

AGENDA REEDSPORT SCHOOL DISTRICT
105
REGULAR BOARD MEETING
October 10, 2018, 6:30 p.m.

I. CALL TO ORDER

II. ESTABLISH A QUORUM

III. PLEDGE OF ALLEGIANCE

IV. CHANGES TO THE AGENDA

V. ACCOLADES

A. Superintendent Awards

VI. COMMUNITY COMMENTS

Individuals may address the Board on agenda items. Please let the Board Chair know which item you wish to address. You are limited to no more than three (3) minutes. You may address the Board on a topic not on the agenda as long as it does not pertain to a complaint against a staff member. However, the Board reserves the right to refer the matter to the administration

VII. REPORTS

- A. RCCS Administrator – Jerry Uhling
- B. HES Administrator – Amanda O'Brien
- C. SPED Director - Parma Roe
- D. Business Manager – Rachel Amos
- E. Charter Advisory Council Representative
- F. Certified and Classified Representatives
- G. RCCS Student Body Representative-Madison Kay
- H. Other
- I. Superintendent – Jon Zwemke

VIII. CONSENT AGENDA

Actions that are routine or usually call for no discussion, such as approving minutes of previous meetings, acceptance of donations and similar actions, are often handled together in one vote by the Board

- A. Approval of Regular Board Meeting Minutes from September 12, 2018
- B. Acceptance of Resignations/Retirements
 - 1. Destany Anderson-HES-Instructional Assistant II
- C. Approval of New Hires/Assignment Changes/Volunteers:
 - 1. Tom Capps- Jr. High Football Coach
 - 2. Paige Allen-Jr. High Cross Country Coach
 - 3. Thoren Bradley-PE K-12 RCCS/Highland
- D. Donation-None

IX. ACTION

- A. Policy Revisions: 2nd Readings
 - 1. GBN/JBA “Sexual Harassment”
 - 2. GBN/JBA-AR “Sexual Harassment”
 - 3. GCDA/GDDA “Criminal Records Checks and Fingerprinting”
 - 4. GCDA/GDDA-AR “Criminal Records Checks and Fingerprinting”
 - 5. JHCD/JHCD-AR “Medications”
 - 6. JHFE-AR (1) “Reporting of Suspected Abuse of a Child”
- B. Policy Revisions: 1st Readings
 - 1. JHFE-AR (2) “Reporting of Suspected Abuse of a Child”
 - 2. JBA/GBN “Sexual Harassment”
 - 3. JBA/GBN-AR “Sexual Harassment”
 - 4. JHFF “Reporting Requirements Regarding Sexual Conduct with Students”

X. DISCUSSION

- A. RCCS Gym Truss Repair and Seismic Grant
- B. Regional Meeting Bandon-Board Member Report
- C. OSBA-The Promise Scholarship-October 18th, November 29th, December 13th, January 10th, February 21st, April 25th 5:45PM -8:45PM
- D. Promissory Note
- E. Upcoming Board Conferences
 - 1. November 8-11th OSBA Annual Convention-Portland
 - 2. November 13th Board Operation Agreement-Save the Kelles Green 6:00 PM
 - 3. December 5-7th COSA Law Conference-Eugene

XI. COMMUNITY COMMENTS

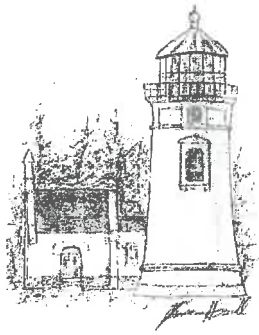
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XII. BOARD MEMBER COMMENTS

XIII. FUTURE AGENDA

Regular Board Meeting November 14, 2018 6:30 PM

XIV. ADJOURNMENT



Highland Elementary School

2605 Longwood Drive, Reedsport, Oregon 97467

Phone: (541) 271-3616, Fax: (541) 271-3618

October 3, 2018

Dear Parent(s) of David Sunder,

The Superintendent award is a special award that is earned and not simply given. It is with enthusiasm that I recommend David Sunder for this esteemed recognition. David is a motivated and responsible student that comes to school each day with a smile and an “idea” about how to fix something. David frequently uses habit #2 and begins with the end in mind. Using this habit has helped him to gain motivation toward achieving goals and rising to new challenges. His perseverance in the classroom is simply unmatched.

Recently, one of our classroom ball chairs became deflated from staples on the floor. David readily offered to solve the issue of the leaking ball chair. He packed up the chair and took it home to patch it. In this action, shows dedication beyond the school day and a high consideration for his peers. This is only one example of how kind David is to others. He shows these actions on a daily basis as he assists others with everything from repairing mechanical pencils to finding the correct page number in the book. David simply steps up to the plate for any and all challenges.

I firmly believe these habits started at home with his parents. So, I'd like to thank them as well for raising such a dedicated, hardworking and caring child. It is a pleasure to work with David this year.

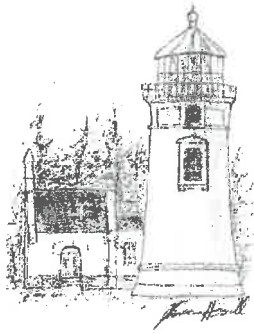
Sincerely,

Ms. Villegas

Ms. Villegas

3rd Grade Teacher

Highland Elementary School



Highland Elementary School

2605 Longwood Drive, Reedsport, Oregon 97467

Phone: (541) 271-3616, Fax: (541) 271-3618

October 3, 2018

Dear Parent(s) Of Beau Ingram,

The Superintendent Award from Highland Elementary School primary classes goes to Beau Ingram. It is an honor and a privilege to recognize her success.

Besides being a student who is always ready, willing and able to give her best effort in all classroom activities, she is also very helpful to other students who need a boost.

One of the particular traits she shows is perseverance. She is adept at knowing she has many strategies and that there is more than one way to solve a problem.

