

## Regular Meeting with an Executive Session (5:15 PM)

Thursday, April 25, 2024 6:00 PM

The Dalles Middle School - Commons, 1100 East 12th Street, 1100 East 12th Street, The Dalles, Oregon 97058

1. **Convene Executive Session at 5:15 PM, pursuant to:**
2. **Adjourn Executive Session**
3. **Call Meeting to Order and Pledge of Allegiance** **Presenter:** David Jones, Chair
4. **Review / Revision of the Agenda**
5. **District Mission / Vision / Values**
6. **Consent Agenda**
  - 6.a. *School Board Meeting minutes from March 21st, 2024 & Board Work Session minutes from April 11th, 2024*
  - 6.b. Personnel Report
7. **Board Action Calendar - Review**
8. **Student Representatives to the Board - Report:**
  - *Yamari Santillian-Guzman*
  - *Kaleb Blaylock*
9. **Building Student Representative Reports:**
10. **Staff Reports:**
11. **School Board Sub Committee Reports**
12. **New Business:**
  - 12.a. **Action Item: *Statement on Supt Evaluation*** **Presenter:** David Jones, Chair
  - 12.b. **Action Item: *Board direction on formal complaint dated February 16, 2024*** **Presenter:** David Jones, Chair
  - 12.c. **Presentations / Reports:**
    - 12.c.1. **Superintendent's Report** **Presenter:** Dr. Carolyn Bernal, Superintendent
    - 12.c.1.a. **Safe Routes to School - Educational Update** **Presenter:** Lizet Mendoza, Coordinator
    - 12.c.2. **Chief Financial Officer's Report** **Presenter:** Randy Anderson, CFO
    - 12.c.2.a. **Action Item: *Adopt Resolution 23-24-05: Resolution to Create a Fund and Make Appropriations Bus Purchase Fund (Fund 305)*** **Presenter:** Randy Anderson, CFO
    - 12.c.2.b. **Action Item: *Approval of bus purchasing financing***
    - 12.c.2.c. **Financial Statements:**

12.c.2.d. Student Enrollment:

12.c.3. Board Attorney's Report

**Presenter:** Jason  
Corey, Board Attorney

13. Discussion / Action Items:

14. 1st Reading on School Board Policies  
(*informational only*):

14.a. Policy JHFE/GBNAB: Suspected Abuse of a  
Child Reporting Requirements

14.b. Policy EBBB: Injury or Illness Report

14.c. Policy GBN/JBA: Sexual Harassment

14.d. Policy GCDA/GDDA: Criminal Records Checks  
and Fingerprinting

15. Informational Only

15.a. Policy JHFE/GBNAB-AR(1): Reporting of  
Suspected Abuse of a Child & form

15.b. GCDA/GDDA-AR: Criminal Records Checks and  
Fingerprinting (DELETE)

16. Comments from the Audience about Agenda & Non  
Agenda Items

17. Adjourn the Regular School Board Meeting

## North Wasco County School District

Human Resource Office • Sandra Harris - Director  
3632 West 10th Street • The Dalles, Oregon 97058 • (541) 506-3420

### PERSONNEL CHANGES AND VACANCIES

School Board Meeting – April 25, 2024

*Current as of -April 17, 2024*

*Reference ORS 332.505 (2b) A District Board may employ personnel, including teachers and administrators, necessary to carry out the duties and powers of the board and fix the duties, terms and conditions of employment and the compensation.*

#### Licensed Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
Courtney Middleton	Jumpstart K-Site Supervisor (temporary)	CWE	Start date TBD

#### Licensed Staff – Internal Transfer and or Hires

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

#### Licensed Staff – Resignation/Retirements/Separation of Employment

NAME	POSITION	BUILDING	COMMENTS
Brian Greeley	Spanish Teacher	TDHS	Resigning June 11, 2024
Dwight Trainer	SPED Teacher	TDHS	Retiring June 30, 2024
Tera Ericksen	1 <sup>st</sup> Grade Teacher	DHE	Resigning June 11, 2024
Jennifer Tate	2 <sup>nd</sup> Grade Teacher	CES	Resigning June 11, 2024

#### Licensed Staff– Request for Leave of Absence

NAME	POSITION	BUILDING	COMMENTS
N/A			

#### Administrative Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
Randal Anderson	CFO-Temporary	DO	Begins March 25, 2024

#### Administrative Staff – Internal Transfer and or Hires

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

#### Administrative Staff – Resignation/Retirements/Separation of Employment

NAME	POSITION	BUILDING	COMMENTS
N/A			

#### Administrative Staff– Request for Leave of Absence

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Please Note:** The following information regarding ESP employment is presented to the Board for purposes of (Information Only) and requires no action.

#### ESP Staff – New Hires – No Action Required

NAME	POSITION	BUILDING	COMMENTS
Lucero Munguia Garcia	Maintenance I	WC/DO	Begins March 19, 2024
Eliane Vaz	JumpStart K Liaison (Temporary)	CWE	Begins April 8, 2024

**ESP Staff –Transfers and Internal Hires – No Action Required**

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

**ESP Staff – Request for Leave of Absence – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**ESP Staff – Resignation/Retirements/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
Brittney Fisher	Ed Asst IV-SPED	IA	Resigning April 1, 2024
Bailey Everett	Ed Asst IV-SELA	CES	Resigning April 8, 2024

**Confidential Staff – New Hires – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Confidential Staff – Resignation/Retirements/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Coaching Staff – New Hires – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
Michael Armstrong	Asst Baseball Coach	TDHS	Began February 26, 2024
Kristos Kiser	Asst Baseball Coach	TDHS	Began February 26, 2024
Audrey Moore	Asst Track Coach	TDMS	Began April 1, 2024
Shawna Taylor	Asst Track Coach	TDMS	Began April 1, 2024

**Coaching Staff – Resignations/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Advertised Vacancies**

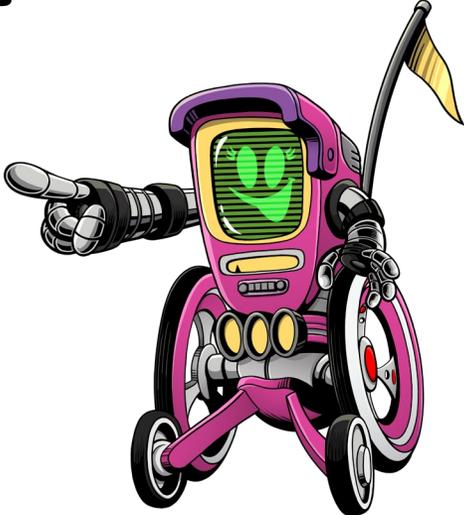
Position	HRS/FTE	Building	Close Date	Comments
Dual Language 3 <sup>rd</sup> Grade Teacher	8 Hrs	CES	Open Until Filled	Advertised
Dual Language 4th Grade Teacher	8 Hrs	CES	Open Until Filled	Advertised
Ed Asst IV-SELA (TLC)	7.5 Hrs	CES	Open Until Filled	Advertised
Jumpstart Kindergarten Teacher (Temp through 24-25 SY)	TBD	CWE	Open Until Filled	Advertised
Jumpstart Kindergarten SELA (Temp through 24-25 SY)	TBD	CWE	Open Until Filled	Advertised

