

**Port Orford-Langlois School District 2CJ**  
**Port Orford, OR**  
**Board of Education**  
**April 20, 2020**  
**Pacific High School Library**  
**45525 Highway 101**  
**Sixes, OR 97476**  
**4:30 PM**

**Regular Board of Director's 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 March 30, 2020 3
  2. Financial Report 6
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.
- Educational Spotlight:**
5. **REPORTS CHAIR**
  1. **Superintendent** - *Steve Perkins*
  2. **Transportation/Maintenance** - *Chad Berry* 12
  3. **Technology Report** - *Jered Rush* 15
  4. **Principal's Report** - *Krista Nieraeth*
  5. **Enrollment** 16
6. **NEW BUSINESS**
  1. SIA Plan
7. **OLD BUSINESS**
8. **REOCCURRING BUSINESS**
9. **FIRST READING OF POLICIES** *\*(Shaded words are new/strike-throughs are deleted)*
  1. GBNAA/JHFF - Reporting Suspected Sexual Conduct with Students 17
  2. GBNAA/JHFF - AR: Report Procedures 20
  3. JHFE - Reporting Suspected Child Abuse 25
  4. JHFE - AR - Reporting Procedure 28
  5. JGE - Exclusion 32
10. **SECOND READING POLICIES**
  1. AC - Nondiscrimination 35
  2. AC - AR 37
  3. GCDA/GDDA Criminal Records Checks 40
  4. GCDA/GDDA - AR 42
  5. IGBBA - Talented and Gifted Students 47
11. **BOARD COMMENTS/REPORTS CHAIR**
12. **CORRESPONDENCE**
13. **FUTURE AGENDA ITEMS** 1

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 March 30, 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 4:30 pm. She announced that the meeting was being recorded.

1.2 Staff and Visitors

2.0 Agenda Changes

None

3.0 Consent Agenda

3.1 Approve minutes, February 24, 2020

3.2 Financial Report

3.3 Leave Approval, Jantzi

3.4 Approval Co-Op Powers Basketball

Phyllis Johns moved and Patricia Brown seconded to approve the consent agenda as presented. Motion passed unanimously. (RESOLUTION 20-37)

4.0 Public Input - Educational Spotlight:

No Educational Spotlight this month. At the end of the meeting, Jered Rush 'Un-muted' attendees who had signed into the meeting so they could ask questions. He allowed one minute, and got no response.

5.0 Reports

5.1 Student Representative Report

None this month.

5.2 Superintendent

Steve Perkins reported on the latest superintendent meetings and legislation regarding the COVID-19 pandemic and its effects upon the district. Currently schools are closed until April 28, but it is highly likely they will close through the end of the school year. No direct physical contact is to be made with students; all learning will be online. Staff who are considered high risk must work from home or go on leave. Only essential workers who cannot complete their work on-line (custodians, food service workers, bus drivers) are required to be on-site. The definition of high risk are people who have, among other conditions, a compromised immune system, diabetes, heart disease, liver, kidney or blood disorders, or who are age 60 or older.

Any employee wishing to go on leave for any reason during the pandemic must contact Stephanie Smith directly via email. Employees who report to work on site must practice 6-foot social distancing. Buildings will be open to employees only Monday through Thursday from 8:30 am to 2:30 pm, so that custodians can keep tighter control of which areas to disinfect daily.

Breakfast and lunch will be delivered to students according to a schedule under development. Bus drivers and Instructional Aides will deliver to students on various routes. Food will be served under emergency rules established by the Oregon Department of Education under guidance of the National School Lunch Program – all children ages 18 and under will be served free of charge. The food supply chain is presenting a challenge; however, the state has broadened its rules regarding food procurement.

Educational materials will be supplemental only to what has already been taught this school year; no new material will be introduced. The goal is to help students retain what has been learned, and to maintain relationships and connectivity with students. Credit requirements for graduation may be held at 19; there is no definite answer yet regarding the state's adjusted requirement. ODE makes the determination; 2CJ has no vote in the matter. However, 2CJ seniors are currently at or above the required 19 credits, so there is no adverse impact this year for 2CJ.