She is a role model by her actions and her quiet confidence benefits the whole class.

Tanner Parsons



Reedsport Community Charter School

Jerry Uhling
James Hixenbaugh

Director/Principal
Dean of Students/Athletic Director

October 3, 2018

To the parents of Morgan Williams,

Grit, that is a word that I can use to describe only a few students, and one that I think fits well for Morgan. I have known Morgan since she became a 7th grader here at RCCS, and I can truly say that it has been my pleasure to be her teacher in Algebra 1, Algebra 2, College Algebra and now Trigonometry. Morgan is an extraordinary young lady who has shown perseverance, character, responsibility and diligence throughout her high school education. Those are the qualities that describe someone with grit. I believe that she is deserving of the Superintendent's Award because she works hard for her education, her family and her future.

Throughout the years Morgan has demonstrated that she is a very hard working student in my classes. She is strong academically and a great critical thinker. Morgan truly tries to understand the material in a way that makes sense to her and she attempts to fully grasp what is being taught. She has maintained a strong average GPA in spite of obstacles that may have caused others to give up. Morgan often does not have sufficient time to dedicate to her studies because of her responsibilities to her family and her job. In spite of the obstacles that she has faced, she has continued to pursue her schooling with the mindset of going on to college to pursue her dreams of working in the veterinary field. One of the things that I most admire about Morgan is her ability to persevere through adversity to be successful.

In Morgan's life, family takes priority. As you know, she makes it a priority to help care for her younger brother. There have been several times when she has needed help with math and she has brought him with her so that she could get the help she needs or take the quiz she needs to take, while still caring for his needs. Whatever her family's needs have been, she has met those needs and managed to maintain her school work as a strong academic student.

The care of animals is a passion for Morgan. She has worked at the local veterinarian's office before and after school for several years while taking challenging classes and helping to care for her family. There are times when she will try to set a time to meet with me if she needs additional help and it can be very difficult due to her time constraints of work and family. Although at times she may be overwhelmed, she never ever gives up. She is diligently pursuing her desire to further her education for the career that loves and wants.

As I stated before, Morgan is an extraordinary young lady. She will accomplish her dreams and ambitions due to the character she has developed at a young age by persevering through hardship and understanding what is truly important in life.

Susie Chaney

RCCS Math Teacher

A community of learners preparing to meet the challenges of the future

2260 Longwood Drive
Reedsport, OR 97467

Phone: (541) 271-2141
Fax: (541) 271-2143

www.reedsport.k12.or.us



Reedsport Community Charter School

Jerry Uhling
James Hixenbaugh

Director/Principal
Dean of Students/Athletic Director

October 4, 2018

To the Parents of Natalie Seeley:

It has been a pleasure to have your child in science class this semester. Natalie is a very conscientious student who is always willing to participate. She comes to class on a daily basis with all her necessary materials, and more importantly, a positive attitude. When Natalie does not understand something, she is willing to seek help from me or other classmates. She works hard each and every day, and she is willing to do what is necessary to obtain good grades. The other day in class I told the students that they would have a quiz on Monday, and they would need to study their practice quiz over the weekend. Many of the students whined about having homework, but Natalie made the comment that she would need to remember to take her practice quiz home to study. When we took the quiz on Monday, Natalie was one of just a handful of students that received a perfect score, which indicated that she had in fact prepared for the quiz. Natalie displays all the necessary traits to be successful. She works hard, is organized, has a great attitude, and last, but not least, she is willing to seek help when necessary. These traits I'm sure carry over into other aspects of her life, and will help her be successful. You should be very proud of Natalie, and I'm sure you can take at least some of the credit for Natalie's great attitude and strong commitment to her school work.

Warm Regards,

Ron Frakes
Science Teacher
Reedsport Community Charter School

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Reedsport Community Charter School

**Jerry Uhling
James Hixenbaugh**

**Director/Principal
Dean of Students/Athletic Director**

4 Oct 2018 – RCCS Board Report

GENERAL INFO:

The leadership class is working on planning Homecoming events which is coming up in a few weeks.

We are in the process of signing up Sophomores, Juniors and Seniors for the PSAT, which is one way they can meet their essential skills. The test will be given on Oct 10th.

The first round of progress reports have been sent out and we are looking at early intervention strategies to help students be more successful.

I have been meeting with teachers to discussing their learning goals and setting up observations. On Oct 11th we will host a Joint Committee on Student Success and they will tour our CTE shop and be given a small presentation.

Peggy Hall has been doing a lot of updates to the library and making it more modernized. She is developing lots of new ideas to make it more of a media center in the future. Some of the possibilities are a maker space area, green screen and virtual reality recorder.

The gym remodel should be completed by the end of October.

Professional Development Opportunities:

We are moving forward towards implementation of 1 to 1 Chromebooks in the high school for the beginning of the 19-20 school year.

During our PD's days we had Glucagon, and Epi Pen training from Nurse Rose and discussed certain teaching strategies that would help for long term retention.

The Math Department is going to Eugene for CPM training and looking at mathematical curriculum strategies.

Ms. Luther will be attending a Spanish PD training.

Ideas to staff :

Challenge: 1. Hand out 3 X 5 cards to a class with the following prompt: I wish my teacher knew _____ about me.

Challenge: 2. Do something nice for a fellow staff member ie; buy a coffee, write them an note, provide a snack.

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Director/Principal
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One of my best reads for professional development and empowering students is "Innovator's Mindset" The following link is a blog by the author George Couros. Please take a few moments to read through the blog and watch the video. This is a GREAT example of utilizing a student's interest to drive the "how" of our curriculum. When watching the video keep asking yourself did he meet the standard/skills that you would require on a test or not. If you believe that he met the standard or possibly exceeded the standard I ask you to #ThinkDifferently, #TakeaRisk, #BeBrave

<https://us12.campaign-archive.com/?e=ca481a2e9e&u=9381017234135a9c6d5f7419a&id=3bbef01681>

Occasionally, I come across things that make you think, make you go HMMMM... The best 5:00+ mins of your day, perhaps something great to show students... GROWTH MINDSET?