Jumpstart Kindergarten Assistant (Temp through 24-25 SY)	TBD	CWE	Open Until Filled	Advertised
Payroll and Benefits Specialist	8 Hrs	District Office	Open Until Filled	Advertised
Summer School Administrator K-8	TBD	District Wide	4/26/2024	Advertised
Instructional Coach 24-25 SY	8 Hrs	District Wide	Open Until Filled	Advertised
Special Ed Teacher Pool	8 Hrs	District Wide	Open Until Filled	Advertised
Substitute Teachers All Grade Levels	TBD	District Wide	Open Until Filled	Advertised
Classified Substitutes -Multiple Positions	TBD	District Wide	Open Until Filled	Advertised
Physical Therapist	8 Hrs	District Wide	Open Until Filled	Advertised
Admin Assistant to AD	8 Hrs	District Wide	Open Until Filled	Advertised
Lead Site Coordinator(s)After School Program	3.5 Hrs	District Wide	Open Until Filled	Advertised
Speech Pathologist-Temp 23-24	8 Hrs	Dry Hollow	Open Until Filled	Advertised
Juvenile Detention Teacher (24-25 SY)	8 Hrs	NORCOR	Open Until Filled	Advertised
Assistant Volleyball Coach	Seasonal	TDHS	Open Until Filled	Advertised
Assistant Cheer Coach	Seasonal	TDHS	Open Until Filled	Advertised
Bus Monitor/Aide	6 Hrs	Transportation	Open Until Filled	Advertised
Bus Driver-Regular Route	6 Hrs	Transportation	Open Until Filled	Advertised
Substitute Bus Driver (Pool)	Substitute	Transportation	Open Until Filled	Advertised
Secretary V-Facilities/Transportation	8 Hrs	Operations	Open Until Filled	Advertised

# Safe Routes to School North Wasco SD

April 25<sup>th</sup>, 2024 | School Board Meeting

Liset Mendoza **Safe Routes to School Coordinator**



Oregon Department of Transportation  
Safe Routes to School



ALTA · COMMUTE OPTIONS · CYCLE OREGON · THE STREET TRUST

# What is Safe Routes to School?

“Safe Routes to School is a movement that aims to make it safer and easier for students to walk and bike to school.”

Education Programs

Data Analysis

Built Environment

Planning and Design

Policy

Visioning

Community Engagement

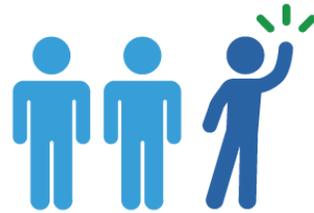
Behavior Change

# Impacts of Safe Routes to School Programs



## Focus in school

One study found that after walking for 20 minutes, **children responded to test questions with greater accuracy and had more brain activity** than children who had been sitting.



## Consistent attendance

A Walking School Bus study in Springfield, Massachusetts showed that students participating in the program **had a somewhat better attendance rate (approximately 2 percent)** than their peers.



## Environmental health

One-third of schools are in “air pollution danger zones.” **Walking and rolling to school cuts down on vehicle emissions and leads to cleaner air near schools and beyond.**

# Safe Routes to School in The Dalles (2020-Present)

North Wasco SD  
creates Safe Routes to  
School Plan with

Winter 2020-Spring 2022

Summer 2022

North Wasco SD  
awarded an ODOT  
Education Grant to

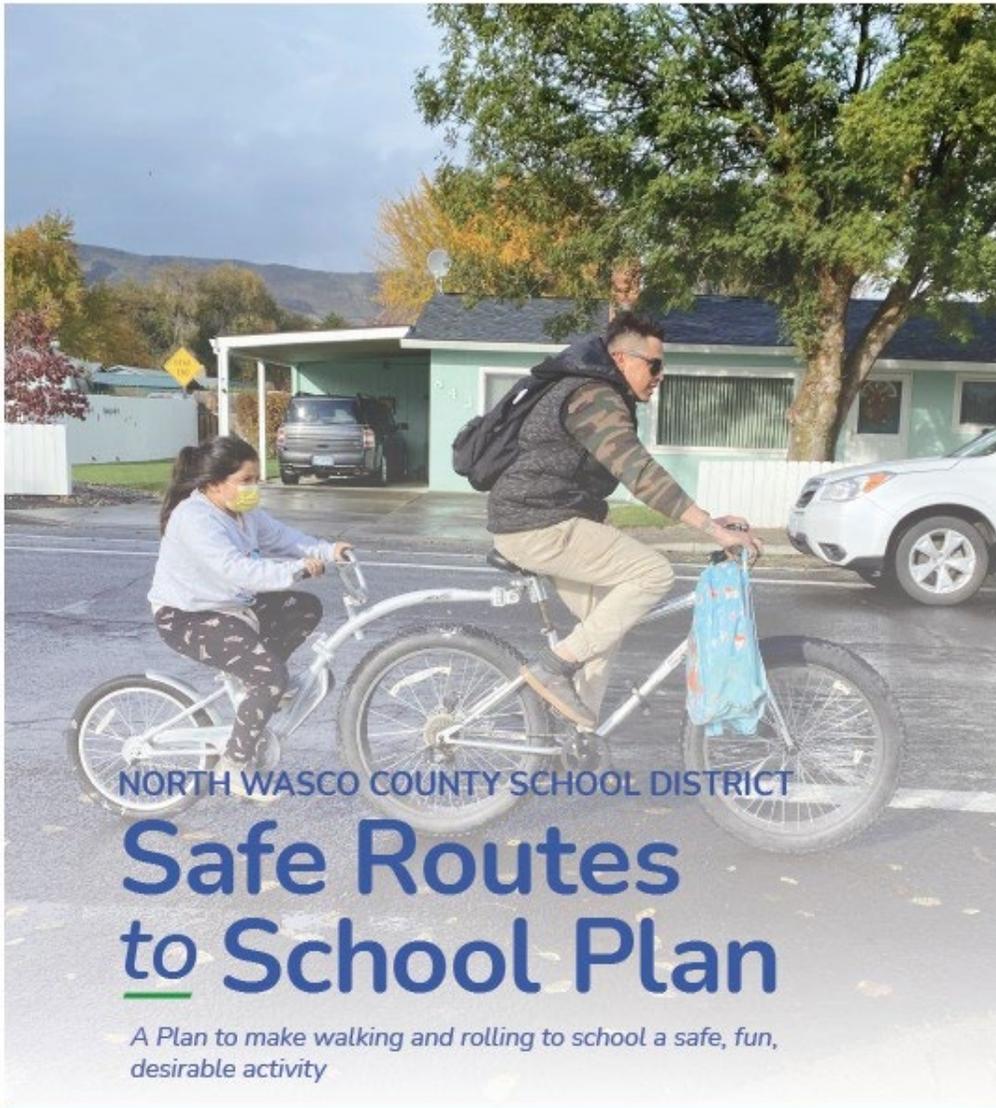
Summer 2022

Winter 2023

Quick Build pilot project  
implemented at Colonel Wright  
Elementary including painted  
curb extensions

