950.00	2,175.00					4,475.00
Total School Expenses	-\$ 1,467.12	\$ 3,494.56	\$ 1,257.67	\$ 2,039.51	\$ 2,956.57	\$ 2,471.30	\$ 26,561.16
Total Operational Expenses	\$ 181.96	\$ 4,346.09	\$ 1,257.67	\$ 2,039.51	\$ 2,956.57	\$ 2,471.30	\$ 29,211.77
Personnel							0.00
Cell Phone Stipend	50.00	50.00	50.00	50.00		50.00	250.00
Contractors	6,857.50	5,246.20	12,036.17	7,027.54	5,156.80	5,240.11	87,806.33
Health Insurance	4,003.91	4,855.99	4,218.55	3,871.22	4,774.40	5,096.05	41,097.12
Payroll Processing Fees	128.71	330.30	171.18	684.37	148.14	139.06	2,506.53
Payroll Tax Expenses	2,080.26	1,697.16	4,269.12	4,535.14	4,637.77	4,353.54	34,084.49
Recruiting	1,047.62	78.50	66.00	198.00			3,805.90
Retirement Benefits	500.00	500.00	500.00	500.00		500.00	5,344.96
Salaries & Wages	20,316.94	16,544.13	43,835.59	46,586.94	46,213.81	38,889.00	335,430.52
Workers Comp							381.46
Total Personnel	\$ 34,984.94	\$ 29,302.28	\$ 65,146.61	\$ 63,453.21	\$ 60,930.92	\$ 54,267.76	\$ 510,707.31
Total Expenditures	\$ 44,148.29	\$ 45,771.07	\$ 80,355.73	\$ 79,609.96	\$ 71,628.94	\$ 67,551.11	\$ 653,035.44
Net Operating Revenue	-\$ 33,893.29	-\$ 30,236.07	-\$ 28,514.73	-\$ 25,755.96	\$ 34,065.24	\$ 4,882.12	-\$ 23,515.65
Other Revenue							
Interest Income	1.61	1.36	1.09	0.84	0.61	0.92	13.69
Total Other Revenue	\$ 1.61	\$ 1.36	\$ 1.09	\$ 0.84	\$ 0.61	\$ 0.92	\$ 13.69
Other Expenditures							
Depreciation Expense	3,067.33	3,067.33	3,067.33	3,067.33	3,133.48	3,133.48	36,525.93
Total Other Expenditures	\$ 3,067.33	\$ 3,067.33	\$ 3,067.33	\$ 3,067.33	\$ 3,133.48	\$ 3,133.48	\$ 36,525.93
Net Other Revenue	-\$ 3,065.72	-\$ 3,065.97	-\$ 3,066.24	-\$ 3,066.49	-\$ 3,132.87	-\$ 3,132.56	-\$ 36,512.24
Net Revenue	-\$ 36,959.01	-\$ 33,302.04	-\$ 31,580.97	-\$ 28,822.45	\$ 30,932.37	\$ 1,749.56	-\$ 60,027.89

Assessment Roster / Monitoring 2024-2025 SY					
Student Name	Grade Level	Assessment Name	Testing Window	Date completed	Opt Out
S.G	7th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13	N/A	N/A
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
E.J	6th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13	N/A	N/A
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
D.K.	7th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13	N/A	N/A
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
J.L.	5th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13		Opt Out
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
O.S.	3rd	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
H.S.	3rd	OR Extended ELA + Math (3-8)	4/1-6/13		Participating
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Participating
J.U.	7th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13	N/A	Opt Out
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
K.F.	Kindergarten	ELTC Family conversation			N/A
C.N.	5th	OR Extended ELA + Math (3-8)	4/1-6/13		Opt Out
		Or Extended Science (5,8)	3/4-6/13		Opt Out
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13		Opt Out
X.R.	5th	OR Extended ELA + Math (3-8)	4/1-6/13	completed 6-3-25	Participating
		Or Extended Science (5,8)	3/4-6/13	completed 6-3-25	Participating
		ORora	3/4-6/13	completed 6-3-25	Participating
		Alt Student Education Equity Development Survey (SEED)	2/4-6/13	completed 6-3-25	Participating

Circle of Friends School
2024-2025

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Circle of Friends School
2024-2025

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Hiring Policies and Procedures

Hiring and developing great staff is very important to us! We believe having the very best people in front of students, regardless of their role, is the most important thing we do.