<https://www.youtube.com/watch?v=q7xQiU5X4Zg>

Last week's challenge produced a lot of heart felt responses from our students and has really given me a lot to think over. I read one on Friday at PD but I think it's important to share many others for awareness and what we might be able to do differently to help our kids.

"I wish my teacher knew I want homework about me." Wow!

Several students have anxiety and don't like going to the front of the room or talking in front of people

Several students told me about what they like to do outside of school (dirt bike riding, skate boarding, art and video games)

One student wanted me to know that they work hard to keep their grades up with sports

I cannot talk to strangers or anyone else and only somewhat with teachers.

My mother hates it when I have missing assignments.

I don't always understand the Spanish homework.

I did the challenge #3 with my advisory class today and discovered a lot of personal things about my kids, ranging from living in a house where the child is treated badly because she is "bisexual, gender-fluid, and depressed", to "I hate coming to school because there is so much gossip that I feel isolated and bullied and alone" to "I suffer from anxiety whenever I have to speak or read in front of the class". These kids genuinely have ACES. We talked about tolerance and empathy today, Showed a clip from Freedom Writers and the line activity, and I received several hugs afterward with kids telling me thanks for having this discussion.

I learned that XXX student doesn't like the word retarded because she finds it offensive. She explained later that she has two relatives that have mental issues.

I'm funny, love pizza and going to the beach

I use my phone as a way to cope with anxiety

A community of learners preparing to meet the challenges of the future



Reedsport Community Charter School

Jerry Uhling
James Hixenbaugh

Director/Principal
Dean of Students/Athletic Director

If you have any ideas on what we can do to help our students deal better with what they are facing please share.

After contemplating students that seem to have a lot of anxiety and/or stress about answering in class questions or being called out and not knowing the answer. PEAK has 6 fundamental keys for Student Success: 1. Safety 2. Love and Belonging, 3. Freedom and Independence 4. Success 5. Fun & Enjoyment and 6. Valued Purpose.

Here are a couple strategies that would accomplish a lot of things as a win-win.

1. Any question asked of a student should require an answer that everyone should know and interact with but very few do. It is virtually impossible to assess if all students got the correct answer or know the correct answer to the question you asked when just one or two students are supplying the answers and others are not engaged.
2. By utilizing Deflected question responses such as "How would someone respond to" or "What might others say about" It provides safety for students who have anxiety or stress about being called out in class but keeps everyone accountable to know the answers.
3. Provides opportunity for 100% correctness 100% of the time. That way students aren't practicing wrong answers to questions.
4. It aligns with our philosophical chairs debate in AVID by stating "I heard someone say" statements in responses.
5. Increase overall success because students are now having to be actively engaged in the content and questions you are asking.

Please view and share your thoughts with me, if you want more ideas or specific strategies on this please let me know and I can provide it.

OUR SUCCESS WILL NOT BE MEASURED BY OUR TEST SCORES OR GRADES BUT THE IMPACT WE HAVE ON OTHERS TO KNOW THEY MATTER AND ARE VALUED. SO THEY CAN BE THE BEST THEM THEY CAN BE

Have a great week, thank you soooo much for picking up an oar. #BeBrave

Jerry Uhling
Principal, RCCS

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Summary by Category Report 18-19

7/1/2018 through 6/30/2019

10/4/2018

Page 1

Category	7/1/2018- 6/30/2019
INCOME	
17 CLASS	1,062.25
18 CLASS	1,724.77
19 CLASS	1,980.38
20 CLASS	1,684.43
21 CLASS	26.00
7TH GRADE GIRLS BB	119.63
7TH GRADE VOLLEYBALL	394.13
8TH GRADE VOLLEYBALL	215.90
ADMINISTRATIVE- PRINCIPAL	358.13
ART	1,097.49
ATHLETIC GENERAL FUND	836.41
ATHLETIC SUPPLIES	39.68
BAND	5.49
BASEBALL	1,634.74
BOOSTERS-ASB	1,261.72
BRAVES PARENT GROUP	205.84
CASH DRAWER	0.00
CHOIR	248.85
COMMUNITY PRIDE	350.86
CONCESSIONS	2,828.63
CROSS COUNTRY	484.35
CULINARY CLASS	762.45
DRAMA	733.45
E-SCRIP	772.51
EMPLOYEE WELLNESS	252.58
FOOTBALL	1,963.11
FRIENDSHIP	400.72
GED PREPARATION	320.00
GENERAL FUND	3,982.63
GOLF	582.54
IND. TECH-SHOP CLUB	4,060.24
INTEREST	186.55
JUNIOR GENERAL FUND	4,221.00
JUNIOR TRACK	787.84
JV LADY BRAVES BASKETBALL	24.20
JV VOLLEYBALL	738.67
LADY BRAVES BASKETBALL	0.00
LIFE SKILLS	779.03
LIFESKILLS BOTTLES CANS	31.60
LOST LIBRARY BOOKS	45.00
MIKE JONES MEMORIAL	750.01
MR RHS	20,838.10
MR RHS GRANT	410.54
NHS	2,466.86
OHSET-EQUESTRIAN	0.95
OSAA	0.00
PSAT	471.00
READ A THON	319.20
RHS LIBRARY FUND	1,435.96

Summary by Category Report 18-19

7/1/2018 through 6/30/2019

10/4/2018

Page 2

Category	7/1/2018- 6/30/2019
SHOP BUS	807.25
SOFTBALL	1,605.63
SPANISH CLUB	211.07
SWIM	2,044.99
TRACK	1,861.35
TRACK RENOVATIONS	4,195.00
TYLER HOFFMAN MEMORIAL	210.05
VARSITY BOYS BXB	634.30
VARSITY CHEER	734.26
VOLLEYBALL	2,248.09
WEIGHT TRAINING	78.18
WRESTLING	1,018.94
WRITING CONFERENCE	70.19
YEARBOOK	8,915.70
TOTAL INCOME	88,531.42
Balance Forward	
Bal Fwd FY2018-2019	0.00
TOTAL Balance Forward	0.00
OVERALL TOTAL	88,531.42