City of The Dalles awarded ODOT  
Construction Grant to fund  
infrastructure improvements near  
Chenowith Elementary





NORTH WASCO COUNTY SCHOOL DISTRICT

# Safe Routes to School Plan

*A Plan to make walking and rolling to school a safe, fun, desirable activity*

NORTH WASCO COUNTY SCHOOL DISTRICT  
CHENOWETH ELEMENTARY SCHOOL  
COLONEL WRIGHT ELEMENTARY SCHOOL

FINAL REPORT / MARCH 2022



## Goals, Objectives, and Actions

The ODOT SRTS PIP team suggested overall goals to support SRTS in the areas of health, safety, equity, or the environment. Participants in the North Wasco County School District PIP process selected Safety and Equity as the main priorities for the community. A summary of community engagement activities is included in the following section.

The following are specific recommended objectives and actions based on the community-identified goals, as well as community input from the walk audit and data collected throughout the PIP process. Actions may relate to achieving more than one goal, but each action is only listed once.



## SAFETY

**Goal:** Increase safety for families traveling to school, including perceptions of safety, since perceived barriers can have a real impact on whether parents allow their students to walk or bike.

**Objective 1:** Students are able to walk and bike to and from campus, between schools, and to homes within a quarter-mile of the school.

- Action: North Wasco County School District will integrate on-campus infrastructure improvements into their ongoing planning processes.
- Action: The City of The Dalles will consider applying to the ODOT Competitive SRTS Infrastructure Grant in 2022 for infrastructure improvements, outlined in Chapter 4.

**Objective 2:** Safe walking or biking access is available to all families within one mile of the school.

- Action: The City of The Dalles will adopt the long-term infrastructure recommendations as a part of its planning processes, and continue to prioritize themes from the SRTS Plan's community engagement process.
- Action: The City of The Dalles will begin implementing recommendations as funds for capital improvements become available.
- Action: The City of The Dalles and its partners will explore opportunities for quick build transportation infrastructure and demonstration projects.

**Objective 3:** Pedestrian and bicycle safety education is available to students.

- Action: The North Wasco County School District and the City of The Dalles will coordinate with school leadership, and possibly the North Central Public Health District to consider applying for the ODOT SRTS Education Grant to fund a Safe Routes to School Coordinator position. This coordinator will organize safety, education and encouragement activities, prioritizing options for activities that take place outside of instructional hours.

- Action: Chenoweth Elementary School and Colonel Wright Elementary School will encourage families to walk and bike to school by distributing information regarding safety and suggested routes.

## EQUITY

**Goal:** Increase access and opportunity to walk and bike to school for all residents, with a particular focus on transportation-disadvantaged populations.

**Objective 1:** Engage with families from historically-disadvantaged groups to hear and learn about their barriers to students walking or biking to school.

- Action: North Wasco County School District, Chenoweth Elementary School, Colonel Wright Elementary School, and the City of The Dalles will provide SRTS information and educational materials in English and Spanish.

- Action: North Wasco County School District, Chenoweth Elementary School, Colonel Wright Elementary School, and the City of The Dalles will partner with existing groups and organizations that serve low-income households, and other historically-disadvantaged groups to help disperse information and better understand needs and barriers.

- Action: Chenoweth Elementary School and Colonel Wright Elementary School will consider how to overcome barriers such as parent work schedules and transportation limitations to enable all parents to participate in SRTS programs and activities.

**Objective 2:** Prioritize infrastructure and non-infrastructure improvements that connect underserved or low-income communities, to schools and improve access for students walking, biking, and taking transit to school campuses.

- Action: The City of The Dalles will implement infrastructure recommendations with a consideration for improvements that serve or were requested by underserved and low-income communities.



# Walking School Bus: Dry Hollow & Chenoweth



# What Can School Boards Do?



# Support your SRTS Coordinator

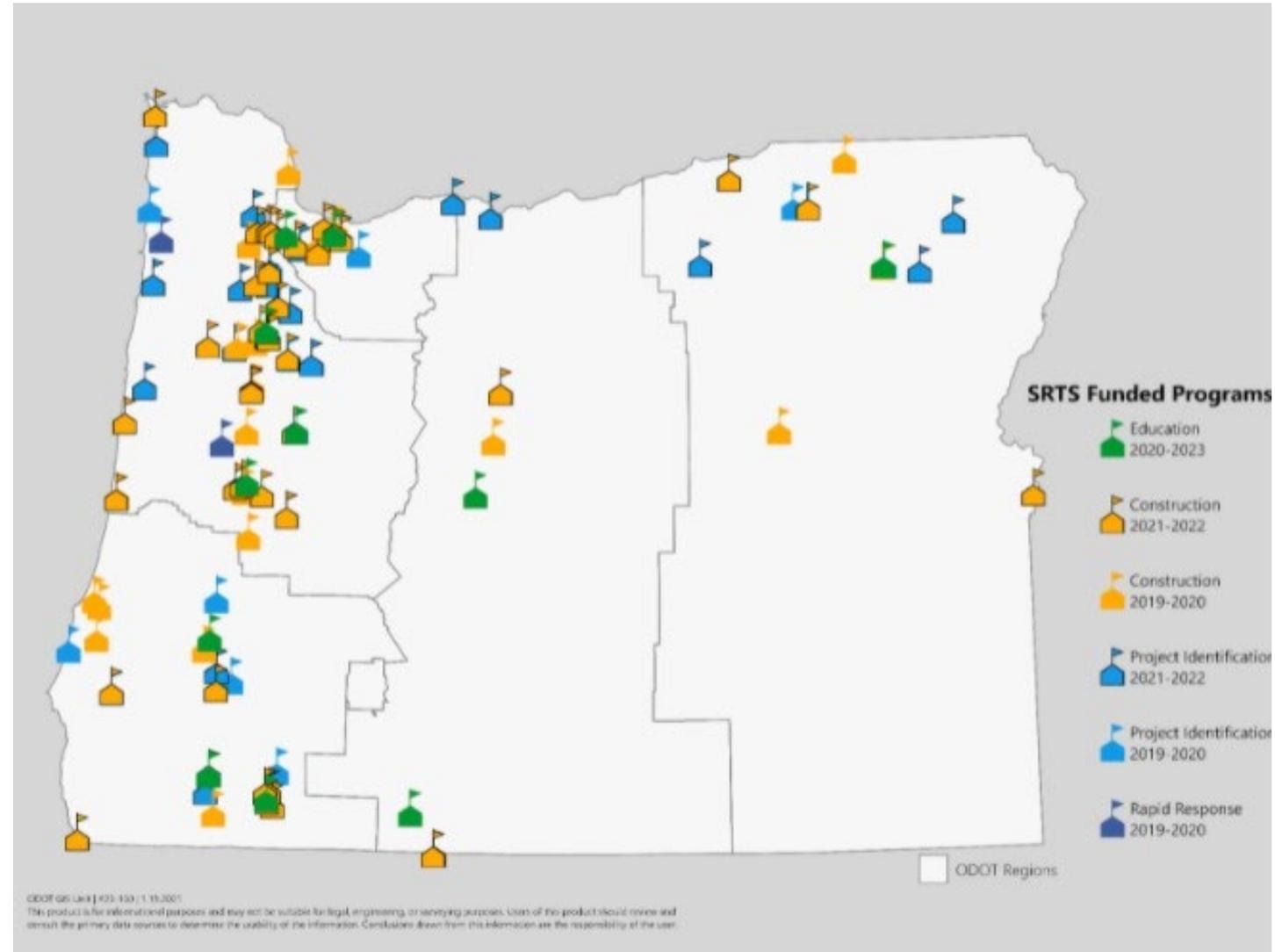
Meet your local coordinator, attend SRTS events in your community (walk and roll events, bike buses, walking school buses)



