

**Port Orford-Langlois School District 2CJ**  
**Port Orford, OR**  
**Board of Education**  
**May 18, 2020**  
**Pacific High School Library**  
**45525 Highway 101**  
**Sixes, OR 97476**  
**4:30 PM**

**Regular Meeting**  
**4:30 PM**

1. **CALL TO ORDER/INTRODUCTIONS**
  1. Pledge of Allegiance
  2. Staff and Visitors
2. **AGENDA CHANGES**
3. **CONSENT AGENDA**
  1. Approve Minutes April 20, 2020 3
  2. Financial Report 7
4. **PUBLIC INPUT**  
 Board Policy BDDH States: Speakers may offer objective criticism of district operations and programs, but the Board will not hear personal complaints concerning school personnel nor against any person connected with the school system. The chairman will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. Members of the public may address the Board for up to three minutes.
5. **Educational Spotlight:**
  1. **REPORTS** *CHAIR*
    1. **Superintendent** - *Steve Perkins*
    2. **Transportation/Maintenance** - *Chad Berry* 18
    3. **Technology Report** - *Jered Rush*
    4. **Principal's Report** - *Krista Nieraeth*
    5. **Enrollment** 20
6. **NEW BUSINESS**
  1. Superintendent - Accomplishments
7. **OLD BUSINESS**
8. **REOCCURRING BUSINESS**
9. **FIRST READING OF POLICIES** *\*(Shaded words are new/strike-throughs are deleted)*
  1. EEA - Student Transportation Services 21
  2. GBA - Equal Opportunity Employer 24
  3. GBEA - Workplace Harassment 26
  4. GBEA-AR 28
10. **SECOND READING POLICIES**
  1. GBNA/JHFF - Reporting Suspected Sexual Conduct with Students 33
  2. GBNA/JHFF - AR 36
  3. JHFE - Reporting Suspected Child Abuse 41
  4. JHFE - AR 44
  5. JGE - Expulsion 48
11. **BOARD COMMENTS/REPORTS** *CHAIR*
12. **CORRESPONDENCE**
13. **FUTURE AGENDA ITEMS**
14. **EXECUTIVE SESSION**

\* Action

**EXECUTIVE SESSION**

The board will now move into an executive session under **ORS 192.660 (2) (e) Property, ORS 192.660 (2) (d) Labor Negotiations, ORS 192.660(2)(b) Staff Conduct, and ORS 192.660(2)(f) Exempt Records**. The board will not make any decisions in the Executive Session regarding the topic discussed. Should a decision be required, the board will move back into a regular meeting.

Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

“PARKING LOT”

The Port Orford-Langlois School Board met in a Regular Session on April 20, 2020 at 4:30 PM. The Board met in an online session via Zoom (<https://zoom.us/j/438543935>), meeting ID: 438 543 935. Board members present were Mary Scaffo, Patricia Brown, Phyllis Johns, Hilary Johnson and Sandra Anderson. Steve Perkins, Superintendent, and Stephanie Smith, Administrative Assistant, and Don Staehely, Business Manager, were also present.

1.0 Call to Order/Introductions

1.1 Pledge of Allegiance:

Mary Scaffo called the meeting to order at 4:31 pm. She announced that the meeting was being recorded.

1.2 Staff and Visitors

Visitors listening to the meeting were Bob Brown, Carol Hacherl and Skada Scholey.

2.0 Agenda Changes

None

3.0 Consent Agenda

3.1 Approve minutes, March 30, 2020

3.2 Financial Report

Sandra Anderson moved and Phyllis Johns seconded to approve the consent agenda as presented. Motion passed unanimously. (RESOLUTION 20-38)

4.0 Public Input - Educational Spotlight:

No Educational Spotlight this month. Mary Scaffo asked visitors if they had any comments and got no response.

5.0 Reports

5.1 Superintendent

Steve Perkins reported on Oregon's guidelines for grading during the COVID shutdown. Students in grades 9-11 will continue education through June with "pass" or "incomplete" grade. Standard Oregon requirement of 24 credits will be enforced, although 2CJ requires 26. Students with incomplete grades will have until June 30, 2021 to recover. If a student does not pass, for example, English 2 but passes English 3 the following year, the teacher may require a proficiency test to pass English 2; however, that is not preferable. Steve reported that 98.5 % of superintendents so far are in support of pass/no pass. Dual credit will remain grades A-F.

In light of varying credit requirements, interdistrict transfers for next year will need to be very carefully considered. Steve emphasized there are many educational directions to be considered, which are his job as superintendent to consider.

## 5.2 Transportation and Maintenance

The newly purchased vans will be picked up from Coos Bay next week. Nothing additional to report.

## 5.3 Technology Report

Mary Scaffo asked Jered Rush if the district had good video equipment to handle future demands of distance learning. Jered reported there are a few high definition options within the district, and his willingness to utilize his personal video equipment if needed. More equipment may need to be purchased.

## 5.4 Principal's Report

Hilary Johnson asked how many families were responding to distance learning. Krista Nieraeth reported about 80% were participating; unfortunately, some parents are not able or willing to comply. However, her research shows 2CJ is faring far better than some of the larger districts who report 50% compliance. Ben Stallard has been giving students a series of 30-minute activities to do for PE. Bob Brown reported he has tried to do experiments on line.

Krista reported that 150 to 160 lunches are being distributed each Monday and Thursday, along with the learning packets. No more than 3 hours per day of school work is expected to be done. She is emphasizing to teachers the most important thing at this point is connectivity with students. There is limited control over what gets done at home and what doesn't.

Mary Scaffo asked if WIFI access was a problem for families. Krista reported the district supplied WIFI for a couple of families, and they have the option of using the school's WIFI from the parking lots. Mary asked if there was concern about losing kids to virtual learning academies or homeschooling in the future. Krista said 75% of kids opting for homeschool end up coming back to standard school. Kids tend to respond well to the structure of traditional brick and mortar schooling.

## 5.5 Enrollment

Nothing additional to report.

## 6.0 New Business

### 6.1 SIA Plan

Steve Perkins submitted the SIA plan Monday in incomplete format, which is acceptable at this time; only 12% of submissions were complete. Steve is certain the program will not begin as planned, in light of the amount of funding going toward pandemic relief. The program may happen in school year 2021-2022. Mary Scaffo asked if the 7<sup>th</sup> and 8<sup>th</sup> graders will be moved to the high school, and if the legislature had considered the request to retain Small School funds if that happened. Steve will check with David Brock Smith about the future of that request.