ASB Category Report 2018/2019

Category	Beg. Balance	Current Balance	Difference
17 CLASS	\$1,062.25	\$1,062.25	\$0
18 CLASS	\$1,724.77	\$1,724.77	\$0.00
19 CLASS	\$1,905.38	\$1,980.38	\$0.00
20 CLASS	\$1,684.43	\$1,684.43	\$0.00
21 CLASS	\$26.00	\$26.00	
7TH GRADE GIRLS BB	\$119.63	\$119.63	
7TH GRADE VOLLEYBALL	\$55.00	\$394.13	\$339.13
8TH GRADE VOLLEYBALL	\$215.90	\$215.90	
ADMIN-PRINCIPAL	\$358.13	\$358.13	\$0.00
ART	\$1,097.49	\$1,097.49	\$0.00
ATHLETIC GEN FUND	\$956.41	\$836.41	(\$120.00)
ATHLETIC SUPPLIES	\$39.68	\$39.68	\$0.00
BAND	\$5.49	\$5.49	\$0.00
BASEBALL	\$2,084.74	\$1,634.74	(\$450.00)
BOOSTERS-ASB	\$1,661.72	\$1,261.72	(\$400.00)
BRAVES PARENT GROUP	\$205.84	\$205.84	\$0.00
CASH DRAWER	\$250.00	\$0.00	(\$250.00)
CHOIR	\$248.85	\$248.85	\$0.00
COMMUNITY PRIDE	\$350.86	\$350.86	\$0.00
CONCESSIONS	\$4,850.47	\$2,828.63	(\$2,021.84)
CROSS COUNTRY	\$484.35	\$484.35	
CULINARY CLASS	\$762.45	\$762.45	\$0.00
DRAMA	\$733.45	\$733.45	\$0.00
E-SCRIP	\$772.51	\$772.51	\$0.00
EMPLOYEE WELLNESS	\$252.58	\$252.58	\$0.00
FOOTBALL	\$1,848.45	\$1,963.11	(\$114.66)
FRIENDSHIP	\$437.87	\$400.72	(\$37.15)
GED PREPARATION	\$320.00	\$320.00	\$0.00
GENERAL FUND	\$2,083.63	\$3,982.63	\$1,899.00
GOLF	\$582.54	\$582.54	\$0.00
IND TECH-SHOP CLASS	\$4,060.24	\$4,060.24	\$0.00
INTEREST	\$181.65	\$186.55	\$4.90
JUNIOR GENERAL FUND	\$3,453.00	\$4,221.00	\$768.00
JUNIOR TRACK	\$787.84	\$787.84	\$0.00
JV LADY BRAVES BASKETBALL	\$24.20	\$24.20	\$0.00
JV VOLLEYBALL	\$738.67	\$738.67	\$0.00
LADY BRAVES BASKETBALL	\$0.00	\$0.00	\$0.00
LIFE SKILLS	\$1,165.19	\$779.03	\$386.16
LIFESKILLS BOTTLES CANS	\$1.20	\$31.60	\$30.40
LOST LIBRARY BOOKS	\$24.00	\$45.00	\$21.00
MIKE JONES MEMORIAL	\$750.01	\$750.01	\$0.00
MR RHS	\$20,838.10	\$20,838.10	\$0.00

MR RHS GRANT	\$410.54	\$410.54	\$0.00
NHS	\$2,466.86	\$2,466.86	\$750.00
OHSET-EQUESTRIAN	\$0.95	\$0.95	\$0.00
OSAA	\$0.00	\$0.00	\$0.00
PSAT	\$471.00	\$471.00	\$0.00
READ A THON	\$308.94	\$319.20	\$10.26
RHS LIBRARY FUND	\$1,435.96	\$1,435.96	\$0.00
SHOP BUS	\$807.25	\$807.25	\$0.00
SOFTBALL	\$1,605.63	\$1,605.63	\$0.00
SPANISH CLUB	\$211.07	\$211.07	\$0.00
SWIM	\$2,044.99	\$2,044.99	
TRACK	\$1,861.35	\$1,861.35	\$0.00
TRACK RENOVATIONS	\$4,195.00	\$4,195.00	\$0.00
TYLER HOFFMAN MEMORIAL	\$210.05	\$210.05	\$0.00
VARSITY BOYS BXB	\$634.30	\$634.30	\$0.00
VARSITY CHEER	\$734.26	\$734.26	\$0.00
VOLLEYBALL	\$1,224.33	\$2,248.09	\$1,023.76
WEIGHT TRAINING	\$78.18	\$78.18	\$0.00
WRESTLING	\$1,018.94	\$1,018.94	\$0.00
WRITING CONFERENCE	\$70.19	\$70.19	\$0.00
YEARBOOK	\$8,875.70	\$8,915.70	\$40.00
	\$87,870.46	\$88,531.42	
Updated 10/04/18-SW			



Board Report

Highland has participated in The Rural Network (a group of rural schools who get together and have development facilitated by Mike Garling) in the past, and I am continuing on with this support this year. The Rural Network is providing professional development throughout the year that Highland members will be attending. The attendees are Tanner Parsons, Whitney Isley, Talena Coplin, Amanda O'Brien, and Jennifer Halinski. The sessions that we will be attending are specific to PLC work, Professional Learning Communities. All of the sessions will be held in Eugene throughout the school year. Additionally, The Rural Network is offering mini forums to lead teachers, instructional coaches, principals, and superintendents that we will be sending a couple of folks to.



