



Division 22 Standards for Public Elementary and Secondary Schools 2013-2014 Assurances

Instructions for Completing Form

1. Determine your district's compliance with the Oregon Administrative Rules (OARs) located in Chapter 581, Division 22. The OARs are available for review in ODE's [2013 Quick Reference](#) guide or on the Secretary of State's webpage at http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_581/581_022.html.
2. Identify areas of compliance and non-compliance by checking the appropriate boxes in the chart below.
3. Create a plan that details how your district will correct the identified areas of non-compliance. Provide the plan in the expandable text box.
4. Complete the questions related to the Focus OARs.
5. Certify that your district's annual report was presented to the community, as required by the Department of Education. Please include evidence (such as school board minutes or a newspaper article) with the completed assurance form. This evidence should document that the report was made to the community.
6. Obtain your District Superintendent's signature on the Assurance Form.
7. Upload the completed (and signed) Assurance Form with any necessary attachments to Indistar system, <http://www.indistar.org> by **April 15, 2014**. Directions for uploading the document(s) are provided at the end of this form.

Please note: The Oregon Department of Education does not require that districts submit evidence of compliance at this time. Any files, documents, or artifacts collected during the assurances process are at the discretion of the local district.

If you have questions or need further assistance, please email Andrea Morgan, Education Specialist, at andrea.morgan@state.or.us or call (503) 947-5772.



School District

County

**DIVISION 22
STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
2013-2014 ASSURANCE FORM**

I hereby certify that _____ has completed and presented its annual report to the community and is in compliance with and implementing as required, **all** of the applicable Standards for Public Elementary and Secondary Schools as set out in OAR Chapter 581, Division 22.

OAR Number	Title	Compliance Status	
		Yes, in compliance	No, not in compliance
0413	Prevention Education Programs in Drugs and Alcohol		
0416	Anabolic Steroids and Performance Enhancing Substances		
0421	Safety of School Sports -- Concussions		
0606	District Improvement Plan		
0610	Administration of State Assessments		
0612	Exception of Students with Disabilities from State Assessment Testing		
0615	Assessment of Essential Skills		
0617	Essential Skill Assessments for English Language Learners		
0705	Health Services		
0711	Policies on Reporting Child Abuse		
0807	Standardization		
1060	School and District Performance Report Criteria		
1130	Diploma Requirements		
1131	Credit Options		
1133	Extended Diploma		
1134	Modified Diploma		
1135	Alternative Certificate		
1140	Equal Education Opportunity (includes Harassment, Intimidation, Bullying and Cyberbullying)		
1210	District Curriculum		
1215	Literacy Instruction		
1310	Identification of Academically Talented and Intellectually Gifted Students		
1320	Rights of Parents of Talented and Gifted Students		
1330	Programs and Services for Talented and Gifted Students		
1340	Special Education for Children with Disabilities		
1350	Alternative Education Programs		
1360	Expanded Options Program Annual Notice		
1364	Expanded Options - Requirements for Oregon Public School Districts		
1420	Emergency Plans and Safety Programs		

1430	Asbestos Management Plans		
1440	Human Sexuality Education		
1510	Comprehensive Guidance and Counseling		
1512	Child Development Specialist Programs		
1520	Media Programs		
1530	Auxiliary Services		
1610	Operating Policies and Procedures		
1620	Required Instructional Time		
1622	Independent Adoptions of Instructional Materials		
1640	Instructional Materials Adoption		
1650	Postponement of Purchase of State-Adopted Instructional Materials		
1660	Records and Reports		
1661	Report on Physical Education Data		
1670	Individual Student Assessment, Recordkeeping, Grading, and Reporting		
1710	Personnel		
1720	Personnel Policies		
1723	Teacher and Administrator Evaluation and Support		
1724	Core Teaching Standards		
1725	Educational Leadership—Administrator Standards		
1730	Fingerprinting of Subject Individuals in Positions Not Requiring Licensure as Teachers, Administrators, Personnel Specialists, School Nurses		
1910	Exemptions		
1941	Complaint Procedures		
2130	Kindergarten Assessment		

FOCUS OARS: This year, three rules have been selected for additional attention within the assurances process, OAR 581-022-1723, OAR 581-022-1330, and OAR 581-022-1620.