Steve Perkins reported he has frozen general fund spending to preserve the district's current budget. At present there are no financial issues with the district; but it's better to be safe and be conservative. The Student Success Act will likely be postponed; the application still needs to be submitted but without FTE requests. The 2CJ application is 96% FTE, but will be submitted anyway. No new hires have been made for next school year. The budget has been frozen at 225 ADMw, which is what we were budgeted for. All salaries will continue to be paid.

5.3 Transportation and Maintenance  
Nothing additional to report.

5.4 Technology Report

Jered Rush reported his priority has been setting up staff to work remotely from home; he has set up many Zoom meetings. There are 153 Chrome books at Driftwood and 54 devices at PHS: more than enough to assist students with on-line learning.

5.5 Principal's Report

Krista Nieraeth reported the tentative educational plan is for grades K-5 to receive instructional packets, and grades 6-12 will work on line via Google Classroom. A survey regarding individual electronic capabilities (Wi-Fi, computers, etc.) was sent home to students to determine who will need equipment assistance from the district. Currently there are several Chromebooks available from the district to loan to students in need. Ms. Nieraeth stressed the execution of any plan must bear the rule of mind: If one cannot do it, none can do it. All students must have equal access to education. Local scholarships for seniors are still being processed. Instructions on how to apply are being modified and shared with seniors.

As of now, grades are frozen at March 12, 2020. The state may change grading to pass/fail for the remainder of the year.

5.6 Enrollment  
Nothing additional to report.

6.0 New Business  
None

7.0 Old Business  
None

8.0 Reoccurring Business

9.0 First Reading of Board Policies

- 9.1 AC – Nondiscrimination
- 9.2 AC-AR
- 9.3 GCDA-GDDA – Criminal Records Check
- 9.4 GCDA-GDDA-AR
- 9.5 IGBBA – Talented and Gifted Students

10.0 Second Reading and Adoption of Policies  
None

11.0 Board Comments/Reports  
None

12.0 Correspondence

13.0 Future Agenda Items

14.0 Executive Session.

An Executive Session was not needed.

Patricia Brown moved to adjourn the meeting. All were in favor.  
The meeting adjourned at 5:37 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: Report Sort: Fund

From Date: 03/01/2020

To Date: 03/31/2020

Fund: 100	GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name							
ALLSTREAM							
		49507	GENERAL FUND		DATA PROCESSING	TELEPHONE	\$877.36
AMERIGAS - NORTH BEND							
		49508	GENERAL FUND		PLANT OPERATION & MAINT	FUEL	\$114.00
ANALYTICAL LAB & CONSULTANTS							
		49509	GENERAL FUND		OTH PLANT OPERTN & MAINT	OTH NON-INST PROF/TECH	\$42.00
BERRY, JEROME C							
		0	GENERAL FUND		STUDENT TRANSPORTATION	TRAVEL, OUT OF DISTRICT	\$50.00
BROOKINGS-HARBOR SCHOOL DISTRICT 17C							
		49510	GENERAL FUND		STUDENT TRANSPORTATION	DUES AND FEES	\$300.00
BUSSMANN, DEANA M							
		0	GENERAL FUND		STUDENT TRANSPORTATION	TRAVEL, OUT OF DISTRICT	\$500.00
CARSON OIL CIOMPANY, INC.							
		49511	GENERAL FUND		PLANT OPERATION & MAINT	FUEL	\$0.00
		49511	GENERAL FUND		PLANT OPERATION & MAINT	TRAVEL, LOCAL IN DISTRICT	\$292.85
		49511	GENERAL FUND		STUDENT TRANSPORTATION	GAS & OIL	\$2,634.08
		Total for CARSON OIL CIOMPANY, INC.					\$2,926.93
CHARTER COMMUNICATONS							
		49512	GENERAL FUND		DATA PROCESSING	OTHER COMMUNICATION SERV	\$2,187.04
COOS CURRY ELECTRIC COOP, INC							
		0	GENERAL FUND		PLANT OPERATION & MAINT	ELECTRICITY	\$5,608.70
COOS CURRY SUPPLY							
		49513	GENERAL FUND		OFFICE OF PRINCIPAL	INSTRUCTIONAL SUPPLIES	\$4.59
		49513	GENERAL FUND		PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$54.19
		Total for COOS CURRY SUPPLY					\$58.78
CTR - ROTO ROOTER							
		49514	GENERAL FUND		PLANT OPERATION & MAINT	GARBAGE	\$996.45
DEPT OF CONSUMER & BUSINESS SRV							