As part of our School Improvement Grant, we have some teacher professional development scheduled throughout the year. On September 27th-28th, we received math training from Jen Hunt and Laura Nelson. This training included observations of model lessons, grade level collaboration/feedback, and overall effective instructional strategies.

Each year, school districts are required to share their Title III 'Legislative Report' to the Board. What this report shows is financial data for ELL, comparison data to the state of Oregon, student achievement, and additional information on English Language Learner Students. Since Reedsport has such a small percentage of English Language Learners, many of the field aren't reported on. Below is our 2016-2017 report.

District Comparisons Supplement to 2016-17 ELL Report

Click empty cells to select districts from drop down menus in cells P16, P18, P19 & P21										
Report Section		Measure		State of Oregon		Percent	Comparison District 1	Comparison District 2	Comparison District 3	Measure
Part A: Financial Data		Measure		State of Oregon		Percent	Comparison District 1	Comparison District 2	Comparison District 3	Measure
Section 1: State School Fund Formula Breakdown and General Fund Expenditures for ELLs		ELL Formula Breakdown	1	1,605,240,262	5	64.6%	64.6%			Count
		Total ELL General Fund Expenditures	2	1,020,164,493	5	64.6%	64.6%			Count
		Number of Students Eligible for ELL Programs	3	181,729	5	64.6%	64.6%			Count
Part B: Demographic of Students Eligible for and Enrolled in English Language Learner Programs		Current ELL Count	4	54,714	5	64.6%	64.6%			Count
		Former ELL Count	5	4,772	5	64.6%	64.6%			Count
Section 3: Number of ELLs		Percent of Students who were Current ELL	6	23.52%	5	64.6%	64.6%			%
		Percent of Students who were Former ELL	7	9.39%	5	64.6%	64.6%			%
		Percent of Oregon Current ELL	8	100.00%	5	64.6%	64.6%			%
		Percent of Oregon Former ELL	9	100.00%	5	64.6%	64.6%			%
Section 4: Economically Disadvantaged ELLs		Current ELL who were Economically Disadvantaged	10	89.79%	5	64.6%	64.6%			%
		Former ELL who were Economically Disadvantaged	11	24.44%	5	64.6%	64.6%			%
Section 5: Multiracial ELLs		Current ELL who were Multiracial Students	12	38.94%	5	64.6%	64.6%			%
		Former ELL who were Multiracial Students	13	5.10%	5	64.6%	64.6%			%
Section 6: Hispanic ELLs		Current ELL who were Hispanic	14	24.44%	5	64.6%	64.6%			%
		Former ELL who were Hispanic	15	24.44%	5	64.6%	64.6%			%
Section 7: Migrant ELLs		Current ELL who were Migrant Students	16	24.44%	5	64.6%	64.6%			%
		Former ELL who were Migrant Students	17	24.44%	5	64.6%	64.6%			%
Section 8: Limited English Proficiency (LEP) ELLs		Current ELL who were Limited English Proficiency	18	10.00%	5	64.6%	64.6%			%
		Former ELL who were Limited English Proficiency	19	4.30%	5	64.6%	64.6%			%
Section 9: Social Area Income and Poverty Estimates (SAIPE)		Number of Children in Poverty (ages 5-17)	20	879,911	5	64.6%	64.6%			Count
		Percent of Children in Poverty (ages 5-17)	21	15.00%	5	64.6%	64.6%			%
Section 11: Average Number of Years Students Have Been Enrolled in an ELL Program (and %)		Number of Children in Poverty (ages 5-17)	22	142	5	64.6%	64.6%			Count
		Percent of Children in Poverty (ages 5-17)	23	2.25	5	64.6%	64.6%			%
		Number of Children in Poverty (ages 5-17)	24	142	5	64.6%	64.6%			Count
		Percent of Children in Poverty (ages 5-17)	25	2.25	5	64.6%	64.6%			%
		Number of Children in Poverty (ages 5-17)	26	142	5	64.6%	64.6%			Count
		Percent of Children in Poverty (ages 5-17)	27	2.25	5	64.6%	64.6%			%
		Number of Children in Poverty (ages 5-17)	28	142	5	64.6%	64.6%			Count
		Percent of Children in Poverty (ages 5-17)	29	2.25	5	64.6%	64.6%			%
		Number of Children in Poverty (ages 5-17)	30	142	5	64.6%	64.6%			Count
		Percent of Children in Poverty (ages 5-17)	31	2.25	5	64.6%	64.6%			%

District Comparisons Supplement to 2016-17 ELL Report

Report Section		Measure	State of Oregon	District	Comparison District 1	Comparison District 2	Comparison District 3	Measure
Part 0: Other information on English Language Learner Students								
Section 19: English Language Learners by Grade		4th	12.10%	14.22%				%
		1st Grade	12.80%	7.14%				%
		2nd Grade	15.22%	7.14%				%
		3rd Grade	15.12%	21.43%				%
		4th Grade	12.09%	7.14%				%
		5th Grade	15.24%	7.14%				%
		6th Grade	7.33%	7.34%				%
		7th Grade	5.22%					%
		8th Grade	4.89%	7.34%				%
		9th Grade	2.94%					%
		10th Grade	7.65%	7.14%				%
		11th Grade	2.09%	14.29%				%
		12th Grade	2.92%					%
Section 20: Percent of English Language Learners Who Test by Grade		4th	5.40%					%
		1st Grade	5.20%					%
		2nd Grade	12.74%					%
		3rd Grade	17.47%	50.00%				%
		4th Grade	19.18%					%
		5th Grade	17.74%					%
		6th Grade	11.09%					%
		7th Grade	9.48%					%
		8th Grade	2.91%					%
		9th Grade	1.77%					%
		10th Grade	1.89%	50.00%				%
		11th Grade	1.69%					%
		12th Grade	1.43%					%
Section 21: Not Chronically Absent English Language Learners		Percent of Current ELLs Not Chronically Absent	80.80%	84.60%				%
		Percent of Former ELLs Not Chronically Absent	77.43%	89.25%				%
		Percent of Current ELLs designated as Frequenten On Track	85.18%					%
		Percent of Former ELLs designated as Frequenten On Track	81.90%					%
Section 22: Dropout Rates for English Language Learners		Current ELL Dropout Rate	6.21%	8.07%				%
		Former ELL Dropout Rate	5.19%	8.84%				%
Section 24: English Language Learners with High School Seniors		Percent Current ELLs Disenfranchised	5.60%	8.07%				%
		Percent Former ELLs Disenfranchised	9.05%					%