Phyllis Johns moved and Hilary Johnson seconded to approve the submission of the SIA plan as submitted. Motion passed unanimously. (RESOLUTION 20-39)

7.0 Old Business

None

8.0 Reoccurring Business

9.0 First Reading of Board Policies

9.1 GBNAA/JHFF – Reporting Suspected Sexual Contact with Students

9.2 GBNAA/JHFF – AR: Reporting Procedure

9.3 JHFE – Reporting Suspected Child Abuse

9.4 JHFE – AR: Reporting Procedure

9.5 JGE - Expulsion

10.0 Second Reading and Adoption of Policies

10.1 AC – Nondiscrimination

Sandra Anderson moved and Hilary Johnson seconded to approve policy AC as written. Motion passed unanimously. (RESOLUTION 20-40)

10.2 AC-AR

Hilary Johnson moved and Sandra Anderson seconded to approve policy AC-AR as written. Motion passed unanimously. (RESOLUTION 20-41)

10.3 GCDA-GDDA – Criminal Records Check

Patricia Brown moved and Phyllis Johns seconded to approve policy GCDA-GDDA as written. Motion passed unanimously. (RESOLUTION 20-42)

10.4 GCDA-GDDA-AR

Patricia Brown moved and Sandra Anderson seconded to approve policy GCDA-GDDA: AR as written. Motion passed unanimously. (RESOLUTION 20-43)

10.5 IGBBA – Talented and Gifted Students

Hilary Johnson moved and Patricia Brown seconded to approve policy IGBBA as written. Motion passed unanimously. (RESOLUTION 20-44)

11.0 Board Comments/Reports

Mary Scaffo alerted board members to an OSBA webinar being held April 23 from 12 pm – 1 pm through OSBA, regarding holding virtual board meetings.

12.0 Correspondence

13.0 Future Agenda Items

The Board will have their retreat on May 28, 2020, from 10 am to 11:30 am. The discussion will involve future plans.

A meeting to define Board goals will be held June 15 at 3:30 pm.

Locations to be determined, pending social distancing rules from the Governor.

14.0 Executive Session.

An Executive Session was not needed.

Phyllis Johns moved to adjourn the meeting. All were in favor.  
The meeting adjourned at 5:19 pm.

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Mary Scaffo  
Board Chairman

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Steven Perkins  
Superintendent/Clerk

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: From Date: 04/01/2020 To Date: 04/30/2020

Report Sort: Remit Name

#### ALLSTREAM

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49547	GENERAL FUND	DATA PROCESSING	TELEPHONE	\$867.98
Total for ALLSTREAM				\$867.98

#### AMAZON.COM CORPORATE ACCOUNT

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	MID/JR HI COCURRICULUM	NON-CONSUMABLE SUPPLIES	\$37.96
0	GENERAL FUND	MID/JR HI INSTRUCTION	CONSUMABLE SUPPLIES	\$25.94
0	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$502.99
0	GENERAL FUND	OFFICE OF PRINCIPAL	NON-CONSUMABLE SUPPLIES	\$34.79
0	GENERAL FUND	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$164.97
0	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$580.85
0	GENERAL FUND	STUDENT TRANSPORTATION	CONSUMABLE SUPPLIES	\$54.99
0	GENERAL FUND	Undesignated	Interfund Accounts Receivable/Accounts Payable	(\$12.92)
Total for GENERAL FUND				\$1,389.57

#### FOOD SERVICE

0	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES	\$27.62
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#### OCF AFTER SCHOOL PROGRAM

0	OCF AFTER SCHOOL PROGRAM	HS COCURRICULUM	CONSUMABLE SUPPLIES	\$563.46
0	OCF AFTER SCHOOL PROGRAM	MID/JR HI COCURRICULUM	CONSUMABLE SUPPLIES	\$242.53

Total for OCF AFTER SCHOOL PROGRAM \$805.99

#### READY, SET, LEARN

0	READY, SET, LEARN	STAFF DEVELOPMENT	CONSUMABLE SUPPLIES	\$33.71
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Total for AMAZON.COM CORPORATE ACCOUNT \$2,256.89

#### ANALYTICAL LAB & CONSULTANTS

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49548	GENERAL FUND	OTH PLANT OPERTN & MAINT	OTH NON-INST PROF/TECH	\$26.94

Total for ANALYTICAL LAB & CONSULTANTS \$26.94

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: From Date: 04/01/2020 To Date: 04/30/2020

Report Sort: Remit Name

**C & K MARKET, INC #55**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	EXECUTIVE ADM SERVICES	CONSUMABLE SUPPLIES	\$16.76
0	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$0.00
			Total for GENERAL FUND	\$16.76
<b>FOOD SERVICE</b>				
0	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES	\$48.20
0	FOOD SERVICE	FOOD SERVICE	FOOD	\$0.00
			Total for FOOD SERVICE	\$48.20
<b>STUDENT BODY - PHS</b>				
0	STUDENT BODY - PHS	HS COCURRICULUM	CONSUMABLE SUPPLIES	\$61.63
<b>OCF AFTER SCHOOL PROGRAM</b>				
0	OCF AFTER SCHOOL PROGRAM	MID/JR HI COCURRICULUM	CONSUMABLE SUPPLIES	\$270.92
<b>READY, SET, LEARN</b>				
0	READY, SET, LEARN	STAFF DEVELOPMENT	CONSUMABLE SUPPLIES	\$0.00
			Total for C & K MARKET, INC #55	\$397.51

**CANON FINANCIAL SERVICES**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49531	GENERAL FUND	FISCAL SERVICES	RENTALS	\$118.11
49531	GENERAL FUND	OFFICE OF PRINCIPAL	M&R COPY COST	\$443.59
49531	GENERAL FUND	OFFICE OF PRINCIPAL	RENTALS	\$788.75
			Total for GENERAL FUND	\$1,350.45
			Total for CANON FINANCIAL SERVICES	\$1,350.45

**CARSON OIL CIOMPANY, INC.**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	PLANT OPERATION & MAINT	FUEL	\$0.00
0	GENERAL FUND	PLANT OPERATION & MAINT	TRAVEL, LOCAL IN DISTRICT	\$594.67
0	GENERAL FUND	STUDENT TRANSPORTATION	GAS & OIL	\$1,856.17

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: From Date: 04/01/2020 To Date: 04/30/2020