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

**Expenditure Summary Report**

Fiscal Year: 2019-2020

Criteria: Report Sort: Fund

From Date: 03/01/2020

To Date: 03/31/2020

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		49515	GENERAL FUND	HIGH SCHOOL INSTRUCTION	DUES AND FEES	\$44.80
		49515	GENERAL FUND	STUDENT TRANSPORTATION	DUES AND FEES	\$44.80
				Total for DEPT OF CONSUMER & BUSINESS SRV		\$89.60
GIBBS, ROXANNE M		0	GENERAL FUND	STUDENT TRANSPORTATION	TRAVEL, OUT OF DISTRICT	\$54.00
GOLD BEACH LUMBER YARD INC		49516	GENERAL FUND	OTH PLANT OPERTN & MAINT	CONSUMABLE SUPPLIES	\$0.00
		49516	GENERAL FUND	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$294.77
				Total for GOLD BEACH LUMBER YARD INC		\$294.77
GOLD COAST SECURITY, INC		49517	GENERAL FUND	PLANT OPERATION & MAINT	OTH NON-INST PROF/TECH	\$443.75
GOLDERS NAPA AUTO AND TRUCK PART						7
		49518	GENERAL FUND	STUDENT TRANSPORTATION	CONSUMABLE SUPPLIES	\$220.66
HALL, TORI L		49530	GENERAL FUND	RESOURCE ROOMS	TRAVEL, LOCAL IN DISTRICT	\$122.35
INDUSTRIAL SOURCE		49519	GENERAL FUND	OFFICE OF PRINCIPAL	INSTRUCTIONAL SUPPLIES	\$51.35
NIERAETH, KRISTA E		0	GENERAL FUND	OFFICE OF PRINCIPAL	TRAVEL, OUT OF DISTRICT	\$123.60
PERKINS, STEVEN H		0	GENERAL FUND	EXECUTIVE ADM SERVICES	TRAVEL, OUT OF DISTRICT	\$234.87
QUILL CORPORATION		49522	GENERAL FUND	FISCAL SERVICES	CONSUMABLE SUPPLIES	\$0.00
		49522	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$59.56
				Total for QUILL CORPORATION		\$59.56
REESE ELECTRIC INC		49505	GENERAL FUND	BUILDING CONSTRUCTION	BUILDINGS - ACQUISITION	\$6,740.80
SERVPRO OF DOUGLAS COUNTY						