District Comparisons Supplement to 2016-17 ELL Report

Report Section		Measure	State of Oregon	Baseline	Comparison District 1	Comparison District 2	Comparison District 3	Measure Value
Part B: Demographics of Students Eligible for and Enrolled in English Language Learning Programs (Item 2)								
Section 17: Average Number of Years ELLs are Enrolled in a School	Current ELL		65	2.41				Years
	1st Grade			1.83				Years
	2nd Grade			2.54				Years
	3rd Grade			3.14				Years
	4th Grade			3.59				Years
	5th Grade			4.05				Years
	6th Grade			3.82				Years
	7th Grade			3.03				Years
	8th Grade			2.49				Years
	9th Grade			1.04				Years
	10th Grade			1.79				Years
	11th Grade			2.23				Years
	12th Grade			3.71				Years
	Non-ELL		65	1.01				Years
	1st Grade			1.78				Years
	2nd Grade			2.41				Years
	3rd Grade			2.99				Years
	4th Grade			3.48				Years
	5th Grade			3.97				Years
	6th Grade			4.38				Years
	7th Grade			3.93				Years
	8th Grade			3.08				Years
	9th Grade			2.79				Years
	10th Grade			2.18				Years
	11th Grade			2.31				Years
	12th Grade			2.16				Years
Non-ELL			3.54				Years	
Percent Current ELL Identified as SWD			37.42%				%	
Percent Former ELL Identified as SWD			9.33%				%	
Part C: Student Achievement								
Section 1A: Growth in the English Language Proficiency Assessment for the 21st Century (ELPA 21)	Reading	Writing	50	59				Percentile
	Listening	Speaking	50	59				Percentile
Section 1B: Student Mathematics Growth	Current ELL Median Growth	Former ELL Median Growth	48	64				Percentile
	Current ELL Math	Former ELL Math	13.20%	4.00%				%
Section 1C: Measure of English Language Learners Meeting Achievement Standards, 4th-12th Grade	Current ELL ELA	Former ELL ELA	35.00%	36.00%				%
	Current ELL ELA	Former ELL ELA	14.00%	4.00%				%
Section 1D: 5-Year Cohort Graduation Rate	Current ELLs	Former ELLs	54.00%	50.00%				%
	Current ELLs	Former ELLs	63.00%	98.00%				%
Section 1E: Post-Secondary Enrollment	Current ELLs	Former ELLs	82.00%	50.00%				%
	Current ELLs	Former ELLs	41.00%					%

Our Parent/Student Handbook was updated mostly by former principal, Beckie Lupton. I did not change anything that she had already included (primary annual state updates), but I did add a few items. The first thing I included is language around our video surveillance system. It states:

For the purpose of maintaining order, discipline, and security for students and staff, video cameras may be used by the school district for recording curricular and extra-curricular activity. Surveillance and recordings will be monitored by the building administrator or designee and will only be used to promote the safety and security of staff, students, and property.

Additionally, I added a Title I compliance piece called the Title I Compact. It states:

Highland Elementary ~ TITLE I SCHOOL – PARENT – STUDENT COMPACT

School

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
 - parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement
 - frequent reports to parents on their children's progress;
 - reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 - Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand. (*ESSA, Section 1116(d)(1-2)*)
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents

Parent

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Volunteering in their child's classroom
- Supporting their child's learning
- Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time

- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis
- Attend school functions and conferences
- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly

Student

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing homework on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that is neat and reflects the student's best effort
- Be respectful to all school members and to school property

Our wonderful Highland Parent Organization invited all staff to paint their own door name plates. This was an awesome time that staff got to spend together outside of the work day!





Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Phone: (541) 271-3656

Fax: (541) 271-3658

October 10, 2018

To: Board of Directors, Reedsport School District #105

Special Education Report | Parma Roe, Special Education Director

Post-Secondary Outcomes Surveys (June 2017 Leavers)

In spring 2017 we had 8 students leave Special Education for the final time. I called each of these students / families to **conduct the one-year follow-up survey**. I was able to finish the survey with 6/8 students. One had dropped out but has since returned to finish, and the other student could not be located.

Of the 6 students interviewed, all of them had Specific Learning Disabilities, and had graduated with regular diplomas. Every one of them was competitively employed at the time of interview, and all were making at least minimum wage except one who was doing Child Care. One student was also enrolled in SWOCC's Dental Assistant program.

- **Good News from ODE**

Because follow-up surveys can often be difficult to complete, this year ODE is granting funds to districts for completed surveys. We receive the base award of \$150. for the first interview, plus an additional \$15.00 x total number of interviews completed and submitted on time.

Reedsport earned \$150. + (\$15. x 6) = \$240. to be used toward staff development.

Special Education Administrators Fall Conference

Director will attend this 3-day conference in Eugene across October 3-5th. I particularly look forward to learning from keynote speaker, Dr. Stuart Ablon, PhD., Director of *Think Kids*, and co-author of the book, Treating Explosive Kids. His 5-hour pre-conference session is entitled *Transforming School Discipline: The Collaborative Problem-Solving Approach*. CPS dovetails perfectly with Trauma-Informed Practice, as both methods are based on the neurobiological changes in traumatized children's brains, and how those changes affect a child's behavioral response. Very simplistically stated, the automatic "Fight or Flight" response is greatly magnified in these children.