Report Sort: Remit Name

			Total for GENERAL FUND	\$2,450.84
			Total for CARSON OIL CIOMPANY, INC.	\$2,450.84
<b>CHARTER COMMUNICATONS</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49549	GENERAL FUND	DATA PROCESSING	OTHER COMMUNICATION SERV	\$2,157.26
			Total for CHARTER COMMUNICATONS	\$2,157.26
<b>COASTAL PAPER &amp; SUPPLY, INC</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49532	GENERAL FUND	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$1,481.50
			Total for COASTAL PAPER & SUPPLY, INC	\$1,481.50
<b>COMFORT FLOW HEATING &amp; AIR CONDITIONING</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>FOOD SERVICE</b>				
49533	FOOD SERVICE	FOOD SERVICE	REPAIRS AND MAINTENANCE	\$1,914.40
			Total for COMFORT FLOW HEATING & AIR CONDITIONING	\$1,914.40
<b>COOS CURRY ELECTRIC COOP, INC</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	PLANT OPERATION & MAINT	ELECTRICITY	\$5,633.82
			Total for COOS CURRY ELECTRIC COOP, INC	\$5,633.82
<b>COOS CURRY SUPPLY</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49550	GENERAL FUND	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$2.45
			Total for COOS CURRY SUPPLY	\$2.45
<b>CTR - ROTO ROOTER</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49551	GENERAL FUND	PLANT OPERATION & MAINT	GARBAGE	\$1,296.97
<b>FOOD SERVICE</b>				

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: From Date: 04/01/2020 To Date: 04/30/2020

Report Sort: Remit Name

**CTR - ROTO ROOTER**

Check#	FUND	FUNCTION	OBJECT	Amount
49551	FOOD SERVICE	FOOD SERVICE	REPAIRS AND MAINTENANCE	\$135.00

Total for CTR - ROTO ROOTER \$1,431.97

**DAY SHIP SUPPLY**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>FOOD SERVICE</b> 49552	FOOD SERVICE	FOOD SERVICE	FOOD	\$119.00

Total for DAY SHIP SUPPLY \$119.00

**FORD MOTOR MUNICIPAL FINANCE**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>BUS REPLACEMENT</b> 0	BUS REPLACEMENT	STUDENT TRANSPORTATION	REDEMPTION OF PRINCIPLE	\$21,265.22

Total for FORD MOTOR MUNICIPAL FINANCE \$21,265.22  
10

**GOLD BEACH LUMBER YARD INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 49553	GENERAL FUND	OTH PLANT OPERTN & MAINT	CONSUMABLE SUPPLIES	\$0.00
49553	GENERAL FUND	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$95.03

Total for GENERAL FUND \$95.03

**TITLE 1**

49553	TITLE 1	FAMILY ENGAGEMENT	INSTRUCTIONAL PROF/TECH	\$0.00
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Total for GOLD BEACH LUMBER YARD INC \$95.03

**GOLD COAST SECURITY, INC**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 49534	GENERAL FUND	PLANT OPERATION & MAINT	OTH NON-INST PROF/TECH	\$1,002.00

Total for GOLD COAST SECURITY, INC \$1,002.00

**HARBORVIEW WINDOWS, HEATING/AIR**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b> 49554	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$2,943.00

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: From Date: 04/01/2020 To Date: 04/30/2020

Report Sort: Remit Name

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria:

From Date: 04/01/2020

To Date: 04/30/2020

Report Sort:	Remit Name				Amount
<b>MCCOWAN MEDICAL LABORATORY</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
49537	GENERAL FUND	OTH PLANT OPERTN & MAINT	OTH NON-INST PROF/TECH		\$220.00
49558	GENERAL FUND	OTH PLANT OPERTN & MAINT	OTH NON-INST PROF/TECH		\$365.00
				Total for GENERAL FUND	\$585.00
Total for				MCCOWAN MEDICAL LABORATORY	\$585.00
<b>MCDONALD WHOLESALE COMPANY</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>FOOD SERVICE</b>					
49559	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES		\$0.00
49559	FOOD SERVICE	FOOD SERVICE	FOOD		\$595.92
				Total for FOOD SERVICE	\$595.92
Total for				MCDONALD WHOLESALE COMPANY	\$595.92
<b>Mystery Science</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
49538	GENERAL FUND	OFFICE OF PRINCIPAL	TEXTBOOKS		\$1,497.00
				Total for	Mystery Science \$1,497.00
<b>NORTHWEST REGIONAL ESD</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
49560	GENERAL FUND	STAFF SERVICES	DUES AND FEES		\$29.75
				Total for	NORTHWEST REGIONAL ESD \$29.75
<b>NORTHWEST TEXTBOOK DEPOSITORY</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>GENERAL FUND</b>					
49561	GENERAL FUND	ELEMENTARY INSTRUCTION	TEXTBOOKS		\$40.31
				Total for	NORTHWEST TEXTBOOK DEPOSITORY \$40.31
<b>ORCCA - OR COAST COMMTY ACTION</b>					
Check#	FUND	FUNCTION	OBJECT		Amount
<b>READY, SET, LEARN</b>					
49562	READY, SET, LEARN	PREKINDERGARTEN PROGRAMS	INSTRUCTION SERVICES		\$1,120.00

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: From Date: 04/01/2020 To Date: 04/30/2020

Report Sort: Remit Name

				Total for ORCCA - OR COAST COMMTY ACTION	\$1,120.00
<b>OREGON LINEN</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
49563	GENERAL FUND	STUDENT TRANSPORTATION	RENTALS	\$132.01	
<b>FOOD SERVICE</b>					
49563	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES	\$64.40	
				Total for OREGON LINEN	\$196.41
<b>PITNEY BOWES</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
49539	GENERAL FUND	FISCAL SERVICES	RENTALS	\$180.00	
				Total for PITNEY BOWES	\$180.00
<b>PORT ORFORD NEWS</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
49564	GENERAL FUND	BOARD OF EDUCATION SRVS	ADVERTISING	\$108.00	
				Total for PORT ORFORD NEWS	\$108.00
<b>PORT ORFORD PUBLIC LIBRARY</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>TITLE 1</b>					
49540	TITLE 1	TITLE 1	LIBRARY BOOKS	\$3,991.57	
				Total for PORT ORFORD PUBLIC LIBRARY	\$3,991.57
<b>PORT ORFORD, CITY OF</b>					
Check#	FUND	FUNCTION	OBJECT	Amount	
<b>GENERAL FUND</b>					
49541	GENERAL FUND	PLANT OPERATION & MAINT	WATER AND SEWAGE	\$405.73	
49565	GENERAL FUND	PLANT OPERATION & MAINT	WATER AND SEWAGE	\$250.33	
				Total for GENERAL FUND	\$656.06
				Total for PORT ORFORD, CITY OF	\$656.06
<b>QUILL CORPORATION</b>					