# Apply for SRTS Grants

Write a letter of support for grants in future cycles

Encourage your district, City, or County to apply





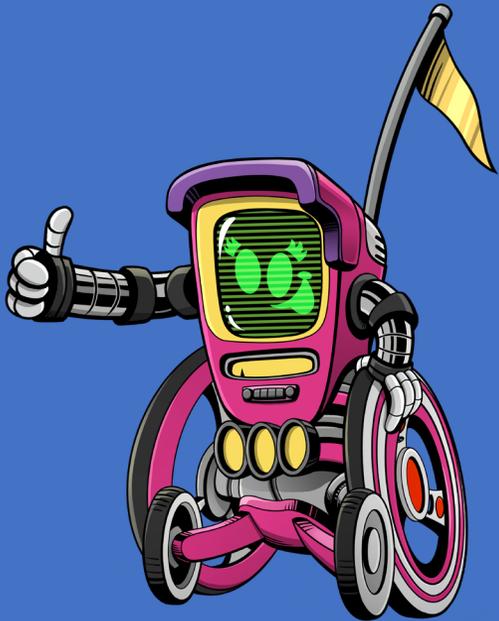
# Encourage Policy Change Within the District

Circulation concerns, curriculum, etc



# Questions?

*“My role is a direct link to change that I want to see in this world. Every day, I either help a child learn to ride a bike, see a new place by foot or help get some safer infrastructure in that will ultimately lead to a kid friendly city.” –Megan Ramey, Hood River*



*“What I love about my role is that I get to engage with my community while supporting families in building relationships that create support systems for our students. We’re teaching students skills that they’ll use throughout their lifetime while encouraging them to consider how they get around and the impacts of that choice.”  
–Shane Nevius, Portland*



**RESOLUTION TO CREATE A FUND  
AND MAKE APPROPRIATIONS  
BUS PURCHASE FUND - FUND 305**

**RESOLUTION 23-24-05**

**Whereas**, North Wasco County School District 21 has entered into an agreement to finance the purchase of school buses; and

**Whereas**, a separate fund is necessary to properly account for the loan repayment; and

**Whereas**, Oregon Revised Statutes allow the governing board to establish or eliminate any fund needed to properly record the transactions of the District;

**Therefore, be it resolved**, that a Bus Purchase Fund (305) be created and appropriations for the 2023-24 school year are established as follows:

Revenue	
Interfund transfers	<u>\$ 165,000</u>
Expenditures	
Redemption of Principal	\$ 153,500
Interest	<u>11,500</u>
	<u>\$ 165,000</u>

**Adopted this 25th day of April, 2024.**

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David Jones, Board Chair

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Randal Anderson, CFO



# North Wasco County School District #21

School District Board of Directors

## Board Motion for Action Item

### BOARD ACTION

Date April 25, 2024

Action Requested: Approval of bus purchase financing.

The District is scheduled to receive three new school buses before June 30, 2024. The total cost of the buses is \$605,244.00. We intend to enter into a three-year municipal lease-purchase agreement to finance this acquisition. The down payment will be \$92,400.00, this amount will be recovered through a DEQ grant for decommissioning two old buses. The balance of the purchase price will be financed over a three-year term, with no penalty for early repayment. The annual payments will be provided by the amount of State School Fund receipts that are allocated to the Bus Replacement Fund.

#### ACTION

**I move to authorize the District to proceed with lease-purchase financing through Santander Bank for the acquisition of three, 2025 model year, 78 passenger school buses.**

3632 West 10<sup>th</sup> Street, The Dalles, OR 97058  
541-506-3420 Fax 541-298-6018

*"The North Wasco County School District is an equal opportunity educator and employer."*

**NORTH WASCO COUNTY SCHOOL DISTRICT**

**Balance Sheet**

**March 31, 2024**

Balance Sheet	General Fund	Federal Grants	State Grants	Local Grants	Special Revenue Funds	SIA & HS Success	Technology Fund	Replacement Funds	Nutrition Services	Debt Service Funds	Capital Projects	District Totals
<b>ASSETS:</b>												
Cash & Investments	7,483,923	(428,340)	(112,564)	98,127	359,802	103,407	103,407	359,320	246,146	1,661,601	174,986	9,946,408
Accounts Receivable	591,661	5,545	7,286			-	-	-	-	-	-	604,492
Inventory/Prepaid expense	30,445	-				-	-	-	15,135	-	-	45,580
<b>Total Assets</b>	<b>8,106,029</b>	<b>(422,795)</b>	<b>(105,278)</b>	<b>98,127</b>	<b>359,802</b>	<b>103,407</b>	<b>103,407</b>	<b>359,320</b>	<b>261,281</b>	<b>1,661,601</b>	<b>174,986</b>	<b>10,596,480</b>
<b>LIABILITIES:</b>												
Accounts Payable	(42,930)			8,005		-	-	-	3,008	-	-	(31,917)
Payroll Liabilities	(31,784)	-				-	-	-	-	-	-	(31,784)
Deferred Revenue	498,561	-				-	-	-	16,201	-	-	514,762
<b>Total Liabilities</b>	<b>423,847</b>	<b>-</b>	<b>-</b>	<b>8,005</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,209</b>	<b>-</b>	<b>-</b>	<b>451,061</b>
<b>FUND BALANCE:</b>												
<b>Total Fund Balance</b>	<b>7,682,182</b>	<b>(422,795)</b>	<b>(105,278)</b>	<b>90,122</b>	<b>359,802</b>	<b>103,407</b>	<b>103,407</b>	<b>359,320</b>	<b>242,072</b>	<b>1,661,601</b>	<b>174,986</b>	<b>10,145,419</b>
<b>Revenues &amp; Expenditures: 2023-24 Year to Date</b>												
Beginning Fund Balance	21,798	40,246	77,039	372,798	270,477	43,368	43,368	338,927	234,454	15,655	78,123	1,492,885
Year to Date Revenues	33,543,706	2,280,387	279,322	407,694	240,000	322,371	322,371	570,827	969,842	1,947,342	170,529	40,732,020
Year to Date Expenditures	25,883,322	2,743,428	461,639	690,370	150,675	262,332	262,332	550,434	962,224	301,396	73,666	32,079,486
Year to Date Net Income (Loss)	7,660,384	(463,041)	(182,317)	(282,676)	89,325	60,039	60,039	20,393	7,618	1,645,946	96,863	8,652,534
<b>Ending Fund Balance</b>	<b>7,682,182</b>	<b>(422,795)</b>	<b>(105,278)</b>	<b>90,122</b>	<b>359,802</b>	<b>103,407</b>	<b>103,407</b>	<b>359,320</b>	<b>242,072</b>	<b>1,661,601</b>	<b>174,986</b>	<b>10,145,419</b>