Other selected break-out sessions:

- *Creating Trauma-Informed, Brain-Based, Skill-Based FBA's and Behavior Plans that Improve Emotional / Behavioral Functioning*
- *Inclusive Kindergarten: Promoting Success for Children with Social and Behavioral Challenges*
- *Special Education Legal Update*
- *Inclusion: Theory and Practice- IDEA's requirement for Least Restrictive Environment*
- *Restraint & Seclusion: Dispelling Myths and Discussing Facts*



REEDSPORT SCHOOL DISTRICT 105

Year-to-Date Activity & Forecast

GENERAL FUND

For the period ending September 30, 2018

Revenues:

Beginning Fund Balance
Property Taxes
Interest
Admissions
Fees - Sport Participation
Rentals
Contributions
Recovery of Prior Year Expenditure
Miscellaneous Revenue
Services Provided Charter
County School Fund
State School Fund
Common School Fund
State Managed County Timber
Federal Forest Fees
Loan Receipts
Interfund Transfers
TOTAL:

ACTIVITY					
Adopted Budget 2018-19	YTD Actuals through Current Month	Encumbrances	Actuals Including Encumbrances	Forecast through 6/30/2019	Over/ (Under) Budget
1,000,000	-			^{1*} 1,000,000	-
1,950,000	40,960			1,955,960	5,960
20,000	11,977			27,477	7,477
9,600	1,636			8,236	(1,364)
10,000	4,534			13,034	3,034
14,500	3,608			15,108	608
4,000	267			3,867	(133)
-	-			-	-
12,000	7,988			16,988	4,988
725,432	-			725,432	0
8,500	74			8,574	74
5,284,004	1,800,556			5,323,220	39,216
68,068	31,810			99,878	31,810
-	39,208			39,208	39,208
-	93			93	93
-	-			-	-
-	-			-	-
9,106,104	1,942,711			9,237,075	130,971

Expenditures:

Salaries	2,211,451	384,370	1,811,451	2,195,821	2,195,821	(15,630)
Benefits	1,530,121	233,422	1,305,121	1,538,543	1,538,543	8,422
Purchased Services	4,436,853	132,596	4,261,853	4,394,449	4,394,449	(42,405)
Supplies & Materials	74,250	25,333	49,250	74,583	74,583	333
Capital Outlay	-	-	-	-	-	-
Other	53,450	8,513	14,500	23,013	23,013	(30,437)
Transfers Out	160,000	-	160,000	160,000	160,000	-
SUB-TOTAL:	8,466,125	784,234	7,602,175	8,386,409	8,386,409	(79,716)

CONTINGENCY:

	639,979	-	-	-	-
TOTAL:	9,106,104	784,234	7,602,175	8,386,409	8,386,409

PROJECTED ENDING FUND BALANCE

850,666

PROJECTED ENDING FUND BALANCE PERCENTAGE OF ACTUAL (FORECAST) REVENUE AT 6/30/2019

9%

REEDSPORT COMMUNITY CHARTER SCHOOL

Expenditures:

Salaries	1,261,246	227,699	1,026,246	1,253,945	1,253,945	(7,300)
Benefits	765,230	121,974	622,730	744,704	744,704	(20,526)
Purchased Services	1,202,062	31,849	1,145,062	1,176,911	1,176,911	(25,152)
Supplies & Materials	79,100	19,892	58,100	77,992	77,992	(1,108)
Other	58,025	2,582	9,750	12,332	12,332	(45,693)
TOTAL:	3,365,663	403,996	2,861,888	3,265,884	3,265,884	(99,780)

^{1*} Beginning fund balance is estimated from the adopted budget.

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 09/01/2018 - 09/30/2018

Sort By:

Fiscal Year: 2018-2019

Voucher Range:

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voids Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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Bank Name: UMPQUA BANK CHECKING

NCB	09/24/2018	1043	AMAZON.COM	18190162	100.2321.0410.708.000.000.00	STRATEGY BOOKS REQUESTED BY	\$201.19
NCB	09/24/2018	1043	AMAZON.COM	18190164	297.1131.0420.616.000.000.00	6--INVITATION TO PSYCHOLOGY TEXTBOOKS	\$56.67
NCB	09/24/2018	1043	AMAZON.COM	18190164	700.1131.0410.616.050.000.00	SCOTCH THERMAL LAMINATING POUCHES	\$10.45
NCB	09/24/2018	1043	AMAZON.COM	18190176	100.1111.0410.146.000.000.00	Black Toner Cartridge--IM3511 (For Portable Printer	\$75.73
NCB	09/24/2018	1043	AMAZON.COM	18190192	100.1111.0410.146.000.000.00	24x36-- Office Pro Ultra Slim Lightweight Magnetic Dry	\$39.99
NCB	09/24/2018	1043	AMAZON.COM	18190203	700.1131.0410.616.210.000.00	CD--SPANISH 2 RESOURCE CD--NTE	\$104.49
NCB	09/24/2018	1043	AMAZON.COM	18190204	700.1131.0410.616.130.000.00	SAX TRUE FLOW ACRYLIC PAINT--ULTRAMARINE BLUE	\$45.30
NCB	09/24/2018	1043	AMAZON.COM	18190204	700.1131.0410.616.130.000.00	SAX TRUE FLOW ACRYLIC PAINT--TITANIUM WHITE	\$42.96
NCB	09/24/2018	1043	AMAZON.COM	18190204	700.1131.0410.616.130.000.00	SAX TRUE FLOW ACRYLIC PAINT--MARS BLACK	\$45.30
NCB	09/24/2018	1043	AMAZON.COM	18190229	100.2321.0410.708.000.000.00	MAGNETIC NAME TAG/BADGE HOLDERS &	\$91.11
18328	09/05/2018	1039	COASTCOM, INC.	0299000225	100.2542.0351.146.000.000.00	Check Total: OPEN PO - HES TELEPHONE SERVICES FY 18/19	\$713.19 \$572.00
18328	09/05/2018	1039	COASTCOM, INC.	0299000225	100.2542.0351.708.000.000.00	OPEN PO-- TELEPHONE SERVICE, DO--HES--RCCS RY	\$589.34
18328	09/05/2018	1039	COASTCOM, INC.	0299000225	700.2542.0351.616.000.000.00	OPEN PO-- RCCS TELEPHONE SERVICES FY 18/19	\$572.00
Check Total:							\$1,733.34