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: Report Sort: Fund

From Date: 03/01/2020

To Date: 03/31/2020

Fund: 100	GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name							
		49506	GENERAL FUND		BUILDING CONSTRUCTION	REPAIRS AND MAINTENANCE	\$75,452.47
SKBASEY INC. DBA SOUTH COAST EXPRESS LUB							
		49523	GENERAL FUND		STUDENT TRANSPORTATION	REPAIRS AND MAINTENANCE	\$85.97
SKINNER, PHOEBE T							
		0	GENERAL FUND		HIGH SCHOOL INSTRUCTION	TRAVEL, LOCAL IN DISTRICT	\$28.68
		0	GENERAL FUND		MID/JR HI INSTRUCTION	TRAVEL, LOCAL IN DISTRICT	\$28.67
					Total for SKINNER, PHOEBE T		\$57.35
STOUT, BONITA F							
		0	GENERAL FUND		DATA PROCESSING	NON-CONSUMABLE SUPPLIES	\$61.91
		0	GENERAL FUND		RESOURCE ROOMS	TRAVEL, LOCAL IN DISTRICT	\$91.76
					Total for STOUT, BONITA F		\$153,678
THERMO FLUIDS							
		49526	GENERAL FUND		STUDENT TRANSPORTATION	DUES AND FEES	\$80.00
		49526	GENERAL FUND		STUDENT TRANSPORTATION	REPAIRS AND MAINTENANCE	\$63.51
					Total for THERMO FLUIDS		\$143.51
THOMPSON, LEILA D							
		0	GENERAL FUND		HIGH SCHOOL INSTRUCTION	TRAVEL, LOCAL IN DISTRICT	\$34.41
		0	GENERAL FUND		MID/JR HI INSTRUCTION	TRAVEL, LOCAL IN DISTRICT	\$34.41
					Total for THOMPSON, LEILA D		\$68.82
VAN BLARICOM, POLLY R							
		0	GENERAL FUND		STUDENT TRANSPORTATION	TRAVEL, OUT OF DISTRICT	\$62.00
VEND WEST SERVICES, INC							
		49527	GENERAL FUND		STAFF WELLNESS SERVICES	CONSUMABLE SUPPLIES	\$137.00
VERNOY, BRANDON							
		0	GENERAL FUND		STUDENT TRANSPORTATION	TRAVEL, OUT OF DISTRICT	\$20.00
WEST COAST FENCING							
		49528	GENERAL FUND		PLANT OPERATION & MAINT	RENTALS	\$48.00
WESTERN BUS SALES, INC							

## Port Orford-Langlois School District 2CJ

### Expenditure Summary Report

Fiscal Year: 2019-2020

Criteria: Report Sort: Fund

From Date: 03/01/2020

To Date: 03/31/2020

Fund: 100	GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name							
		49529	GENERAL FUND		STUDENT TRANSPORTATION	CONSUMABLE SUPPLIES	\$560.17
WHISMAN, HARRY L							
		0	GENERAL FUND		STUDENT TRANSPORTATION	TRAVEL, OUT OF DISTRICT	\$50.00
WYATT, KANDI J							
		0	GENERAL FUND		HIGH SCHOOL INSTRUCTION	TRAVEL, LOCAL IN DISTRICT	\$28.68
		0	GENERAL FUND		MID/JR HI INSTRUCTION	TRAVEL, LOCAL IN DISTRICT	\$28.67
					Total for WYATT, KANDI J		\$57.35
					<b>Total for GENERAL FUND</b>		<b>\$98,542.88</b>

Fund: 205	FOOD SERVICE		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name							
CTR - ROTO ROOTER							9
		49514	FOOD SERVICE		FOOD SERVICE	REPAIRS AND MAINTENANCE	\$132.97
MCDONALD WHOLESALE COMPANY							
		49521	FOOD SERVICE		FOOD SERVICE	CONSUMABLE SUPPLIES	\$772.07
		49521	FOOD SERVICE		FOOD SERVICE	FOOD	\$112.15
					Total for MCDONALD WHOLESALE COMPANY		\$884.22
SUNRISE DISTRIBUTERS							
		49524	FOOD SERVICE		FOOD SERVICE	FOOD	\$1,361.94
SYSCO PORTLAND INC							
		49525	FOOD SERVICE		FOOD SERVICE	CONSUMABLE SUPPLIES	\$138.40
		49525	FOOD SERVICE		FOOD SERVICE	FOOD	\$2,570.73
					Total for SYSCO PORTLAND INC		\$2,709.13
					<b>Total for FOOD SERVICE</b>		<b>\$5,088.26</b>