Equal Employment Opportunity

We're committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our work. We foster a workplace that respects each individual, seeks and values diverse perspectives, and ensures each employee can actively contribute to fulfilling the organization's mission. Equal employment opportunity and treatment shall be practiced by Circle of Friends School regardless of race, color, religion, gender, sexual orientation, national origin, marital status, age, veterans' status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

Criminal Records Checks and Fingerprinting

In a continuing effort to ensure the safety and welfare of students and staff, Circle of Friends School requires all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by Circle of Friends School, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting, as required by law.

An individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract. Circle of Friends School shall not begin the employment of a subject individual or terms of a contractor before the return and disposition of the required criminal records checks.

A subject individual who has been convicted of any crimes prohibiting employment or contract will be terminated and/or will not be employed or contracted. A subject individual, who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with Circle of Friends School as provided by law, will not be employed or contracted with Circle of Friends School. A subject individual who knowingly made a false Criminal History Records Check and fingerprinting statement as to the conviction of any crime, will not be employed or contracted with Circle of Friends School.

Fees associated with a criminal records check and/or fingerprinting may be charged. Circle of Friends School will provide reimbursement for any subject individual after acceptance of an offer of employment or contract.

Drug and Alcohol Free Workplace

Circle of Friends School shall make a good faith effort to continue to maintain a drug-free workplace. Violation of this policy, as outlined in the employee handbook, may result in discipline up to and including discharge and/or will not be employed or contracted.

As a condition of employment, employees must abide by this policy and inform Circle of Friends School within five days of any criminal drug conviction that occurred as a result of activities in the workplace. Circle of Friends School shall provide a drug-free awareness program during its annual in-service. The program shall include information about the dangers of drug abuse in the workplace, a copy of Circle of Friends School's policy and the availability of drug counseling, and/or rehabilitation from outside sources. The program shall also include the consequences of violating Circle of Friends School's policy.

Application

Any interested candidate will complete the application. It is recommended that candidates attach a current resume', letter of interest, and three (3) professional references. If the position requires a professional license, the applicant is strongly encouraged to attach a copy of all transcripts and license (if available). Official copies of transcripts and licenses will only be required if a candidate is offered a position. Paper documentation will be accepted, but not encouraged.

Selection Interview:

The applications are screened by building principals or supervisors to choose individuals for selection interviews. The principal/supervisor will review available candidate information (letter of interest, resume, professional references, application, transcripts, and/or professional license). Based on this information, the principal/supervisor will invite candidates for a selection-level interview. Depending on the number and quality of candidates, additional interviews may be necessary to identify the finalist(s) for recommendation. Candidates not selected for an interview will be notified.

Board of Directors Approval

Candidates recommended for employment by the Circle of Friends School Administrative team must be approved by the Board of Directors. A hiring decision is not official until the Board of Directors approves the recommendation at the next regularly scheduled Board meeting.

Completing the Process

Upon board of director approval, a member of the Circle of Friends School Administrative team will contact the selected candidate and make the offer of employment based on any conditions which may apply, e.g., criminal history, fingerprinting, etc. Circle of Friends School administrative assistant will schedule any required examinations with the applicant and will also schedule an intake interview with the applicant. In the

event that an applicant is disqualified, a member of the Circle of Friends School Administrative team will notify the applicant verbally and in writing. The Circle of Friends School Administrative office will confirm the offer of employment to the successful candidate following the candidate's meeting of the conditions of employment.

Candidates who are not selected for an interview will be notified by the Circle of Friends School Administrative office in writing of the outcome of the process. Each of the interviewed candidates will be notified by the Circle of Friends School Administrative office verbally and in writing of the outcome of the interview as soon after the interview as is practical, but not until the position has been accepted by the recommended applicant. Application material will be maintained in the Circle of Friends School Administrative office as required by the state archivist's administrative rules. The Circle of Friends School Administrative office will enter the basic employee information into the data processing system and establish the personnel file for the new employee. Circle of Friends School Administrative office will provide a list of new employees at each regular Board meeting

Employment Contingencies

Once an offer of employment has been made to an applicant, is responsible for the completion of all employment contingencies for each offered position. Failure to properly complete employment contingencies may result in the withdrawal of an employment offer or the loss of position with Circle of Friends School. Applicants who are unsuccessful in completing the employment contingencies will be notified.

Employment contingencies are monitored for completion by the Circle of Friends School office and include, but are not limited to:

1. Any newly hired individual, whether full-time or part-time, and not requiring licensure as a teacher, administrator, personnel specialist, or nurse, shall be required to undergo a nationwide criminal background check and fingerprinting. (Individuals applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a nationwide criminal background check and fingerprinting with TSPC.).