**NORTH WASCO COUNTY SCHOOL DISTRICT**

**Expenditure Status Report**  
**For the nine months ending March 31, 2024**

DESCRIPTION	Budget	Year to Date Expenditures	Encumbrances	Balance	% Budget Expended
<b>100 General Fund</b>					
1000 - Instruction	22,205,696	14,166,375	8,660,464	(621,143)	63.80%
2000 - Support Services	15,217,739	10,772,917	4,073,009	371,813	70.79%
5000 - Debt Service & Fund Transfers	944,030	944,030	-	-	100.00%
6000 - Contingency	-	-	-	-	0.00%
7000 - Unappropriated Ending Fund Balance	1,006,244	-	-	1,006,244	0.00%
<b>Totals</b>	<b>39,373,709</b>	<b>25,883,322</b>	<b>12,733,473</b>	<b>756,914</b>	<b>65.74%</b>
<b>210 - Federal Programs Fund</b>					
1000 - Instruction	4,282,627	1,972,236	760,315	1,550,076	46.05%
2000 - Support Services	1,921,865	753,445	147,906	1,020,514	39.20%
3000 - Enterprise & Community Services	253,101	17,747	-	235,354	7.01%
4000 - Capital Outlay	750,000	-	-	750,000	0.00%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>7,207,593</b>	<b>2,743,428</b>	<b>908,221</b>	<b>3,555,944</b>	<b>38.06%</b>
<b>220 - State Grant Funds</b>					
1000 - Instruction	857,518	218,724	191,816	446,978	25.51%
2000 - Support Services	452,768	138,092	41,632	273,044	30.50%
3000 - Enterprise & Community Services	150,000	-	-	150,000	0.00%
4000 - Capital Outlay	500,000	104,823	-	395,177	20.96%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>1,960,286</b>	<b>461,639</b>	<b>233,448</b>	<b>1,265,199</b>	<b>23.56%</b>
<b>230 - Local Grants</b>					
1000 - Instruction	102,768	43,793	26,436	32,539	42.61%
2000 - Support Services	84,980	98,973	300	(14,293)	116.47%
3000 - Enterprise & Community Services	693,324	547,604	96,678	49,042	78.98%
<b>Totals</b>	<b>881,072</b>	<b>690,370</b>	<b>123,414</b>	<b>67,288</b>	<b>78.36%</b>
<b>240 - Vocational Education Fund</b>					
1000 - Instruction	63,720	25,166	2,161	36,393	39.49%
<b>Totals</b>	<b>63,720</b>	<b>25,166</b>	<b>2,161</b>	<b>36,393</b>	<b>39.49%</b>
<b>242 - Enterprise Zone Funds</b>					
1000 - Instruction	-	36,115	-	(36,115)	#DIV/0!
2000 - Support Services	165,000	89,394	2,897	72,709	54.18%
4000 - Capital Outlay	357,333	-	-	357,333	0.00%
<b>Totals</b>	<b>522,333</b>	<b>125,509</b>	<b>2,897</b>	<b>393,927</b>	<b>24.03%</b>
<b>251 - Student Investment Account</b>					
1000 - Instruction	1,393,474	691,224	436,170	266,080	49.60%
2000 - Support Services	2,058,827	970,788	505,504	582,535	47.15%
4000 - Capital Outlay	-	-	-	-	0.00%
<b>Totals</b>	<b>3,452,301</b>	<b>1,662,012</b>	<b>941,674</b>	<b>848,615</b>	<b>48.14%</b>
<b>252 - High School Success Account</b>					
1000 - Instruction	721,582	399,161	144,002	178,419	55.32%
2000 - Support Services	127,802	66,816	11,534	49,452	52.28%
4000 - Capital Outlay	-	-	-	-	0.00%
<b>Totals</b>	<b>849,384</b>	<b>465,977</b>	<b>155,536</b>	<b>227,871</b>	<b>54.86%</b>
<b>285 Technology Fund</b>					
2000 - Support Services	268,500	262,332	-	6,168	97.70%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>268,500</b>	<b>262,332</b>	<b>-</b>	<b>6,168</b>	<b>97.70%</b>
<b>292 - Textbook Replacement Fund</b>					
1000 - Instruction	-	61,559	-	(61,559)	#DIV/0!
2000 - Support Services	110,000	-	700	109,300	0.00%
7000 - Unappropriated Ending Fund Balance	211,880	-	-	211,880	0.00%
<b>Totals</b>	<b>321,880</b>	<b>61,559</b>	<b>700</b>	<b>259,621</b>	<b>19.12%</b>
<b>295 - Bus Replacement Fund</b>					
2000 - Support Services	768,392	324,734	605,224	(161,566)	42.26%
3000 - Enterprise & Community Services	164,000	164,141	-	(141)	100.09%
<b>Totals</b>	<b>932,392</b>	<b>488,875</b>	<b>605,224</b>	<b>(161,707)</b>	<b>52.43%</b>
<b>298 - Vehicle Replacement Fund</b>					
2000 - Support Services	20,000	-	-	20,000	0.00%
7000 - Unappropriated Ending Fund Balance	4,624	-	-	4,624	0.00%
<b>Totals</b>	<b>24,624</b>	<b>-</b>	<b>-</b>	<b>24,624</b>	<b>0.00%</b>
<b>299 - Nutrition Services Fund</b>					
3000 - Enterprise & Community Services	1,853,885	962,224	343,070	548,591	51.90%
<b>Totals</b>	<b>1,853,885</b>	<b>962,224</b>	<b>343,070</b>	<b>548,591</b>	<b>51.90%</b>
<b>303 - OSBA PERS Bonds</b>					
5000 - Debt Service & Fund Transfers	1,927,230	226,115	-	1,701,115	11.73%
7000 - Unappropriated Ending Fund Balance	100	-	-	100	0.00%
<b>Totals</b>	<b>1,927,330</b>	<b>226,115</b>	<b>-</b>	<b>1,701,215</b>	<b>11.73%</b>
<b>304 - Full Faith &amp; Credit Obligation</b>					
5000 - Debt Service & Fund Transfers	380,563	75,281	-	305,282	19.78%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>380,563</b>	<b>75,281</b>	<b>-</b>	<b>305,282</b>	<b>19.78%</b>
<b>401 - Capital Improvements</b>					
2000 - Support Services	66,000	56,113	-	9,887	85.02%
4000 - Capital Outlay	78,078	17,553	-	60,525	22.48%
<b>Totals</b>	<b>144,078</b>	<b>73,666</b>	<b>-</b>	<b>70,412</b>	<b>51.13%</b>
<b>Total All Funds</b>	<b>60,163,650</b>	<b>34,207,475</b>	<b>16,049,818</b>	<b>9,906,357</b>	