Fund: 222	MEASURE 98		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name							
KAGAN PROFESSIONAL DEVELOPMENT							
		49520	MEASURE 98		STAFF DEVELOPMENT	TRAVEL, OUT OF DISTRICT	\$636.65

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

**Expenditure Summary Report**

Fiscal Year: 2019-2020

Criteria: Report Sort: Fund

From Date: 03/01/2020

To Date: 03/31/2020

<b>Fund: 222</b>	<b>MEASURE 98</b>					
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
<hr/>						
SKINNER, PHOEBE T						
	0	MEASURE 98	STAFF DEVELOPMENT	TRAVEL, OUT OF DISTRICT		\$574.99
						<hr/>
<b>Total for MEASURE 98</b>						<b>\$1,211.64</b>

<b>Fund: 227</b>	<b>EXTRACURRICULAR SCHOOL TRANSPORTATION GRANT</b>					
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
<hr/>						
GIBBS, ROXANNE M						
	0	EXTRACURRICULAR SCHOOL TRANSPORTATION GRANT	STUDENT TRANSPORTATION	TRAVEL, OUT OF DISTRICT		\$74.00
						<hr/>
<b>Total for EXTRACURRICULAR SCHOOL TRANSPORTATION GRANT</b>						<b>\$74.00</b>

<b>Fund: 240</b>	<b>OCF AFTER SCHOOL PROGRAM</b>					
Remit Name	Check#	FUND	FUNCTION	OBJECT		10 Amount
<hr/>						
BUSSMANN, JENNY R						
	0	OCF AFTER SCHOOL PROGRAM	HS COCURRICULUM	CONSUMABLE SUPPLIES		\$99.00
	0	OCF AFTER SCHOOL PROGRAM	HS COCURRICULUM	TRAVEL, OUT OF DISTRICT		\$71.01
						<hr/>
Total for BUSSMANN, JENNY R						\$170.01
<b>Total for OCF AFTER SCHOOL PROGRAM</b>						<b>\$170.01</b>

<b>Fund: 250</b>	<b>TITLE 1</b>					
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
<hr/>						
GOLD BEACH LUMBER YARD INC						
	49516	TITLE 1	FAMILY ENGAGEMENT	INSTRUCTIONAL PROF/TECH		\$0.00
						<hr/>
<b>Total for TITLE 1</b>						<b>\$0.00</b>

<b>Fund: 251</b>	<b>ESSA TITLE I FUNDS</b>					
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
<hr/>						
NIERAETH, KRISTA E						
	0	ESSA TITLE I FUNDS	IMPRVT INSTRUCTION SRVS	TRAVEL, OUT OF DISTRICT		\$382.73
STOUT, BONITA F						

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

**Expenditure Summary Report**

Fiscal Year: 2019-2020

Criteria: Report Sort: Fund

From Date: 03/01/2020

To Date: 03/31/2020

Fund: 251	ESSA TITLE I FUNDS					
Remit Name		Check#	FUND	FUNCTION	OBJECT	Amount
		0	ESSA TITLE I FUNDS	IMPRVT INSTRUCTION SRVS	TRAVEL, OUT OF DISTRICT	\$133.24
THOMPSON, LEILA D						
		0	ESSA TITLE I FUNDS	IMPRVT INSTRUCTION SRVS	TRAVEL, OUT OF DISTRICT	\$54.62
				<b>Total for ESSA TITLE I FUNDS</b>		<b>\$570.59</b>
					Grand Total:	\$105,657.38

Recap for FUND for GENERAL FUND		
100	GENERAL FUND	\$98,542.88
205	FOOD SERVICE	\$5,088.26
222	MEASURE 98	\$1,211.64
227	EXTRACURRICULAR SCHOOL TR	\$74.00
240	OCF AFTER SCHOOL PROGRAM	\$170.01
250	TITLE 1	\$0.00
251	ESSA TITLE I FUNDS	\$570.59