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: From Date: 04/01/2020 To Date: 04/30/2020

Report Sort:	Remit Name			Amount
Check#	FUND	FUNCTION	OBJECT	
<b>GENERAL FUND</b>				
49542	GENERAL FUND	FISCAL SERVICES	CONSUMABLE SUPPLIES	\$263.96
49542	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$0.00
49566	GENERAL FUND	FISCAL SERVICES	CONSUMABLE SUPPLIES	\$0.00
49566	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$0.00
			Total for GENERAL FUND	\$263.96
<b>FOOD SERVICE</b>				
49566	FOOD SERVICE	FOOD SERVICE	FOOD	\$569.10
			Total for QUILL CORPORATION	\$833.06
<b>SKBASEY INC. DBA SOUTH COAST EXPRESS LUB</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49543	GENERAL FUND	STUDENT TRANSPORTATION	REPAIRS AND MAINTENANCE	\$85.97
				<u>14</u>
			Total for SKBASEY INC. DBA SOUTH COAST EXPRESS LUB	\$85.97
<b>STOUT, BONITA F</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	RESOURCE ROOMS	TRAVEL, LOCAL IN DISTRICT	\$38.23
<b>IDEA ENHANCEMENT &amp; EXTENDED ASSESSMENT</b>				
0	IDEA ENHANCEMENT & EXTENDED ASSESSMENT	STAFF DEVELOPMENT	TRAVEL, OUT OF DISTRICT	\$76.47
			Total for STOUT, BONITA F	\$114.70
<b>SUNRISE DISTRIBUTERS</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>FOOD SERVICE</b>				
49567	FOOD SERVICE	FOOD SERVICE	FOOD	\$574.77
			Total for SUNRISE DISTRIBUTERS	\$574.77
<b>SWOBOA</b>				
Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49544	GENERAL FUND	MID/JR HI COCURRICULUM	DUES AND FEES	\$1,647.50

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: From Date: 04/01/2020 To Date: 04/30/2020

Report Sort: Remit Name

SWOBOA	Check#	FUND	FUNCTION	OBJECT	Amount
	49568	GENERAL FUND	HS COCURRICULUM	DUES AND FEES	\$3,627.00
				Total for GENERAL FUND	\$5,274.50
			Total for SWOBOA		\$5,274.50

SYSCO PORTLAND INC	Check#	FUND	FUNCTION	OBJECT	Amount
<b>FOOD SERVICE</b>	49569	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES	\$0.00
	49569	FOOD SERVICE	FOOD SERVICE	FOOD	\$2,688.47
				Total for FOOD SERVICE	\$2,688.47
			Total for SYSCO PORTLAND INC		\$2,688.47

UNITED PARCEL SERVICE	Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>	49545	GENERAL FUND	OFFICE OF PRINCIPAL	POSTAGE	\$0.00
	49545	GENERAL FUND	OTH PLANT OPERTN & MAINT	NON-CONSUMABLE SUPPLIES	\$10.90
	49545	GENERAL FUND	PLANT OPERATION & MAINT	POSTAGE	\$0.00
				Total for GENERAL FUND	\$10.90
			Total for UNITED PARCEL SERVICE		\$10.90

VEND WEST SERVICES, INC	Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>	49570	GENERAL FUND	STAFF WELLNESS SERVICES	CONSUMABLE SUPPLIES	\$30.00
				Total for VEND WEST SERVICES, INC	\$30.00

VISA - DISTRICT OFFICE	Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>	0	GENERAL FUND	HS COCURRICULUM	TRAVEL, OUT OF DISTRICT	\$830.00
	0	GENERAL FUND	STUDENT TRANSPORTATION	TRAVEL, OUT OF DISTRICT	\$400.64
				Total for GENERAL FUND	\$1,230.64

**STUDENT BODY - PHS**

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: From Date: 04/01/2020 To Date: 04/30/2020

Report Sort: Remit Name

**VISA - DISTRICT OFFICE**

Check#	FUND	FUNCTION	OBJECT	Amount
0	STUDENT BODY - PHS	HS COCURRICULUM	CONSUMABLE SUPPLIES	\$2,625.00
<b>STUDENT BODY - DRIFTWOOD</b>				
0	STUDENT BODY - DRIFTWOOD	MID/JR HI COCURRICULUM	CONSUMABLE SUPPLIES	\$648.00
<b>ASPIRE</b>				
0	ASPIRE	HIGH SCHOOL INSTRUCTION	TRAVEL, OUT OF DISTRICT	\$250.00
<b>OCF AFTER SCHOOL PROGRAM</b>				
0	OCF AFTER SCHOOL PROGRAM	HS COCURRICULUM	CONSUMABLE SUPPLIES	\$18.00
Total for VISA - DISTRICT OFFICE				\$4,771.64

**VISA - PRINCIPAL**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$484.68
0	GENERAL FUND	OFFICE OF PRINCIPAL	NON-CONSUMABLE SUPPLIES	\$224.80
Total for GENERAL FUND				\$709.48
<b>STUDENT BODY - PHS</b>				
0	STUDENT BODY - PHS	HS COCURRICULUM	CONSUMABLE SUPPLIES	\$280.10
Total for VISA - PRINCIPAL				\$989.58

**VISA - SUPERINTENDENT**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
0	GENERAL FUND	OTHER FISCAL SERVICES	OTH NON-INST PROF/TECH	\$204.82
Total for VISA - SUPERINTENDENT				\$204.82

**WEST COAST FENCING**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				
49546	GENERAL FUND	PLANT OPERATION & MAINT	RENTALS	\$48.00
Total for WEST COAST FENCING				\$48.00

**WILLAMETTE EDUCATION SERVICE DIS**

Check#	FUND	FUNCTION	OBJECT	Amount
<b>GENERAL FUND</b>				

**Port Orford-Langlois School District 2CJ**

**Expenditure Summary Report**

Fiscal Year: 2019-2020

Criteria:

From Date: 04/01/2020

To Date: 04/30/2020

Report Sort: Remit Name

**WILLAMETTE EDUCATION SERVICE DIS**

Check#	FUND	FUNCTION	OBJECT	Amount
49571	GENERAL FUND	INSTRUCTIONAL ENHANCEMENT	COMPUTER SOFTWARE	\$475.75

Total for WILLAMETTE EDUCATION SERVICE DIS \$475.75

Grand Total: \$70,890.47

**Recap for FUND for remit name**

100	GENERAL FUND	\$32,487.18
201	BUS REPLACEMENT	\$21,265.22
205	FOOD SERVICE	\$6,736.88
207	STUDENT BODY - PHS	\$2,966.73
208	STUDENT BODY - DRIFTWOOD	\$648.00
220	ASPIRE	\$250.00
240	OCF AFTER SCHOOL PROGRAM	\$1,094.91
250	TITLE 1	\$3,991.57
272	READY, SET, LEARN	\$1,273.51
292	IDEA ENHANCEMENT & EXTENDI	\$176.47

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**End of Report**

<b>MILEAGE REPORT</b>		
<b>TOTAL MILES TRAVELED:</b>	<b>MILEAGE</b>	<b>FUEL COST</b>
BUSES	1570	\$255.30
DODGE VAN	425	\$55.86
LUNCH TRUCK	0	\$0.00
WHITE TRUCK	723	\$126.08
<b>TOTAL</b>	<b>2718</b>	<b>\$437.24</b>
<b>REIMBURSIBLE:</b>	<b>MILEAGE</b>	<b>FUEL COST</b>
HOME TO SCHOOL (BUS)	1570	\$255.30
HOME TO SCHOOL (VAN)	425	\$55.86
<b>TOTAL</b>	<b>1995</b>	<b>\$311.16</b>
PHS FIELD TRIPS (BUS)	0	\$0.00
PHS FIELD TRIPS (VAN)	0	\$0.00
DRIFTWOOD FIELD TRIPS	0	\$0.00
<b>TOTAL</b>	<b>0</b>	<b>\$0.00</b>
<b>TOTAL REIMBURSIBLE</b>	<b>1995</b>	<b>\$311.16</b>
<b>NON-REIMBURSIBLE:</b>	<b>MILEAGE</b>	<b>FUEL COST</b>
DISTRICT OFFICE (DODGE VAN)	0	\$0.00
(BUS)	0	\$0.00
PHS ATHLETICS	0	\$0.00
DRIFTWOOD ATHLETICS	0	\$0.00
LUNCH TRUCK	0	\$0.00
WHITE TRUCK	723	\$126.08
<b>TOTAL NON-REIMBURSIBLE</b>	<b>723</b>	<b>\$126.08</b>
Bus 8mpg/red truck 10mpg/van 22mpg/white truck 14 mpg		

VEHICLE NO.	BEG. MILES	END MILES	TOTAL MILES	DIESEL	PURCHASE	REG. FUEL
Dodge Van	190183	190608	425			21
Red Truck	114405	114405	0			0
White truck	90749	91217	723			47.4
<b>Total</b>	<b>395337</b>	<b>396230</b>	<b>1148</b>			<b>68.4</b>
40	202438	202438	0	0		
42	140778	140778	0	0		
44	113476	114365	889	42		
46	117610	117908	298	36		
48	66339	66339	0	0		
50	45068	45068	0	0		
52	30478	30861	383	37		
<b>Total</b>	<b>716187</b>	<b>717757</b>	<b>1570</b>	<b>115</b>		
2020 April						

Port Orford-Langlois School District  
 Monthly Enrollment Report  
 2019-2020

	Sept. 2014	Sept 2015	Sept 2016	Sept 2017	Sept 2018	Sept 2019	Oct. 2014	Oct 2015	Oct 2016	Oct 2017	Oct 2018	Oct 2019	Nov 2014	Nov 2015	Nov 2016	Nov 2017	Nov 2018	Nov 2019	Dec 2014	Dec 2015	Dec 2016	Dec 2017	Dec 2018	Dec 2019	Jan 2015	Jan 2016	Jan 2017	Jan 2018	Jan 2019	Jan 2020	Feb 2015	Feb 2016	Feb 2017	Feb 2018	Feb 2019	Feb 2020	Mar 2015	Mar 2016	Mar 2017	Mar 2018	Mar 2019	Mar 2020	April 2015	April 2016	Apr 2017	April 2018	April 2019	April 2020	May 2015	May 2016	May 2017	May 2018	May 2019	May 2020	June 2015	June 2016	June 2017	June 2018	June 2019		
K	18	18	21	28	27	20	17	18	22	29	27	20	18	17	24	28	26	20	17	17	24	27	25	20	17	18	24	25	24	19	18	18	24	25	24	20	16	16	24	24	24	20	16	16	23	24	26	19	16	16	24	24	26	19	17	17	24	24	26		
1	15	18	24	20	17	22	12	18	24	20	18	22	12	18	22	18	17	22	12	18	22	18	17	22	11	17	22	17	18	22	11	17	22	19	18	23	11	17	22	18	21	23	11	17	22	19	20	23	10	17	22	19	20	23	10	16	20	19	20		
2	18	10	16	22	20	23	17	11	15	22	21	23	17	11	15	22	21	23	17	11	15	20	21	23	18	11	15	19	22	23	18	11	15	19	21	22	18	11	15	18	21	21	18	11	14	19	21	21	18	11	14	19	21	21	18	12	14	19	21		
3	19	20	14	17	19	22	18	20	14	17	19	22	19	18	13	17	18	22	18	18	13	16	18	22	18	20	13	17	19	21	16	18	13	18	19	21	15	18	13	18	19	21	15	19	13	18	19	21	16	19	13	18	19	21	16	19	13	18	19		
4	8	14	17	18	17	19	7	15	17	18	19	19	7	15	19	18	19	19	6	15	20	18	19	19	7	15	22	16	19	20	7	15	22	17	18	20	7	15	22	17	19	20	7	15	22	16	19	20	6	15	22	16	19	20	6	15	22	16	19		
5	17	6	18	21	18	20	17	5	18	20	19	20	19	5	17	18	17	20	16	5	16	18	17	19	16	6	15	18	15	19	16	6	15	19	15	19	15	19	15	19	15	6	15	18	16	19	15	6	16	17	19	19	15	5	16	17	19	19			
6	16	19	5	18	19	16	15	20	5	18	20	16	14	20	5	16	19	16	14	20	5	16	19	16	13	20	5	16	20	17	12	20	5	16	20	17	13	19	5	16	20	17	13	19	5	17	19	17	14	19	5	17	19	17	14	20	5	17	18		
7	17	13	20	4	16	21	14	13	20	3	16	21	15	13	19	4	16	21	14	13	20	4	16	21	13	14	19	4	16	19	13	14	19	4	16	20	12	14	21	4	16	19	12	14	21	3	17	19	12	14	22	3	17	19	12	13	22	3	16		
8	17	14	12	24	4	18	17	14	12	24	4	18	17	14	12	23	4	18	17	14	12	23	4	18	17	13	12	22	5	19	17	13	12	20	5	19	17	13	12	20	5	18	17	13	13	19	6	18	17	13	14	19	6	18	17	13	15	19	6		
K-8	145	132	147	172	157	181	134	134	147	171	163	181	138	131	146	164	157	181	131	131	147	160	156	180	130	134	147	154	158	179	128	132	147	157	156	181	124	129	149	153	161	178	124	130	149	152	166	177	124	128	152	152	166	177	126	131	151	152	163		
9	19	18	13	15	19	5	17	17	13	15	18	6	16	17	14	14	17	8	15	17	14	14	17	7	15	17	14	14	17	6	14	18	14	14	18	6	17	18	14	14	18	6	17	18	14	14	19	6	17	18	14	14	19	6	20	18	14	14	19		
10	18	19	21	13	11	18	19	19	21	13	11	18	19	19	20	14	11	18	19	19	20	15	11	18	20	17	19	14	12	17	19	17	19	14	13	16	18	17	17	17	14	12	14	17	17	16	14	12	14	17	17	16	14	12	14	17	16	16	20	14	12
11	19	17	19	15	13	11	17	17	19	15	13	11	17	17	18	16	13	11	17	17	17	16	13	11	17	17	16	19	12	12	17	17	16	19	11	12	17	17	16	18	11	12	17	17	16	18	11	12	19	17	16	18	11	12	19	17	16	17	11		
12	19	18	18	15	13	13	22	18	18	15	13	13	23	18	18	16	13	11	22	18	17	14	13	11	22	18	17	14	14	11	22	18	17	14	13	11	21	18	17	15	13	12	21	18	16	16	13	12	21	18	16	16	13	12	20	18	16	16	13		
9-12	76	72	71	58	56	47	76	71	71	58	55	48	76	71	70	60	54	48	74	71	68	59	54	47	75	69	66	61	55	46	73	70	66	61	55	45	74	70	64	61	54	44	73	70	62	62	55	44	75	70	62	62	55	44	77	69	62	61	55		
TOT	221	204	218	230	213	228	210	205	218	229	218	229	214	202	216	224	211	229	205	202	215	219	210	227	205	203	213	215	213	225	201	202	213	218	211	226	198	199	213	214	215	222	197	200	211	214	221	221	199	198	214	214	221	221	203	200	213	213	218		