OAR 581-022-1723 Teacher and Administrator Evaluation and Support

Yes	No	
		The district evaluation and support system is aligned with the five elements of the Oregon Framework for Teacher and Administrator Evaluation and Support Systems and includes:
		1. Standards of Professional Practice
		2. Differentiated Performance Levels
		3. Multiple Measures
		4. Evaluation and Professional Growth Cycle
		5. Aligned Professional Learning
		The district has a plan to monitor progress and refine the local evaluation and support system.

OAR 581-022-1330 Programs and Services for Talented and Gifted Students

Yes	No	
		The district written plan for Talented and Gifted Education programs and services has been submitted to the Oregon Department of Education. The plan includes:
		(a) A statement of school district policy on the education of talented and gifted children;
		(b) An assessment of current special programs and services provided by the district for talented and gifted children;
		(c) A statement of district goals for providing comprehensive special programs and services and over what span of time the goals will be achieved;
		(d) A description of the nature of the special programs and services which will be provided to accomplish the goals; and
		(e) A plan for evaluating progress on the district plan including each component program and service.
		The instruction provided to identified students shall be designed to accommodate their assessed levels of learning and accelerated rates of learning.

OAR 581-022-1620 Required Instructional Time

(Please fill in the blanks within the following questions with your district’s information.)

Our district has adopted a school calendar that nets _____ instructional hours at grade K, _____ instructional hours at grades 1-3, _____ instructional hours at grades 4-8, and _____ at grades 9-12.

Please list any Division 22 rule(s), including the OAR number and title, with which the district is not in compliance and detailed plans to correct. Attach a separate document if necessary.

SIGNED ASSURANCES

I certify that any Division 22 rules with which the district does not yet comply are noted below. An explanation of why the district is not in compliance and a plan for correcting the deficiency (or deficiencies) is attached.

I hereby certify that the district’s annual report was presented to the community on _____, as required by OAR 581-022-0807. Evidence (school board minutes or a newspaper article) is attached.

I further certify that all representations in this Assurance Form are true and correct to the best of my knowledge.

Name of District Superintendent

Signature

Name of person completing form

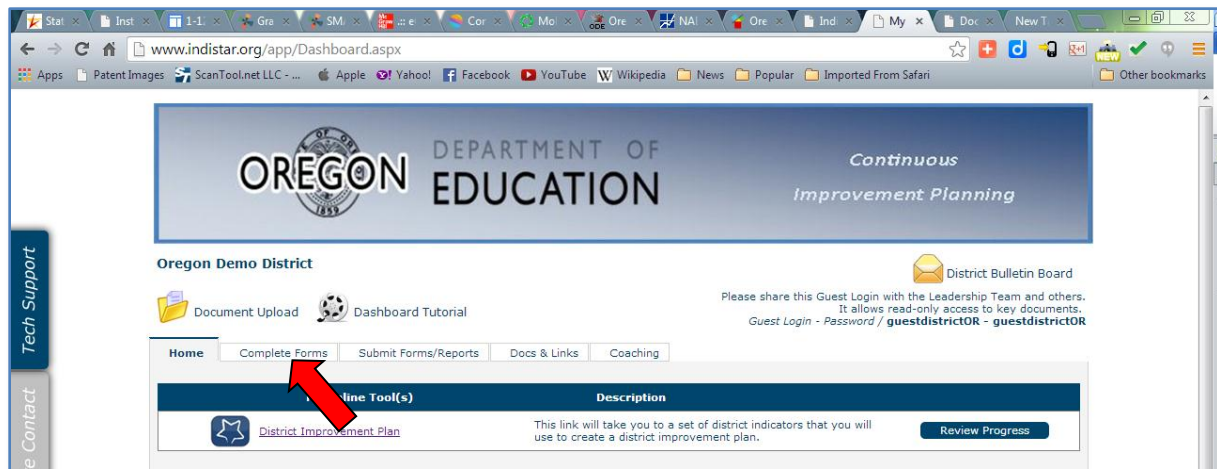
Date

Please return the 2013-2014 Assurance Form by April 15, 2014 to:
<http://www.indistar.org>