2. Completion of New Hire Orientation
3. Completion of new employment training which include but is not limited to prevention and identification of child abuse and neglect, communicable disease prevention and response, and emergency plans and safety programs.
4. Board approval, when applicable.
5. Provision of official transcripts, licensure, and or other certification(s) required for the position being offered.
6. Proof of vaccination status, or religious or medical exception documentation to Circle of Friends School.

Appendix

Applicant & Employment Tracking Form:

https://docs.google.com/spreadsheets/d/1c4oFZ9cEKEQiEe_LANdNgZxCkOkXH6toWebTL72HBXM/copy

Template for memo to an applicant not selected for interview:

<https://docs.google.com/document/d/1biDpku4CAzHEyvHfodTqUvABP0DXKBCUHx3YYp5HrMY/copy>

Template for letter to an applicant interviewed but not selected:

<https://docs.google.com/document/d/1FPLB3P6szsjcFxEcjvsRWR67uiJlthnNauEBqil1nLI/copy>

Template for memo confirming verbal offer of employment:

<https://docs.google.com/document/d/1Z9j56NJPtWxI9d7bv2DdmZRx0mYPh3ursjPpYvUS0GQ/copy>

Template for memo to disqualified candidates:

https://docs.google.com/document/d/1Fxoibb1s18_AkITX9KuYRtV2jheJpuFDmL4NvRE0sBE/copy

Template letter for offer of employment:

<https://docs.google.com/document/d/1U8SX4XgVHOzRIXDRX6URPvvhKW-thwXL/copy>

COMMERCIAL UMBRELLA POLICY DECLARATION

MEMBER NUMBER: 0067568

POLICY NO: 02-UB-0067568-01-03

ITEM 1: NAMED INSURED AND MAILING ADDRESS

Circle of Friends School
PO Box 2811
Eugene, OR 97402

PRODUCER AND MAILING ADDRESS

HUB International Northwest LLC
560 Country Club PKWY
Eugene, OR 97401

2586

ITEM 2: POLICY PERIOD: FROM **02/11/2025** TO **02/11/2026** AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

BUSINESS DESCRIPTION:

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

ITEM 3: UMBRELLA LIMITS OF INSURANCE	LIMITS	PREMIUM
a. Occurrence/Injury/Claim/Accident	\$1,000,000	\$450
1. Each Occurrence - COMMERCIAL GENERAL LIABILITY AND PRODUCTS COMPLETED OPERATIONS LIABILITY (included within limit a.)		
2. Each Injury - LIQUOR LIABILITY (Excluded)		
3. Each Claim - EMPLOYEE BENEFITS LIABILITY (included within limit a.)	EXCLUDED	
4. Each Accident - BUSINESS AUTO LIABILITY (included within limit a.)	EXCLUDED	
b. Each Claim - DIRECTORS & OFFICERS AND FIDUCIARY LIABILITY	\$1,000,000	\$185
c. Each Claim - EMPLOYMENT PRACTICES LIABILITY	EXCLUDED	
d. Each Claim - IMPROPER SEXUAL CONDUCT AND PHYSICAL ABUSE LIABILITY	\$1,000,000	\$350

02/16/2025

BY

Samuel C. Q.

(AUTHORIZED REPRESENTATIVE)

NOTICE: This Policy is issued by your risk retention group. Your risk retention group may not be subject to all the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your risk retention group.

NIA-DEC UB

DECLARATION

POLICY NO: 02-UB-0067568-01-03

INSURED: CIRCLE OF FRIENDS SCHOOL

EFFECTIVE DATE: 02/11/2025

PRODUCER: HUB INTERNATIONAL NORTHWEST
LLC

ITEM 3: UMBRELLA LIMITS OF INSURANCE	LIMITS	PREMIUM
e. Each Claim - SOCIAL SERVICE PROFESSIONAL LIABILITY	EXCLUDED	
f. Each Injury - EMPLOYERS LIABILITY	EXCLUDED	