1 ADM = pending (Does not include Transportation reimbursement)

**PORT ORFORD-LANGLOIS  
SCHOOL DISTRICT 2CJ**

Code: EEA  
Adopted:

**Student Transportation Services \***

(Even if the district contracts for student transportation services, this is a required policy.)

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district. Transportation will be provided for homeless students to and from the student's school of origin<sup>1</sup> as required by the Every Student Succeeds Act ~~of 2015~~ (ESSA). ~~These s~~Services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board.

Elementary students in grades K-8 who live more than one mile from school will be transported. Secondary students in grades 9-12 who live more than one and one-half miles from school will be transported.

Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plan.

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

The district may also provide transportation using federal funds<sup>2</sup> or through cooperative agreements with local victims assistance units for a student to attend a safe district school<sup>3</sup> out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous. If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

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

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<sup>1</sup> "School of origin" means the school that a student attended when permanently housed or the school in which the student was last enrolled.

When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

<sup>2</sup> "Federal funds" means funds available through Title IV, Part A, and Title V, Part A.

<sup>3</sup> If there is not another school in the district to which students can transfer, districts are encouraged, but not required, to explore other appropriate options, i.e., an agreement with a neighboring district.

Transportation will be provided for students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

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

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under ~~Oregon Revised Statute (ORS)~~ 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits.<sup>4</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

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

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

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

Aides or assistants that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

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

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

END OF POLICY

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<sup>4</sup> "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

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**Legal Reference(s):**

<a href="#">ORS 327.006</a>	<a href="#">ORS 815.080</a>	<a href="#">OAR 581-053-0040</a>
<a href="#">ORS 327.033</a>	<a href="#">ORS 820.100 - 820.190</a>	<a href="#">OAR 581-053-0053</a>
<a href="#">ORS 327.043</a>		<a href="#">OAR 581-053-0060</a>
<a href="#">ORS 332.405</a>	<a href="#">OAR 581-021-0050 - 0075</a>	<a href="#">OAR 581-053-0070</a>
<a href="#">ORS 332.415</a>	<a href="#">OAR 581-022-2345</a>	<a href="#">OAR 581-053-0210</a>
<a href="#">ORS 339.240 - 339.250</a>	<a href="#">OAR 581-023-0040</a>	<a href="#">OAR 581-053-0220</a>
<a href="#">ORS 343.155 - 343.246</a>	<a href="#">OAR 581-053-0002</a>	<a href="#">OAR 581-053-0230</a>
<a href="#">ORS 343.533</a>	<a href="#">OAR 581-053-0003</a>	<a href="#">OAR 581-053-0240</a>
<a href="#">ORS 811.210</a>	<a href="#">OAR 581-053-0004</a>	<a href="#">OAR 735-102-0010</a>
<a href="#">ORS 811.215</a>	<a href="#">OAR 581-053-0010</a>	
<a href="#">ORS 815.055</a>	<a href="#">OAR 581-053-0031</a>	<b>Senate Bill 905 (2019)</b>

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2012~~8~~).  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435 (2012).