Month 23-24 SY	Chenoweth	Col Wright	Dry Hollow	Mosier Comm School	TDMS	TDHS	Innov. Academy	IA Virt'l	LTCT Cross Roads	Total
September 5	418	277	421	160	555	867	112	69	2	2881
September 20	419	277	423	159	550	841	110	75	2	2856
October 2	421	278	422	157	551	834	112	76	2	2853
November 1	420	280	423	155	549	809	110	88	2	2836
December 1	415	281	419	149	541	797	113	95	3	2813
January 2	409	281	420	149	538	783	112	105	3	2800
February 1	420	277	419	151	524	784	111	120	2	2808
March 1	422	279	425	148	515	774	112	124	3	2802
April 1	423	278	425	150	509	757	112	149	3	2806
May 1										
June 3										
Average	419	279	422	153	537	805	112	100	2	2828
Peak	423	281	425	160	555	867	113	149	3	2881

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25 ↓

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# North Wasco County School District 21

Code: GBNAB/JHFE  
Adopted: 1/20/22  
Orig. Code: JHFE

## Suspected Abuse of a Child Reporting Requirements\*\*

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~~ **make a report to** the Oregon Department of Human Services (DHS) ~~or its designee~~ **through the centralized child abuse reporting system<sup>2</sup>** or to ~~the~~ **a** 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 person<sup>32</sup>** 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 **described above** ~~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 419B.010~~.

~~If known,~~ **The** report shall **must** contain, **if known**, 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>43</sup>, agents<sup>54</sup>, volunteers<sup>65</sup>, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

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~~ **through its centralized child abuse reporting system** or ~~the local~~ **to a** law enforcement agency ~~pursuant to ORS 419B.015~~, and to ~~the~~ **a** designated licensed administrator.

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

<sup>2</sup> **How to report abuse or neglect: Oregon DHS. Call 855-503-SAFE (7233)**

<sup>32</sup> “Person” could include adult, student or other child.

<sup>43</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>54</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>65</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.

The district will designate a 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.

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

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for **making a report to** ~~local~~ law enforcement **and or the local centralized child abuse reporting system of** ~~DHS office or its designee~~, and a statement that this duty to report suspected 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/GBNAB-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 a 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 a 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 information and 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. 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 or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

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 approved by the district 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](#)

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 (9<sup>th</sup> Cir. 2011).  
~~Senate Bill 51 (2021).~~

# North Wasco County School District 21

Code: **EBBB**  
Adopted: 8/24/17; 11/21/17

## **Injury / or Illness Reports**

All injuries / or illnesses<sup>1</sup>, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. **Staff members will report self-administered first-aid<sup>2</sup> treatment to an immediate supervisor.** All accidents involving **employees**, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>3</sup> illness or injury to an employee resulting in ~~overnight~~ **in-patient** hospitalization for medical treatment<sup>4</sup> other than first aid, **loss of an eye, amputation or avulsion<sup>5</sup>** the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). ~~This report will be made~~ within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes<sup>6</sup> shall be reported<sup>7</sup> to OSHA within eight hours.

**ALL** injuries **or** illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public **and accidents involving district property, employees, students or visiting public** will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records ~~and reports on serious injuries, illnesses, including and accidents involving district property, or employees, students or visiting publics, and periodic statistical~~

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<sup>1</sup>The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria. OAR 437-001-0015(39).

<sup>2</sup>For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. OAR 437-001-0015(34).

<sup>3</sup>An injury or illness is work related if an event or exposure in the work environment **either** caused or contributed to the **resulting** condition or significantly aggravated a preexisting ~~condition~~ injury or illness. OAR 437-001-0700(6).

<sup>4</sup>"Medical" treatment ~~includes managing or caring for~~ **is the management or care** of a patient ~~for the purpose of~~ **to combatting** disease or disorder. The following are not considered medical treatment: visits to a ~~doctor~~ **physician** or other licensed health care professional solely for observation or counseling; diagnostic procedures, **such as x-rays and blood tests**, including administering prescription medications ~~used~~ **solely** for diagnostic purposes; ~~and or~~ any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).

<sup>5</sup>Amputations and avulsions are only required to be reported if they result in bone loss. OAR 437-001-0704(4)

<sup>6</sup>A "Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. OAR 437-001-0015(11)

<sup>7</sup>Reporting must be done in person or by telephone. OAR 437-001-0704(3)

~~reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.~~

The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. **These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data.** Such reports will be submitted to the superintendent for review.

END OF POLICY

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**Legal Reference(s):**

ORS 339.309

OAR 437-001-0015

OAR 437-001-0700

OAR 437-001-0760

OAR 581-022-2225

# North Wasco County School District 21

Code: GBN/JBA  
Adopted: 6/08/00  
Revised/Readopted: 3/31/04; 12/15/16; 8/23/18;  
6/18/20; 10/22/20  
Orig. Code: GBN/JBA

## Sexual Harassment

The district is committed to the elimination of sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

### General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

### OREGON DEFINITION AND PROCEDURES

#### Oregon Definition

Sexual harassment of students, staff members or third parties<sup>1</sup> shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student’s educational activity or program;
  - b. Interferes with a school or district staff member’s ability to perform their job; or
  - c. Creates an intimidating, offensive, or hostile environment.
3. Assault when sexual contact occurs without ~~the student’s, staff member’s or third party’s consent because the student, staff member or third party is under the influence of drugs or alcohol, is~~

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<sup>1</sup> “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

~~unconscious or is pressured through physical force, coercion or explicit or implied threats~~  
**consent<sup>2</sup>.**

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

### **Oregon Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

Position	Phone	Email
Director of Human Resources	541-506-3420	<a href="mailto:HR@nwasco.k12.or.us">HR@nwasco.k12.or.us</a>

The director of human resources is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. The director of human resources is also designated as the Title IX Coordinator. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

### **Response**

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal,

<sup>2</sup>“Without consent” means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

## **Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement if necessary, at district events.

## **No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

## **Notice**

When a person<sup>3</sup> who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include<sup>4</sup>:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parent who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.

<sup>3</sup>Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

<sup>4</sup>Remember confidentiality laws when providing any information.

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
  - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
  - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

### **Oregon Department of Education (ODE) Support**

The ODE will provide technical assistance and training upon request.