AGGREGATE LIMITS		
g. General Aggregate COMMERCIAL GENERAL LIABILITY AND PRODUCTS COMPLETED OPERATIONS LIABILITY (included within limit g.) Each Injury - LIQUOR LIABILITY (Excluded) EMPLOYEE BENEFITS LIABILITY (included within limit g.)	\$1,000,000	\$450
1. BUSINESS AUTO LIABILITY (included within limit g.)	EXCLUDED	
h. DIRECTORS & OFFICERS AND FIDUCIARY LIABILITY	\$1,000,000	\$185
i. EMPLOYMENT PRACTICES LIABILITY	EXCLUDED	
j. IMPROPER SEXUAL CONDUCT AND PHYSICAL ABUSE LIABILITY	\$1,000,000	\$350
k. SOCIAL SERVICE PROFESSIONAL LIABILITY	EXCLUDED	
l. EMPLOYERS LIABILITY	EXCLUDED	

ITEM 4: PREMIUM	
TOTAL PREMIUM (excluding Terrorism coverage):	\$985

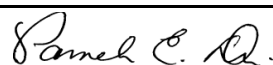
ITEM 5:	RETROACTIVE DATES - SEE SCHEDULE OF UNDERLYING INSURANCE	
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TOTAL TRANSACTION PREMIUM:

\$985

02/16/2025

BY



(AUTHORIZED REPRESENTATIVE)

NOTICE: This Policy is issued by your risk retention group. Your risk retention group may not be subject to all the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your risk retention group.

NIA-DEC UB

DECLARATION

POLICY NO: 02-UB-0067568-01-03

INSURED: CIRCLE OF FRIENDS SCHOOL

EFFECTIVE DATE: 02/11/2025

PRODUCER: HUB INTERNATIONAL NORTHWEST
LLC

SCHEDULE OF NAMED INSURED

APPLICABLE FORMS AND ENDORSEMENTS:

SEE FORM SCHEDULE(S) ATTACHED.

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS, IF ANY, ARE ISSUED TO FORM A PART THEREOF, AND COMPLETE THE ABOVE NUMBERED POLICY.

02/16/2025

BY



(AUTHORIZED REPRESENTATIVE)

NOTICE: This Policy is issued by your risk retention group. Your risk retention group may not be subject to all the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for your risk retention group.

NIA-DEC UB

[illegible]

Environmental Health Inspection
For Child-Caring Agencies Licensed under Chapter 413 Division 215

Agency Name: Circle of Friends School	Date of Inspection: <input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal
Address (where children are housed and cared for): 116 N 6 th St Cottage Grove OR 97424	
Agency Director: Jennifer Davis/Liz Bruno	Age range: K-8
Telephone number: 541-674-3337	Capacity: 12
Fax number: —	Email: jenna@coforegn.org

Building Safety and Environmental Health	In comp	Not in comp	Comments
Garbage/solid waste method of disposal and storage is approved	x		W + F Janitor
Garbage/solid waste disposed of weekly or as necessary	x		
Sewage & liquid waste controlled & disposed of per D.E.Q. rules	x		
All tubs/showers/sinks/toilets clean and free from odors	x		
Hot water temperatures for hand washing/bathing does not exceed 120°Fahrenheit	x		114.3° max
Hot and cold running water are available at taps as appropriate	x		
Approved hand washing sink	x		
Hazardous materials (such as cleaning supplies, poisons, insecticides, and other hazardous materials) are properly handled and kept in locked storage	x		Behind locked doors
Adequate vector and pest control (including the use of pesticides and other chemical agents)	x		pointe pest control 1x/month
All floors, walls, ceilings, and equipment are clean and in good repair	x		
Grounds are free of litter and refuse	x		Nice and clean and organized.
Soiled linens & clothing are stored in an area separate from kitchen, dining area, clean linen, clothing, and non-refrigerated food	x		
Building is ventilated and free of excessive heat, condensation and obnoxious odors	x		central air
Food Services	In comp	Not in comp	Comments
Food is cooked, stored and served at proper temperatures	x		all students sent to school with lunch.
No foods from unapproved sources are served (e.g. raw milk, unpasteurized juice, uninspected meats)	x		
All food and drink utensils/dishes/silver are	x		

durable, nontoxic, and nonabsorbent and are washed/sanitized after each use	X		
All food and drink utensils are stored to prevent contamination	X		
All employees who handle food served to children must have a valid food handlers card	X		7 valid FHC
Recreational Assessment	In comp	Not in comp	Comments
Areas used for recreation (such as playground, swimming pool, or ball court) are free of hazardous conditions	X		REC room or a walk/roll around the block
Water System	In comp	Not in comp	Comments
Continuous supply of hot and cold water conveniently located throughout the building	X		
Water supply source: <u>city of CG</u> Test Date (if applicable) <u>n/a</u>	X		
Meets Public Health Division Standards for community and public water supply systems (OAR Chapter 333)			
Additional Concerns			