PORT ORFORD-LANGLAIS  
SCHOOL DISTRICT 2CJ

Code: GBA  
Adopted:

**Equal Employment Opportunity**

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, pregnancy, childbirth or a related medical condition<sup>2</sup>, age, veterans' status<sup>3</sup>, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability<sup>4</sup> if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA), and Section 504 of the Rehabilitation Act of 1973. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

**Legal Reference(s):**

<a href="#">ORS 174.100</a>	<a href="#">ORS 659.870</a>	<a href="#">ORS 659A.145</a>
<a href="#">ORS 192.630</a>	<a href="#">ORS 659A.003</a>	<a href="#">ORS 659A.233</a>
<a href="#">ORS 243.672</a>	<a href="#">ORS 659A.006</a>	<a href="#">ORS 659A.236</a>
<a href="#">ORS 326.051</a>	<a href="#">ORS 659A.009</a>	<a href="#">ORS 659A.309</a>
<a href="#">ORS 332.505</a>	<a href="#">ORS 659A.029</a>	<a href="#">ORS 659A.321</a>
<a href="#">ORS 342.934</a>	<a href="#">ORS 659A.030</a>	<a href="#">ORS 659A.409</a>
<a href="#">ORS 408.225</a>	<a href="#">ORS 659A.040</a>	<a href="#">ORS 659A.805</a>
<a href="#">ORS 408.230</a>	<a href="#">ORS 659A.082</a>	<a href="#">ORS 659A.820</a>
<a href="#">ORS 408.235</a>	<a href="#">ORS 659A.109</a>	
<a href="#">ORS 652.210 - 652.220</a>	<a href="#">ORS 659A.112</a>	<a href="#">OAR 581-021-0045</a>
<a href="#">ORS 659.850</a>	<a href="#">ORS 659A.142</a>	<a href="#">OAR 581-022-2405</a>

<sup>1</sup> "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated within the individual's sex at birth.

<sup>2</sup> This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

<sup>3</sup> The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

<sup>4</sup> This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

[OAR 839-003-0000](#)  
[OAR 839-006-0435](#)  
[OAR 839-006-0440](#)  
[OAR 839-006-0450](#)

[OAR 839-006-0455](#)  
[OAR 839-006-0460](#)  
[OAR 839-006-0465](#)

House Bill 2341 (2019)  
Senate Bill 479 (2019)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).  
Title VII of the Civil Rights Act of 1964, ~~as amended~~, 42 U.S.C. § 2000e, et. seq. (2012).  
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2012~~8~~); 29 C.F.R Part 1626 (2016~~9~~).  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).  
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012~~8~~).  
Rehabilitation Act of 1973, 29 U.S.C. §§ ~~503~~, 791, ~~793~~-794 (2012); 34 C.F.R. Part 104 (2019).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2012~~8~~); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2016~~9~~).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2016~~9~~); 28 C.F.R. Part 35 (2016~~9~~).  
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).  
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, ~~as amended~~, 38 U.S.C. § 4212 (2012~~8~~).  
~~Title II of the~~ Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2012).  
Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).

PORT ORFORD-LANGLAIS  
SCHOOL DISTRICT 2CJ

Code: GBEA  
Adopted:

### Workplace Harassment \*

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault<sup>1</sup> or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure<sup>2</sup> or nondisparagement<sup>3</sup> agreement.



<sup>1</sup> “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

<sup>2</sup> A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

<sup>3</sup> A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

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**Legal Reference(s):**

[ORS 659A.001](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)  
[ORS 659A.030](#)

[ORS 659A.082](#)  
[ORS 659A.112](#)  
[ORS 659A.820](#)  
[ORS 659A.875](#)  
[ORS 659A.885](#)

[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)  
Senate Bill 479 (2019)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2019).  
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

PORT ORFORD-LANGLAIS  
SCHOOL DISTRICT 2CJ

Code: GBEA-AR  
Revised/Reviewed:

### **Workplace Harassment Reporting and Procedure**

Any district employee who believes they have been a victim of workplace harassment may file an oral or written report consistent with this administration regulation, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process, or under any other available law.

Additional information regarding the filing of a report may be obtained through the principal, compliance officer or superintendent.

A complaint alleging an unlawful employment practice as described in ORS 659A.030, 659A.082 or 659A.112 or section 4 of Senate Bill 479 (2019) must be filed no later than five years after the occurrence of the alleged unlawful employment practice.

All documentation related to workplace harassment complaints may become part of the personnel file of the employee who is the alleged harasser, as appropriate. Additionally, a copy of all workplace harassment reports, complaints, and documentation will be maintained by the district as a separate confidential file and stored in the district office.

#### **Investigation Procedure**

The Superintendent or designee is responsible for investigating reports concerning workplace harassment. The investigator shall be a neutral party having had no involvement in the report presented. If the alleged workplace harassment involves the Superintendent, the employee may report to the Principal. All reports of alleged workplace harassment behavior shall be investigated.

The investigator shall:

1. Document the alleged, reported incident of workplace harassment;
2. Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee;
3. Provide a copy of the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee; and
4. Complete the following steps:

Step 1 Promptly initiate an investigation. The investigator will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be

reduced to writing. The investigator shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

A copy of the report, complaint, or other documentation about the incident, and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the workplace harassment incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step 2 If a complainant is not satisfied with the decision at step 1, the complainant may submit a written appeal to the Superintendent or designee. Such appeal must be filed within 10 working days after receipt of the step 1 decision. The Superintendent or designee shall review the investigators report and findings. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary by the Superintendent or designee to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant within 10 working days after receipt of the appeal.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the findings and conclusion of Superintendent or designee in a public meeting to determine what action is appropriate. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the Superintendent or designee decision as the district's final decision.

If the Board conducts a hearing, the complainant shall be given an opportunity to present the appeal at a Board meeting. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. The Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

If the Board chooses not to hear the appeal, the Superintendent's decision in Step 2 is final.

Reports involving the superintendent should be referred to the Board chair on behalf of the Board. The Board chair will cause the information<sup>1</sup> required to be issued to the complainant as described in this administrative regulation. The Board chair shall present the complaint to the Board at a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 30 days, in open session what action if any is warranted. The Board chair shall notify the

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<sup>1</sup> Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee, and a copy the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee.

complainant in writing within 10 days that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

### **Follow-up Procedures**

The Superintendent or designee will follow up with the district employee of the alleged harassment once every three months for the calendar year following the date on which the Superintendent received a report of harassment, to determine whether the alleged harassment has stopped or if the employee has experienced retaliation. The Superintendent or designee will document the record of this follow-up. The Superintendent or designee will continue follow-up in this manner until and unless the employee directs the Superintendent or designee in writing to stop.

### **Other Reporting Options and Filing Information**

Nothing in this policy prevents an employee from filing a formal grievance in accordance with a collective bargaining agreement (CBA) or a formal complaint with BOLI or the Equal Employment Opportunity Commission (EEOC); or if applicable, the U.S. Department of Labor (USDOL) Civil Rights Center. Review the CBA for any provision that requires an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

Nothing in Board policy GBEA - Workplace Harassment or this administrative regulation prevents any person from seeking remedy under any other available law, whether civil or criminal.