### **FEDERAL DEFINITION AND PROCEDURES**

#### **Federal Definition**

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity<sup>5</sup>;
3. “Sexual assault”: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. “Dating violence”: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. “Domestic Violence”: felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction; or
6. “Stalking”: engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person’s own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district’s treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

### **Federal Procedures**

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

### **Reporting**

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The report can be made at any time.

The Director of Human Resources is designated as the Title IX Coordinator and can be contacted at 541-506-3420. The Title IX Coordinator will coordinate the district’s efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

### **Response**

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.<sup>62</sup> The district shall

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<sup>5</sup> “Education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs.” (Title 34 C.F.R. §106.44(a))

treat complainants and respondents equitably by providing supportive measures<sup>63</sup> to the complainant and by following a grievance procedure<sup>74</sup> prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.<sup>85</sup>

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.<sup>96</sup> The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

## Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

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<sup>63</sup> (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.<sup>3</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

<sup>74</sup> This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

<sup>85</sup> The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

<sup>96</sup> The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary<sup>107</sup>, or both.

### **No Retaliation**

Neither the district or any person may retaliate<sup>118</sup> against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

### **Publication**

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the school student handbook and district staff handbook and on the school and district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person-upon request.

END OF POLICY

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### **Legal Reference(s):**

[ORS 243.706](#)  
[ORS 342.850](#)  
[ORS 332.107](#)  
[ORS 342.700](#)  
[ORS 342.704](#)

[ORS 342.708](#)  
[ORS 342.850](#)  
[ORS 342.865](#)  
[ORS 659.850](#)  
[ORS 659A.006](#)

[ORS 659A.029](#)  
[ORS 659A.030](#)  
[OAR 581-021-0038](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

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 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

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<sup>107</sup> Of the United States Department of Education.

<sup>118</sup> Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

# North Wasco County School District

Code: GCDA/GDDA  
Adopted: 11/21/17

## **Criminal Records Checks and Fingerprinting**

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require ~~all newly hired full-time and part-time employees not requiring licensure to undergo a~~ **certain individuals to submit to a** criminal records check and/or fingerprinting. ~~Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall have criminal records checks and/or fingerprinting as required by law.~~ **This includes employees, contractors, volunteers and others.**

### **Requirements for Employees not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)**

**All newly hired employees<sup>1</sup> not identified under Oregon Revised Statutes (ORS) 342.223<sup>2</sup> are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district<sup>3</sup> or private school, and has not resided outside the state between the two periods of employment**

**An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the individual. An individual may request the fee be withheld from the amount otherwise due the individual. The district will withhold this amount only upon request of the subject individual.**

**The district shall not begin the employment of an individual before the return and disposition of the required criminal records checks.**

**When the criminal records check indicates an individual has been convicted of any crimes<sup>4</sup> prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal records check indicates an individual has knowingly made a false statement as to the conviction of any crime, the individual **[may] [will not]** be employed by the district, or if employed by the district **[may] [will]** be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law **[may] [will not]** be employed by the district. Employment termination shall remove**

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<sup>1</sup> Any individual hired within the last three months. This 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> ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

<sup>3</sup> As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

<sup>4</sup> See OAR 581-021-0511(8).

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.

#### Requirements for TSPC Licensed, Certified or Registered Individuals

1. Any individual who is applying for a license as a teacher, administrator or personnel specialist is subject to a criminal records check and fingerprinting, unless the individual has submitted to such a check through the Teacher Standards and Practices Commission (TSPC) within the previous three years, or has remained continuously licensed by or registered with TSPC for a different license or registration for which the individual has already submitted to a criminal records check and fingerprinting.
2. Any individual who is applying for an initial certificate under ORS 342.475 as a school nurse shall submit to a criminal records check and fingerprinting with TSPC.
3. Any individual who is applying for a registration as a public charter school teacher or administrator with TSPC shall submit to a criminal records check and fingerprinting with TSPC.
4. Any individual applying for reinstatement of an Oregon license or registration as a teacher, administrator or personnel specialist, or a certificate as a school nurse with the TSPC, whose license, registration or certificate has lapsed for at least three years, shall submit to a criminal records check and fingerprinting with TSPC.
5. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist, if the individual does not hold a current license issued by TSPC and has not submitted to a criminal records check by TSPC within the previous three years 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.

#### Requirements for Contractors.

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students<sup>5</sup> or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

The superintendent **[or designee]** will identify contractors who are subject to such requirements.

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or

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<sup>5</sup> “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. (OAR 581-021-0510)

2. Notification<sup>6</sup> from the Superintendent of Public Instruction that the individual 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.

A subject individual **[may] [will]** be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

### Requirements for Volunteers

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;
2. Assistant coach;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;
5. List of other positions subject to this fingerprinting, if any.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check **[may] [will not]** begin **[on a probationary basis pending] [before]** the return and disposition of a state and national criminal records check based on fingerprints.

Volunteers allowed by the district into a position designated by the district to have direct, unsupervised contact with students shall submit to an in-state criminal records check.

The service of a volunteer allowed to have direct, unsupervised contact with students **[may] [will not]** begin **[on a probationary basis pending] [before]** the return and disposition of a criminal records check.

A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, **[will] [will not]** be required to submit to an in-state criminal records check.

A volunteer who knowingly made a false statement on a district volunteer application form or has a conviction of a crime 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 **[may] [will]** result in immediate termination from the ability to volunteer in the district.

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<sup>6</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.

**[Fees associated with a required fingerprinting for volunteers shall be paid by the [individual] [district].] Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the [individual] [district].**

**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 Board policy will be denied such ability to volunteer in the district.**

### **Requirements for Others**

**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 is required to submit to a criminal records check and a fingerprint-based criminal records check.**

**Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.**

### **Notification**

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

**The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:**

- 1. Such criminal records checks and fingerprinting are required by law or Board policy;**
- 2. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;**
- 3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment, or contract status or the ability to volunteer in the district;**
- 4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;**
- 5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, or ODE forms (written or electronic) [may] [will] result in immediate termination from employment or contract status;**
- 6. 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[;]**

7. 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 **[may] [will]** result in immediate termination from the ability to volunteer in the district.

## Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and 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.