☒ **Approved** ☐ **Not Approved**

☐ **Approved for _____ days. Re-inspection required for final approval**

Return Form to: Department of Human Services Children's Care Licensing Program 201 High Street, Suite 500 Salem, OR 97301 503-373-2196	Environmental Specialist Signature <i>Zach Roberts</i>	Date 11/25/2020	Printed Name Zach Roberts, REHS
	Phone 541-521-0353	Email zach.roberts@laneconline.org	

Comments: (add sheets if needed)

SOUTH LANE COUNTY FIRE AND RESCUE

INSPECTION REPORT

CIRCLE OF FRIENDS SCHOOL, 116 N 6TH ST, BLDG 116 N 6TH, COTTAGE GROVE OR 97424



DETAILS

Inspection Date: 03/12/2025 | Inspection Type: State Licensing Inspection | Inspection Number: 357 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: DANNY SOLESBEE | Other Inspectors: N/A

VIOLATIONS AND COMPLIANCES

No Violations or Compliances selected to show for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 0 | Passed Codes: 0 | Violations: 0 | N/A Codes: 0

NEXT INSPECTION DATE

03/13/2026

CONTACT SIGNATURE

Trevor monreal
Signed on: 03/13/2025 @ 10:02

A handwritten signature in black ink, appearing to be "Trevor monreal", written over a horizontal line.

INSPECTOR SIGNATURE

DANNY SOLESBEE
Signed on: 03/13/2025 @ 10:02

A handwritten signature in black ink, appearing to be "Danny Solesbee", written over a horizontal line.

QUESTIONS ABOUT YOUR INSPECTION?

DANNY SOLESBEE
DSOLESBEE@SOUTHLANEFIRE.ORG
No phone number available

SOUTH LANE COUNTY FIRE AND RESCUE

INSPECTION REPORT

CIRCLE OF FRIENDS SCHOOL, 116 N 6TH ST, BLDG 116 N 6TH, COTTAGE GROVE OR 97424



DETAILS

Inspection Date: 03/12/2025 | Inspection Type: State Licensing Inspection | Inspection Number: 354 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: DANNY SOLESBEE | Other Inspectors: N/A

VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 0 | Passed Codes: 0 | Violations: 2 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	1032.10 - Emergency lighting equipment inspection and testing.	<p>Emergency lighting shall be installed and maintained in accordance with the building code that was in effect at the time of construction and the applicable provisions in Section 1104. Emergency lighting shall be maintained in accordance with Section 109 and shall be inspected and tested in accordance with Sections 1032.10.1 and 1032.10.2.</p> <p>Location: Back door.</p> <p>Original Comment: Lighting did not activate during testing.</p>
FAIL	2810.10 - Portable fire extinguishers.	<p>Portable fire extinguishers shall be selected, installed and maintained in accordance with Section 906.</p> <p>Location: Both need annual inspection and service. 2 years out of compliance.</p>

REINSPECTION DATE

04/16/2025


CONTACT SIGNATURE

Trevor monreal
Signed on: 03/12/2025 @ 11:23



INSPECTOR SIGNATURE

DANNY SOLESBEE
Signed on: 03/12/2025 @ 11:24



QUESTIONS ABOUT YOUR INSPECTION?

DANNY SOLESBEE
DSOLESBEE@SOUTHLANEFIRE.ORG
No phone number available



Circle of Friends Master Schedule

September 2025

Overview

Circle of Friends School is committed to providing youth with complex disabilities a dynamic and holistic learning environment where they can be consistently engaged, appreciated, challenged, and championed.

In 2023, we launched our first educational program: a K-8 integrative classroom for youth with complex physical and communication needs associated with severe speech and orthopedic impairment.

- We seek to provide a **consistent, reliable, and secure environment** for youth that meets them at their current level of skill and abilities.. Our educational and specialist teams take into consideration the communicative, cognitive, vision, hearing, medical, and fine and gross motor needs of each student. We attend to specific sensory, motor, and cognitive experiences, and **devote ongoing attention to understanding every student's personal interests and subtle cues**. We are a strengths-based program.
- We work collaboratively with a team of specialists and encourage engagement from families to aid in developing **functional communication systems to expand a youth's ability to self-advocate, connect with others, and express themselves**. We see these skills as opening pathways to increased learning for both the present and into a rich, meaningful adulthood.
- We serve youth whose needs are medically compounded. By maintaining **flexibility in our program's schedule**, we allow for a youth's physical needs and delegated nutritional and health tasks to be integrated into the day without missing out on community and educational experiences.
- We conduct our learning with **ongoing attention to the physical and development needs of our youth**.
- We facilitate time for students to **connect with peers** and foster social and emotional learning. We are committed to a **holistic environment where youth experience belonging, authenticity, cooperation, mutuality, and contributing to a group**.
- Our multifaceted curriculum integrates this communication and mobility work into academics, life skills, social/emotional growth, and community activities. We deploy lessons with ongoing creativity and an eye to holistic development. The integration of physical and occupational therapies fosters youth autonomy, which in turn builds strength and resilience.