An employee or claimant must provide advance notice of claim against the employer as required by ORS 30.275.

### **Filing a report with the U.S. Department of Labor (USDOL) Civil Rights Center.**

An employee whose agency receives federal financial assistance from the USDOL under the Workforce Innovation and Opportunity Act, Mine Safety and Health Administration, Occupational Safety and Health Administration, or Veterans' Employment and Training Service, may file a complaint with the state of Oregon Equal Opportunity Officer or directly through the USDOL Civil Rights Center. The complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

**Port Orford Langlois School District  
541-348-2455**

**WORKPLACE HARASSMENT REPORTING OR COMPLAINT FORM**

Name of person making report/complainant: \_\_\_\_\_

Position of person making report/complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of alleged misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of workplace harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Port Orford Langlois School District  
541-348-2455**

**WITNESS DISCLOSURE FORM**

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PORT ORFORD-LANGLOIS  
SCHOOL DISTRICT 2CJ**

Code: GBNAA/JHFF  
Adopted: 5-18-2020

**Reporting Requirements for Suspected Sexual Conduct with Students \***

Sexual conduct by district employees, contractors<sup>1</sup>, agents<sup>2</sup>, and volunteers<sup>3</sup> is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the <sup>4</sup>designated licensed administrator or the alternate designated licensed administrator for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the principal who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation JHFF/GBNAA-AR - Suspected Sexual

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<sup>1</sup> “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup> “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator to receive reports of suspected sexual conduct, and designate an alternate licensed administrator for each school building.

Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees<sup>5</sup> designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

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<sup>5</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 419B.005 - 419B.045](#)

Senate Bill 155 (2019)

[ORS 339.370 - 339.400](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

Second Reading

## Suspected Sexual Conduct Report Procedures and Form \*

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed<sup>1</sup> through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the employees<sup>2</sup> in each school building designated to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

If the superintendent is the alleged perpetrator the report shall be submitted to the principal who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>3</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not be violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor<sup>4</sup>, an agent or a volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE that the report is unsubstantiated.

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<sup>1</sup> "License" includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.

<sup>2</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.

<sup>3</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>4</sup> The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

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

An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

## **Training**

The district shall provide training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

Second Reading

**Port Orford Langlois School District**

**SUSPECTED SEXUAL CONDUCT REPORT FORM**

Name of person making report: \_\_\_\_\_

Position of person making report: \_\_\_\_\_

Name of person suspected of sexual conduct: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of suspected sexual conduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Port Orford Langlois School District**

**WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony/interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Reporting of Suspected Abuse of a Child

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that **any adult or student** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors<sup>2</sup>, agents<sup>3</sup>, volunteers<sup>4</sup>, or students will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the Oregon Department of Human Services (DHS) or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

The district will designate a <sup>5</sup>licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

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<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>5</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator in the event the licensed administrator is the alleged abuser for each school building to receive these reports.

If the superintendent is the alleged perpetrator the report shall be submitted to the principal who shall also report to the Board chair.

The district will post the name and contact information of the designees for each school building designated to receive reports of suspected abuse and the procedures the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee and a statement that the duty to report suspect abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, or its designee, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support the report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

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

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378.
4. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.370 - 339.400](#)  
[ORS 418.257 - 418.259](#)

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

[OAR 581-022-2205](#)  
[Senate Bill 155 \(2019\)](#)

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

## Reporting of Suspected Abuse of a Child

### Reporting

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any adult or student** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419.010.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the DHS or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator or alternate licensed administrator for their school building.

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

If the superintendent is the alleged abuser the report shall be submitted to the principal who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a child and will include: name and position of the person making the report; name of the student; name and position of any witness; description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser; description of how the report was made (i.e., phone or other method); name of the agency and individual who took the report; date and time that the report was made; and name of person who received a copy of the written report.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the designee that received the report.

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<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>2</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not be violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor<sup>3</sup>, agent or volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated<sup>4</sup> and a determination has been made by law enforcement or DHS that the report is unsubstantiated.

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

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

## Definitions

1. Oregon law recognizes these types of abuse:
  - a. Physical;
  - b. Neglect;
  - c. Mental injury;

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<sup>2</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>3</sup> The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.

<sup>4</sup> The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or its designee or law enforcement pursuant to law.

- d. Threat of harm;
  - e. Sexual abuse and sexual exploitation.
2. “Child” means an unmarried person who is under 18 years of age.
  3. A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.

### **Confidentiality of Records**

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

Upon request from law enforcement or DHS the district shall immediately provide requested documents or materials to the extent allowed by state and federal law.

### **Failure to Comply**

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

### **Cooperation with Investigator**

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

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator, unless the school administrator is the subject of the investigation. If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officers wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The officer shall sign the student out on a form to be provided by the school;

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents;
3. The administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student’s education

records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

Second Reading

## **Expulsion\*\***

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearing officer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service<sup>1</sup> or by certified mail<sup>2</sup> at least five days prior to the scheduled hearing. Notice shall include:
  - a. The specific charge or charges;
  - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;
  - c. A recommendation for expulsion;
  - d. The student's right to a hearing;

<sup>1</sup> The person serving the notice shall file a return of service. (OAR 581-021-0070)

<sup>2</sup> When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

- e. When and where the hearing will take place; and
  - f. The right to representation.
2. The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;
  3. Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents request an open session;
  4. In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;
  5. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney and/or parent. The district's attorney may be present;
  6. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
  7. The student shall be permitted to be present and to hear the evidence presented by the district;
  8. The hearings officer or the student may record the hearing;
  9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
  10. If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;
  11. If the Board has delegated authority to the superintendent or designee to act as the hearings officer, the superintendent may designate them self, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;

12. A Board review of the hearings officer’s decision will be conducted in executive session unless the student or the student’s parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
- a. The name of the minor student;
  - b. The issues involved, including a student’s confidential records;
  - c. The discussion;
  - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. The district must document to the parent of the student that proposals of alternative education programs have been made.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660](#)  
[ORS 332.061](#)  
[ORS 336.615 - 336.665](#)

[ORS 339.115](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[OAR 581-021-0050 - 021-0075](#)  
House Bill 2514 (2019)