End of Report

VEHICLE NO.	BEG. MILES	END MILES	TOTAL MILES	DIESEL	PURCHASE	REG. FUEL
Dodge Van	189047	190183	1136			32
Red Truck	114103	114405	302			24
White truck	89732	90749	1017			56.6
<b>Total</b>	<b>392882</b>	<b>395337</b>	<b>2455</b>			<b>112.6</b>
40	202438	202438	0	0		
42	140778	139906	872	121		
44	113476	113962	486	48		
46	117044	117610	566	66.1		
48	66195	66339	144	17		
50	45068	45068	0	0		
52	29565	30478	913	99		
<b>Total</b>	<b>714564</b>	<b>715801</b>	<b>2981</b>	<b>351.1</b>		
2020 March						

<b>MILEAGE REPORT</b>		
<b>2020 March</b>		
<b>TOTAL MILES TRAVELED:</b>	<b>MILEAGE</b>	<b>FUEL COST</b>
BUSES	2981	\$919.88
DODGE VAN	1136	\$85.12
LUNCH TRUCK	302	\$63.84
WHITE TRUCK	1017	\$150.55
<b>TOTAL</b>	<b>5436</b>	<b>\$1,219.39</b>
<b>REIMBURSIBLE:</b>		
	<b>MILEAGE</b>	<b>FUEL COST</b>
HOME TO SCHOOL (BUS)	2479	\$755.48
HOME TO SCHOOL (VAN)	1136	\$85.12
<b>TOTAL</b>	<b>3615</b>	<b>\$840.60</b>
PHS FIELD TRIPS (BUS)	502	\$164.40
PHS FIELD TRIPS (VAN)	0	\$0.00
DRIFTWOOD FIELD TRIPS	0	\$0.00
<b>TOTAL</b>	<b>502</b>	<b>\$164.40</b>
<b>TOTAL REIMBURSIBLE</b>	<b>4117</b>	<b>\$1,005.00</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	302	\$63.84
WHITE TRUCK	1017	\$150.55
<b>TOTAL NON-REIMBURSIBLE</b>	<b>1319</b>	<b>\$214.39</b>
Bus 8mpg/red truck 10mpg/van 22mpg/white truck 14 mpg		

## **Transportation and Maintenance Report**

*April Meeting 2020*

### **Transportation**

1. The new vans are in and expected to take delivery week of April 20, 2020
2. Serviced lunch truck

### **Pacific High School Maintenance**

1. On-going sanitizing to abate COVID-19 risks
2. Yard maintenance
3. Heating unit re-installation complete

### **Driftwood School Maintenance**

1. On-going sanitizing to abate COVID-19 risks
2. Yard maintenance
4. Heating unit re-installation complete

# April 2020 –District Technology Update

## April Update

April brings an interesting turn of events. Everything that had been worked on has been set down or scrapped. The focus so far for technology in the district is to help our staff provide the best digital learning environment possible.

To do this we have been using Google Meets for our digital classroom environment. This is the safest, easiest to use, and most integrated system that the district currently has for digital learning. We were already using Google Classroom and G Suite for Education to some extent, making the integration for Google Meets much easier than some other options we had.

Along with setting up and managing these remote applications I have also been helping staff troubleshoot issues they have. Getting document cameras to work from home and go over remote software and other odds and ends to try and make things feel a bit more familiar for everyone.

So far, we have taken the Chromebooks from two carts to make sure students have devices they can use at home. We have found some solutions to allow working offline with these devices as well as trying to find solutions to provide internet to students. We have more Chromebooks available if needed.

## Other Work

- Server updates and maintenance

- Working remote setup/upkeep

## New Projects

- Chromebook deployment for home use



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

Code: GBNAA/JHFF  
Adopted:

**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).

## 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.

First 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.