We find these methods encourage children to gain functional skill development that supports all stages of life, and keeps them at the center of their own experiences, their lives and our community.

Example of a Student Schedule

<i>Routine / Goal Focus / Individual Schedule</i>					
Arrival Activities: 8:20-9:00 am	*Sensory input / regulation: Swing, peanut ball	*Personal Hygiene	*Specialized Nursing Care - venting + GTube	*Social Communication [Greetings, Social Connection]	*Gross Motor-weight bearing Use of walker/pacer as tolerating
Mealtime: 9am + 12pm	*Adaptive skills: maintain regulation during mealtime	*Fine Motor skills- Grasping Pinching	*Oral Motor / Sensory-Desensitization *He is not yet tasting or eating any foods* SENSORY FOCUS ONLY	12:00: Venting + personal care	
Large Motor / Movement / Equipment Activities: 10:45- 11:55 am 1:20- 2:45 pm	*Equipment- Use of stander Use of Pacer/Walker	*Specialized Motor Program per our OT motor team -Sensory regulation: use of swing, therapy ball, joint compression	*Specialized Motor Program per our PT motor team -Weight bearing -Facilitated walking with adults		
Academics 10:45- 11:55am 1:20- 2:45pm	-Sensory regulation: use of swing, therapy ball, joint compression THEN Transition to seated work for short time durations	*Small group- -Turn taking with peer or teacher	*Small group- Remain in close proximity to peers & demonstrate safe behavior	*Individual work- -Yes/No & protest in a safe manner	*Individual work- When presented with two objects/items, will point or pick up item spoken by teacher
Departure Activities: 2:50-3:10 pm	*Specialized Nursing Care - venting + GTube	*Fine Motor-will hold and make marks or scribble	*Youth voice-Note home to family	*Youth voice-Sharing daily happenings on note home to family	

Circle of Friends Curricular Materials & Resources

ELA / Literacy:

K-8 approved curriculum:

- ❖ [Open Up Resources](#)
- ❖ [EL Education K-8](#)

Mathematics:

K-8 approved curriculum:

- ❖ [Open Up Resources K-5 Math](#)
- ❖ [Open Up Resources 6-8 Math](#)

Supplemental Curricular Materials and Resources:

ELA / Literacy:

Specially designed curriculum AND/OR instructional materials:

- ❖ [Comprehensive Literacy for All](#)
- ❖ [Shared Reading program / Tar Heel Reader:](#)

Classroom supports: <https://site.sharedreader.org/classroom-resources/>

- ❖ [Practically speaking](#)
- ❖ [Reading A to Z](#)
- ❖ [Edmark Reading Program, Levels 1 & 2](#)
- ❖ [Cooking to Learn: Reading & Writing Activities](#)

Science / Cooking:

- ❖ [Food Masters \(Grades 3-5\)](#)
- ❖ [Guides](#)

Mathematics: [Touch Math](#)

Specially designed curriculum / instructional materials:

Touch Math materials, manipulatives, assessments; money concepts

Adapted Physical Education:

- ❖ [Inclusive Games-Movement fun for everyone!](#) Susan Kasser
- ❖ [Book review](#)
- ❖ [Inclusive Games for kids](#)

Assistive Technology Resources:

- ❖ [OTAP](#)

Resources and Strategies to support youth with visual impairments:

- ❖ [Pathways to Literacy](#)

Perkins school for the blind:

- ❖ [Resources & Stories](#)
- ❖ [Tactile skills fact sheet](#)
- ❖ [Perkins Library](#)
- ❖ [eLearning Platform](#)

Hands on; [Functional Activities for Visually Impaired Preschoolers](#)

Music Together in Schools:

 **Music Together - Music Supports All Learning.pdf**

Other music resources and sources:

- ❖ [Music Therapist & Music Education resources](#)
- ❖ [Coast Music Therapy](#)

Student Health and Safety

- ❖ [Kid & Teen Safe](#)

Cross curricular:

- ❖ [MOVE curriculum, reference, and assessment profile](#)

CIRCLE OF FRIENDS

COTTAGE GROVE, OREGON

www.coforegon.org

****Organization Mission / Vision****

Circle of Friends was founded on one simple concept: youth with severe disabilities and challenges are just like anyone else – they deserve opportunities.