UPLOADING DIVISION 22 ASSURANCES TO INDISTAR

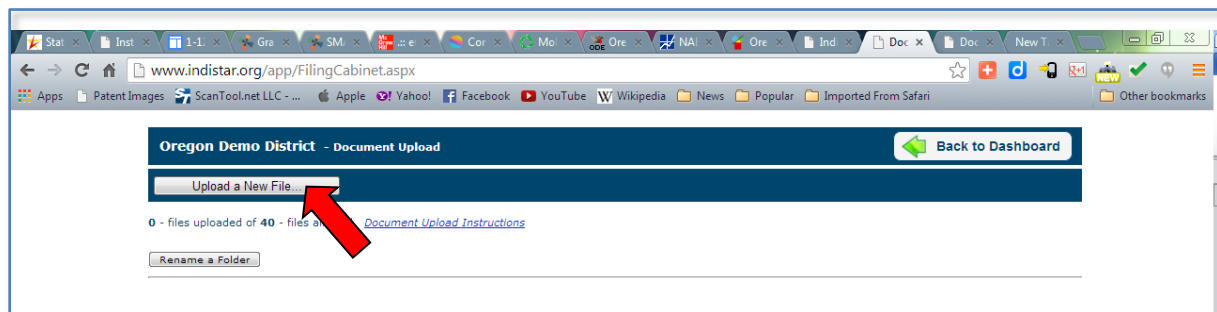
Your Division 22 Assurances form is a PDF Document that is found under "Complete Forms" on the Indistar Dashboard.

Start by logging into Indistar at www.Indistar.org in your web browser. Your login information is available from your district security administrator.



Use the link to open the form and complete it. In order to save the changes you make to it, follow these steps:

1. Use the link to open the PDF form.
2. Click on the "save" icon in the upper left corner of the PDF.
3. Navigate to the folder where you will save it on your computer, and give it a name (ex. "2014 Div.22 Assurances").
4. Open the document from where you have saved it on your computer.
5. Make the needed changes to the document.
6. Save and close it.
7. Click on "Upload a New File."



8. Follow the instructions in the "Upload a New File" to upload your renamed document to Indistar.

The screenshot shows a web browser window with the URL www.indistar.org/app/FilingCabinet.aspx. The page title is "Oregon Demo District - Document Upload". At the top right, there is a "Back to Dashboard" button. Below the title bar, there is a "Upload a New File..." section. The form contains the following elements:

- Document Type:** A radio button is selected for "New File". Next to it is a "Choose File" button and the text "No file chosen".
- Allowed File Types:** A list of supported file extensions: .doc, .docx, .xls, .xlsx, .pdf, .ppt, .pptx, .txt; limit 100 MB.
- Note:** A note states: "Note: For browser compatibility, any spaces in the file name of the file you are uploading will be replaced with underscores '_'".
- Link to a Web Page / URL:** An unselected radio button.
- Title:** A text input field with a note: "Maximum title length is 100 characters."
- Add in Folder:** A dropdown menu showing "-select folder-" and a text input field for creating a new folder, with a note: "(optional) Maximum folder name length is 100 characters."
- Description:** A large text area for entering a description.
- Uploaded By:** A text input field.
- Buttons:** "Upload" and "Cancel" buttons are located at the bottom of the form.

A red arrow points to the "Upload" button. At the bottom of the page, there is a status bar showing "0 - files uploaded of 40 - files allowed" and a link to "Documents and Instructions". A "Rename a Folder" button is also visible at the bottom left.