First 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 ~~his/her~~ 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 ~~him or herself~~ themselves, 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 ~~medical records~~ and that student’s ~~educational program~~;
  - 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)**

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

Code: AC  
Adopted: 4-20-2020

**Nondiscrimination**

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, color, religion, sex, sexual orientation<sup>2</sup>, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

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<sup>1</sup> Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047.

<sup>2</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 with the individual's sex at birth.

**Legal Reference(s):**

<a href="#">ORS 174.100</a>	<a href="#">ORS 659A.006</a>	<a href="#">ORS 659A.409</a>
<a href="#">ORS 192.630</a>	<a href="#">ORS 659A.009</a>	<a href="#">OAR 581-002-0001 – 002-0005</a>
<a href="#">ORS 326.051(1)(e)</a>	<a href="#">ORS 659A.029</a>	<a href="#">OAR 581-021-0045</a>
<a href="#">ORS 408.230</a>	<a href="#">ORS 659A.030</a>	<a href="#">OAR 581-021-0046</a>
<a href="#">ORS 659.805</a>	<a href="#">ORS 659A.040</a>	<a href="#">OAR 581-021-0047</a>
<a href="#">ORS 659.815</a>	<a href="#">ORS 659A.103 - 659A.145</a>	<a href="#">OAR 581-022-2310</a>
<a href="#">ORS 659.850 - 659.860</a>	<a href="#">ORS 659A.230 - 659A.233</a>	<a href="#">OAR 581-022-2370</a>
<a href="#">ORS 659.865</a>	<a href="#">ORS 659A.236</a>	<a href="#">OAR 839-003</a>
<a href="#">ORS 659.870</a>	<a href="#">ORS 659A.309</a>	
<a href="#">ORS 659A.003</a>	<a href="#">ORS 659A.321</a>	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2012); 29 C.F.R Part 1626 (20178).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2012); 29 C.F.R. Part 1630 (2018); 28 C.F.R. Part 35 (2018).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2012); 34 C.F.R. Part 104 (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2018).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012); 28 C.F.R. §§ 42.101-42.106 (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012); 29 C.F.R. § 1601 (2018).

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, 38 U.S.C. § 4212 (2012).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2012).

## Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: <sup>1</sup>Complaints may be oral or in writing and must be filed with the principal. Any staff member that receives an oral or written complaint shall report the complaint to the principal.

The principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the principal, the complainant may submit a written appeal to the superintendent or designee within five school days after receipt of the principal's response to the complaint.

The superintendent or designee shall review the principal's decision within five school days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the principal is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent or designee.

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

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<sup>1</sup> For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)

Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be referred directly to the Board vice chair.

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initialing filing of the complaint, may appeal<sup>2</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR)581-002-0001 – 002-0023.

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<sup>2</sup> An appeal must meet the criteria found in OAR 581-002-0005(1)(a).



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

Code: **GCDA/GDDA**  
Adopted: 4-20-2020

**Criminal Records Checks and Fingerprinting \***

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees<sup>1</sup> not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check or fingerprint-based criminal records checks shall be required of the following individuals<sup>2</sup>:

1. All individuals employed as or by a contractor whether employed part-time or full-time, and considered by the district to have direct, unsupervised contact with students;
2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
4. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information, only after the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

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<sup>1</sup> Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

<sup>2</sup> Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

The district shall begin the employment of a subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks.

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual will not be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law will not be employed or contracted with by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

A volunteer who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

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

## Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

END OF POLICY

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### Legal Reference(s):

[ORS 181A.180](#)  
[ORS 181A.230](#)  
[ORS 326.603](#)  
[ORS 326.607](#)

[ORS 332.107](#)  
[ORS 336.631](#)  
[ORS 342.143](#)  
[ORS 342.223](#)

[OAR 414-061-0010 – 061-0030](#)  
[OAR 581-021-0510 – 021-0512](#)  
[OAR 581-022-2430](#)  
[OAR 584-050-0012](#)