Through resources, support, training, and a community built on compassion, we're here to break the cycle of isolation for these individuals and the people who love them.

Program Basics + Who We Serve

Circle of Friends is a nonprofit organization that provides youth with physical disabilities and complex communication needs with family-friendly events and access to a lending library of adaptive toys. In addition, Circle of Friends provides an integrative K-8 program that specializes in supporting students who have been identified as having complex communication needs that require support through augmentative and alternative communication strategies, who have emerging skills in mobility and whose needs are medically compounded.

Eligibility Criteria

1. A youth/student who has emerging skills in mobility and requires the use of specialized equipment to sit, stand, walk and / or transition from these positions.
2. A youth/student must be identified as having complex communication needs that require support through augmentative and alternative communication (AAC) strategies. AAC encompasses a range of tools and methods designed to enhance communication for individuals with varying levels of verbal ability including those who are non-speaking or non-verbal.

Other considerations:

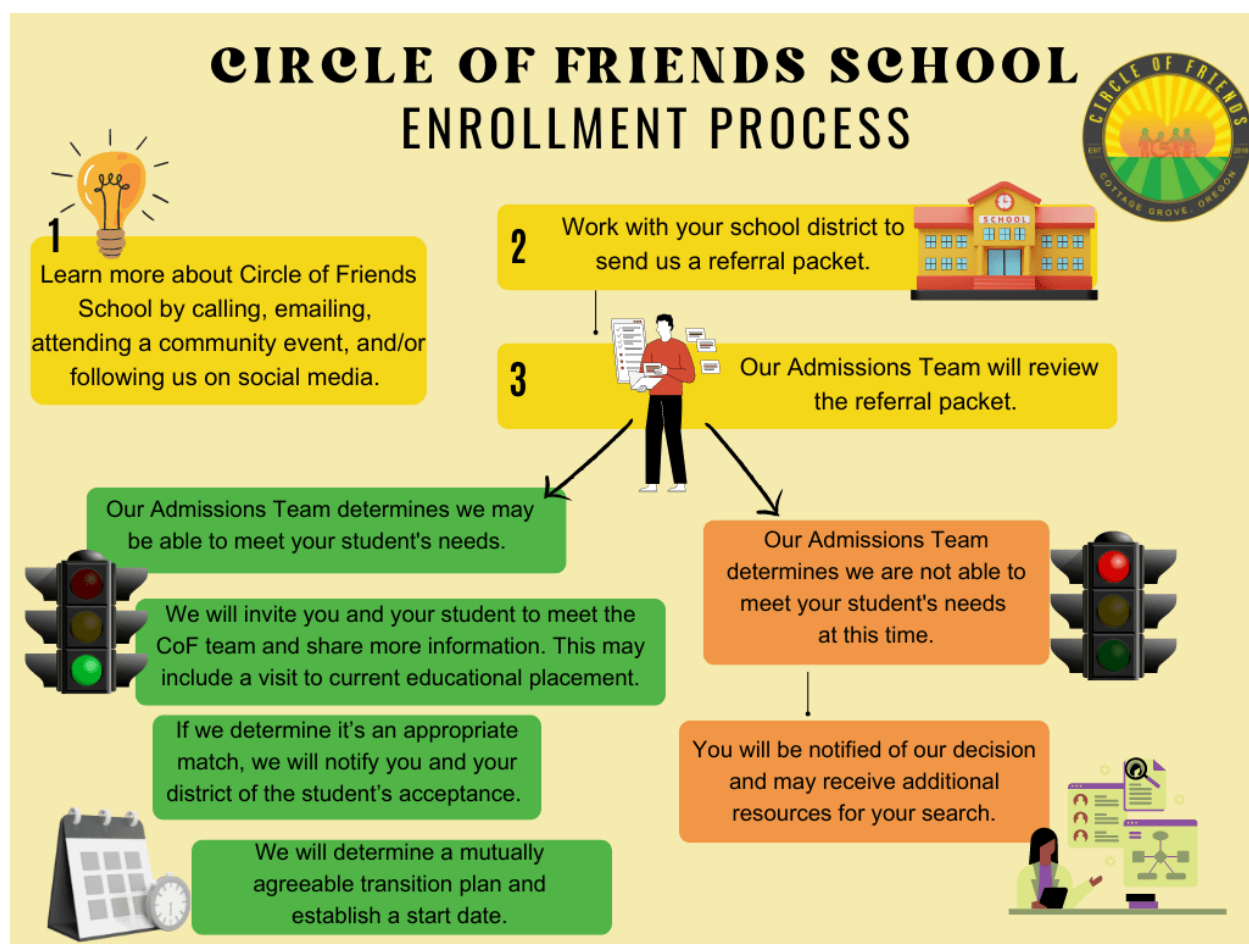
1. Can Circle of Friends School educational or nursing staff provide for the medical, health, safety, and physical care needs of the youth/student throughout their school day?
2. Does our educational program appropriately meet the learning needs of this youth/student without significantly altering our staffing ratios and physical setting?
3. Does the youth/student's family have a working relationship with their home school district?
4. Have the appropriate school district representatives been informed of an interest in seeking enrollment with Circle of Friends school?