1. Fingerprints may be collected by one of the following:
  2. Employing district staff;
  3. Contracted agent of employing district;
  4. Local or state law enforcement agency; or
  5. Statewide vendor identified by the Oregon Department of Administrative Services.
6. 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.
7. 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 or has a conviction of a crime prohibiting employment, or contract or volunteering.
8. A copy of the fingerprinting results will be kept by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

~~“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.~~

~~As required by state law, a criminal records check and/or fingerprinting shall be required of the following individual or individuals (subject individuals and requirements are further outlined in GCDA/GDDA AR Criminal Records Checks and Fingerprinting):~~

- 1.—~~All district contractors and/or their employees, whether employed part-time or full-time, considered by the district to have unsupervised access to students;~~
- 2.—~~All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;~~
- 3.—~~Any community college faculty member providing instruction at the site of an early childhood education program or 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;~~
- 4.—~~Any individual who is an employee of a public charter school and not requiring licensure; and~~
- 5.—<sup>7</sup>~~Any individual considered for volunteer service with the district who is to have direct, unsupervised contact with students.~~

~~The identity of an individual requiring fingerprinting will be provided by the district to the authorized fingerprinter for verification.~~

~~An individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract.~~

~~The district shall not begin the employment of a subject individual or terms of a district contractor before the return and disposition of the required criminal records checks and/or fingerprinting.~~

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

~~A subject individual who has failed to disclose the presence of convictions that would not otherwise prohibit his/her employment with the district as provided by law, may 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.~~

~~An individual who knowingly made a false statement as to the conviction of any crime on district volunteer forms, as determined by the district, may result in immediate termination from the ability to volunteer in the district.~~

~~Fees associated with a criminal records check and/or fingerprinting may be charged.~~

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

## **Appeals**

~~An individual eligible may appeal a determination that prevents his/her employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be so notified in writing by the ODE.~~

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<sup>7</sup>If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct background checks on these volunteers.

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 581-021-0500  
OAR 581-022-2430  
OAR 584-050-0012

OAR 414-061-0010 to -0030

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2017).

# North Wasco County School District 21

Code: GBNAB/JHFE-AR(1)  
 Adopted: 12/16/21  
 Revised/Readopted: 10/26/23; 4/25/24  
 Orig. Code: JHFE

## Reporting of Suspected Abuse of a Child

### Reporting

Any district employee who has reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse<sup>1</sup>, shall ~~orally make a report or cause an oral report to be made~~ immediately ~~by telephone or otherwise to the local office of the~~ **to the** Oregon Department of Human Services (DHS) ~~or its designee~~ **through the centralized child abuse reporting system<sup>2</sup>** or to a local 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 person**<sup>32</sup> 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 419B.010.~~

The district employee should also immediately inform his/her supervisor, principal ~~or~~ **and** superintendent.

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~~ **through its centralized child abuse reporting system** or ~~the local~~ **to a** law enforcement agency pursuant to ORS 419B.015, and to ~~the~~ **a** designated licensed administrator or alternate licensed administrator for their school building.

~~If known, such~~ **The** report shall **must** contain, **if known**, 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 which 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 Human Resources Director 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 student and will include:

1. The name and position of the person making the report;

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

<sup>2</sup> **How to report abuse of neglect: Oregon DHS. Call 855-503-SAFE (7233)**

<sup>32</sup> “Person” could include adult, student or other child.

2. The name of the student;
3. The name and position of any witness;
4. A 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;
5. A description of how the report was made (i.e., phone or other method);
6. The name of the agency and individual who took the report;
7. The date and time that the report was made; and
8. The names of district administrator who received a copy of the written report.

A written record of the abuse of a child 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~~ employee's supervisor and **the original report sent to the** superintendent.

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>43</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or a 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 been violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor, 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>54</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

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<sup>43</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>54</sup> The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or its designee or law enforcement pursuant to law.

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 and other types of~~ **defines “abuse” in ORS 419B.005(1).**
  - a. ~~Physical;~~
  - b. ~~Neglect;~~
  - c. ~~Mental injury;~~
  - d. ~~Threat of harm;~~
  - e. ~~Sexual abuse and sexual exploitation.~~
2. “Child” means an unmarried person who is under 18 years of age or is ~~under 21 years of age and residing in or receiving care or services at a child-caring agency~~ **a child in care, as defined in ORS 418.257.**
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.

## 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 **or this administrative regulation**, 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. When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (see JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). 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 officials wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The law enforcement officials shall sign the student out in accordance with district procedures;

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 or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation;
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 **ir** 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.



REPORTING OF SUSPECTED ABUSE OF A CHILD  
North Wasco County School District 21

SUSPECTED ABUSE OF A CHILD REPORTING FORM

On (date) \_\_\_\_\_ at (time) \_\_\_\_\_ the person below reported a suspected abuse concern to the following agency:

**Name of DHS Contact:** \_\_\_\_\_ **Name of Reporting Person:** \_\_\_\_\_

Toll free: **1-855-503-SAFE (7233)**       Administrator  Educator  Coach  Other: \_\_\_\_\_

**Report Reference #:** \_\_\_\_\_ **Reporting Method:**  Phone  In-person  Other: \_\_\_\_\_

**Supr/Bldg. Administrator Signature:** \_\_\_\_\_  
*(Supervisor or Building Administrator must review and sign prior to sending to the Superintendent's Office)*

Law Enforcement Officer's Name: \_\_\_\_\_ Agency Name: \_\_\_\_\_  
The Dalles City Police | 541-296-2233 ~ Wasco County Sheriff | 541-506-2580 ~ Oregon State Police | 541-296-9646

**Supr/Bldg. Administrator Signature:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Grade:** \_\_\_\_\_

**Parent(s) Name:** \_\_\_\_\_ **Parent Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Summary:** \_\_\_\_\_

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NWCSD 21 Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward to superintendent's office when complete in sealed envelope marked "Confidential."**

# North Wasco County School District 21

Code: GCDA/GDDA-AR  
Adopted: 10/09/08  
Revised/Readopted: 3/10/11; 5/25/17; 10/26/17;  
9/22/22  
Orig. Code: GCDA/GDDA-AR

## Criminal Records Checks/Fingerprinting

### Subject Individual Requirements

1. Any individual newly hired employee, whether full-time or part time, 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 undergo a criminal records check and fingerprinting with TSPC.
4. Any individual hired as or by a contractor, whether part-time or full-time, into a position having direct, unsupervised contact with students as determined by the district shall be required to undergo a criminal records check and fingerprinting.

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

5. Any community college faculty member providing instruction at the site of an early childhood education program or 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, 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.

## **Exceptions**

A newly hired employee is not subject to fingerprinting if:

1. The district has evidence on file that the person successfully completed a state 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; or
2. The Oregon Department of Education (ODE) determines the person:
  - a. Submitted to a criminal records check for the person's immediately previous employer, the employer is a school district or private school and the person has not lived outside this state between the two periods of employment;
  - b. Submitted to a criminal records check conducted by TSPC within the previous three years; or
  - c. Remained continuously licensed or registered with the TSPC.

## **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 and/or Board policy;
  - b. Any action resulting from such checks completed by the ODE that impact employment, or 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 checks and/or fingerprinting shall result in immediate termination from employment or 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) may 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. The district will remove the volunteer from the position allowing direct, unsupervised contact with students.
2. The district will provide written notice described above through such means as staff handbooks, employment applications, contracts or volunteer forms.

## **Processing/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.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will 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 any crime or has a conviction of a crime prohibiting employment, or contract or volunteering.
5. A copy of the fingerprinting results will be kept by the district.

### **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, shall be paid by the individual.
2. Fees associated with required criminal records checks for volunteers shall be paid by the district.
3. 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 to the individual in accordance with Oregon law.

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

1. A subject individual required to submit to a criminal records checks 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 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 of number.
2. A subject individual may 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. Any 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 the ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that the 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. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

### **Appeals**

An 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.