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

## **Criminal Records Checks and Fingerprinting**

### **Requirements**

1. Any individual newly hired employee<sup>1</sup>, whether full-time or part-time, and not requiring licensure under Oregon Revised Statute (ORS) 342.223 as a teacher, administrator, personnel specialist or school nurse, shall submit to a criminal records check and fingerprinting.
2. Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a criminal records check and fingerprinting with TSPC.
3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to submit to a criminal records check and fingerprinting with TSPC.
4. Any individual hired as or by a contractor<sup>2</sup> whether part-time or full-time into a position having direct, unsupervised contact with students as determined by the district shall be required to submit to a criminal records check and fingerprinting.

The superintendent will identify contractors who are subject to such requirements.

5. Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day, shall be required to undergo a criminal records check and fingerprinting.
6. Any individual who is an employee of a public charter school not requiring licensure under ORS 342.223 shall be required to undergo a criminal records check and fingerprinting.
7. A volunteer allowed by the district into a position that has direct, unsupervised contact with students shall undergo an in-state criminal records check.
8. A volunteer that is not likely to have direct, unsupervised contact with students will be required to undergo an in-state criminal records check.

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<sup>1</sup> Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

<sup>2</sup> A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

## Exceptions

A newly hired employee<sup>3</sup> is not subject to fingerprinting if the district has evidence on file that the employee successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment.

## Notification

1. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:
  - a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
  - b. Any action resulting from such checks completed by the Oregon Department of Education (ODE) that impact employment, contract or volunteering may be appealed as a contested case to ODE;
  - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
  - d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment, contract status or the ability to volunteer in the district;
  - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, ODE forms (written or electronic) will result in immediate termination from employment or contract status;
  - f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;
  - g. A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.
2. The district will provide the written notice described above through means such as staff handbooks, employment applications, contracts or volunteer forms.

## Processing and Reporting Procedures

1. Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.
2. Fingerprints may be collected by one of the following:
  - a. Employing district staff;
  - b. Contracted agent of employing district; or
  - c. Local or state law enforcement agency.
3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

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<sup>3</sup> Any individual hired within the last three months.

4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment or volunteering.
5. A copy of the fingerprinting results will be kept by the district.

Second Reading

## **Fees**

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including persons hired as or by contractors<sup>4</sup>, shall be paid by the district.
2. An individual offered a contract or employment by the district may, only upon request, request that the amount of the fee be withheld from the amount otherwise due the individual in accordance with Oregon law.
3. Fees associated with required criminal records checks for volunteers shall be paid by the district.

## **Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status**

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the district upon:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification<sup>5</sup> from the Superintendent of Public Instruction that the employee has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.
2. A subject individual will be terminated from employment or contract status upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and/or Board policy will be denied such ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual will be denied the ability to volunteer.
6. A volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district.

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<sup>4</sup> A person hired as or by a contractor and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

<sup>5</sup> Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

## **Appeals**

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

Second Reading

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

Code: **IGBBA**  
Adopted: 4-20-2020

**Talented and Gifted Students - Identification\*\***

In order to serve academically talented and intellectually gifted students in grades K through 12, the district directs the superintendent to establish a written identification process.

This process of identification shall include as a minimum:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.
2. Behavioral, learning and/or performance information.
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students.
4. A nationally standardized academic achievement test of reading or mathematics on the Smarter Balanced Assessment Consortium for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified.

If a parent is dissatisfied with the identification process or placement of their student, they may appeal the decision through Board policy KL - Public Complaints.

After exhausting the district's appeal procedure and receiving the district's final decision, a parent may appeal the decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARs upon request.

END OF POLICY

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**Legal Reference(s):**

[ORS 343.395](#)  
[ORS 343.407](#)  
[ORS 343.411](#)

[OAR 581-021-0030](#)  
[OAR 581-022-2325](#)  
[OAR 581-022-2330](#)

[OAR 581-022-2370](#)  
[OAR 581-022-2500](#)