Non-Discrimination Policy

Circle of Friends provides equal opportunity for every applicant and does not discriminate based on race, color, creed, religion, ethnicity, national origin, sex, gender identity, sexual orientation, disability, or socioeconomic status. We believe in the power of diversity and strive to create a welcoming environment for every student.

Enrollment Process:

1. **Initial Inquiry:** Contact our school to express your interest, ask questions, and receive detailed information about our application process.
2. **Submit Application/Referral Packet:** To apply, complete and submit the enrollment application in cooperation with your student's school team. You can invite Circle of Friends to IEP meetings and we provide your school with information prior to submission of your application. See our "Referral Packet How To" for details on what materials a family and school should send over.
3. **Assessment:** Our admissions team will notify parents once all documents have been received to review. We will review your application within one month, and may schedule an assessment to better understand your student's individual needs.
4. **Decision:** You will be informed of the enrollment decision and next steps. If more than a month is needed for our specialists to assess right fit, or not all information is current, CoF will notify you that more information or more time is needed.
5. **Enrollment Start Day Established:** Family and school will work collaboratively to ensure smooth transition into the school, with full consideration of student's needs.



CIRCLE OF FRIENDS

COTTAGE GROVE, OREGON

Referral Packet Checklist

This checklist is designed to help you identify documents to demonstrate your student's educational needs and other supports needed to allow our Admissions Committee to determine how these needs align with the specialized services Circle of Friends offers. Please contact Jenn Davis with any questions on documentation at jenn@coforegon.org.

Any current educational documents

- ☐ Individualized Education Plan (IEP) / Individualized Family Service Plans (IFSP)
- ☐ Statement of Eligibility
- ☐ Evaluation and Educational Reports
- ☐ Reports from specialists or related service providers, if applicable.

These reports could assist in the development of a youth's individual health plan or protocol.

- ☐ Nursing
- ☐ Speech / Language
- ☐ Augmentative and Alternative Communication
- ☐ Assistive Technology
- ☐ Occupational Therapist
- ☐ Physical Therapist
- ☐ Vision Specialists
- ☐ Teacher for the Deaf and Hard of Hearing
- ☐ Teacher for the Visually Impaired
- ☐ Behavior support specialists
- ☐ Other regional or support specialists

- ☐ Recent clinic or private provider notes or clinic reports, as helpful

Youth Individual Health plan, records, and protocols, if available.

Pertinent documents related to:

- ☐ Mobility
 - ☐ Special Equipment
 - ☐ Transfers
 - ☐ Level of Independence
- ☐ Physical health & Body systems (not all may be applicable)
 - ☐ Medical Condition / Diagnosis and Allergies
 - ☐ Neurological and Endocrine
 - ☐ Musculoskeletal, Integumentary (skin, hair, nail, glands)
 - ☐ Gastrointestinal, Nutrition
 - ☐ Feeding & Swallowing
 - ☐ Airway Management
 - ☐ Medication Administration
 - ☐ Personal Hygiene, Genitourinary (urinary + reproductive)
 - ☐ Delegated Nursing Tasks (GTube or other delegated nursing tasks)
 - ☐ Stamina, need for rest
- ☐ Communication (Aided and Unaided)
- ☐ Other supplemental information pertinent to youth

Family Information

- ☐ What is the current level of family engagement in developing youth's school plans and protocols in their current educational setting?
- ☐ Is the youth's family seeking higher level of engagement / involvement in developing their youth's school plans and protocols that is not able to be supported in their current educational setting?