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 09/01/2018 - 09/30/2018

Sort By: Check

Fiscal Year: 2018-2019

Voucher Range:

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voids Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
18329	09/05/2018	1039	COLE INDUSTRIAL, INC.	282031	700.2542.0410.616.000.000.00	PUMP COUPLING FOR BOILER FUEL PUMPS-SEE	\$137.44
18330	09/05/2018	1039	COOS BAY PRINTING	31077	700.1121.0410.616.050.000.00	OPEN PO 2018-2019	\$137.44
18330	09/05/2018	1039	COOS BAY PRINTING	31077	700.1131.0410.616.050.000.00	OPEN PO 2018-2019	\$34.57
18331	09/05/2018	1039	COST PRO DIRECT	14247	700.1121.0410.616.050.000.00	1 PALLET PAPER-40 BOXES	\$34.58
18331	09/05/2018	1039	COST PRO DIRECT	14247	700.1131.0410.616.050.000.00	1 PALLET PAPER-40 BOXES	\$69.15
18331	09/05/2018	1039	COST PRO DIRECT	14247	700.1131.0410.616.050.000.00	CLASP ENVELOPES 10X13	\$618.17
18332	09/05/2018	1039	GRAINGER	9884993727	700.2542.0410.616.000.000.00	Check Total:	\$618.17
18332	09/05/2018	1039	GRAINGER	9886696682	700.2542.0410.616.000.000.00	OPEN PO 2018-2019	\$47.82
18332	09/05/2018	1039	GRAINGER	9889046109	100.2542.0460.708.000.000.00	Supplies materials, bulbs, ballasts,etc for district	\$1,284.16
18333	09/05/2018	1039	HAMPTON, BO INSTRUCTOR	000060	100.2410.0640.146.000.000.00	Check Total:	\$139.68
18333	09/05/2018	1039	HAMPTON, BO INSTRUCTOR	000060	700.2542.0410.616.000.000.00	HES First Aid- Trotter, Storey, Durgeloh	\$11.93
18334	09/05/2018	1039	HD SUPPLY FACILITIES MAINTENANCE	9165403191	700.2542.0410.616.000.000.00	RCCS First Aid for - Allen Chaney, Jim Hixenbaugh,	\$137.39
18334	09/05/2018	1039	HD SUPPLY FACILITIES MAINTENANCE	9165814886	700.2542.0410.616.000.000.00	Check Total:	\$289.00
18335	09/05/2018	1039	HIGHLAND ELEMENTARY SCHOOL	SHERRI ZELLER #212	212.3300.0460.708.000.000.00	OPEN PO 2018-2019	\$45.42
18336	09/05/2018	1039	MCKAY'S MARKETS	ACCT 1862	238.2210.0410.146.000.000.00	OPEN PO 2018-2019	\$150.00
18336	09/05/2018	1039	MCKAY'S MARKETS	ACCT 1862	238.2210.0410.146.000.000.00	Check Total:	\$195.42
18336	09/05/2018	1039	MCKAY'S MARKETS	ACCT 1862	238.2210.0410.146.000.000.00	FAMILY RESOURCE CENTER- SHERRI TO PURCHASE	\$150.00
18336	09/05/2018	1039	MCKAY'S MARKETS	ACCT 1862	238.2210.0410.146.000.000.00	Check Total:	\$150.00
18336	09/05/2018	1039	MCKAY'S MARKETS	ACCT 1862	238.2210.0410.146.000.000.00	Highland- Open Purchase Order (Sherri & Amanda)	\$30.41
18336	09/05/2018	1039	MCKAY'S MARKETS	ACCT 1862	238.2210.0410.146.000.000.00	Check Total:	\$30.41

Disbursement Detail Listing

Date Range:

09/01/2018 - 09/30/2018

Sort By:

Check

Include

Back Ba

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
18337	09/05/2018	1039	QUILL CORPORATION	9622317	100.2542.0410.708.000.000.00	supplies for office paper towels, whiteboard cleaner ,	\$333.12
18338	09/05/2018	1039	REDWOOD TOXICOLOGY LABORATRY,INC	656384	700.1132.0410.616.239.000.00	DRUG TESTING KITS	\$333.12 \$834.54
18339	09/05/2018	1039	SCHOOL FIX CATALOG-DECKER EQUIPMENT INC	656384	700.2542.0410.616.000.000.00	9000 SERIES LARGE SHELL FOR 18" SEAT HEIGHT	\$834.54 \$461.45
18339	09/05/2018	1039	SCHOOL FIX CATALOG-DECKER EQUIPMENT INC	656384	700.2542.0410.616.000.000.00	CARRIAGE BOLT 10-24 X 1-1 1/2	\$0.00
18339	09/05/2018	1039	SCHOOL FIX CATALOG-DECKER EQUIPMENT INC	656384	700.2542.0410.616.000.000.00	#10-24 NYLON LOCK NUT	\$0.00
18340	09/05/2018	1039	SCHOOL SPECIALTY FURNITURE/EQUIP	208121335480	100.2542.0460.146.000.000.00	Classroom Select Y-Leg computer table	\$461.45 \$793.41
18341	09/05/2018	1039	SOUTHERN OREGON SANITATION, INC.	24757063	100.2542.0328.146.000.000.00	OPEN PO HES FY 18/19	\$793.41 \$1,034.00
18341	09/05/2018	1039	SOUTHERN OREGON SANITATION, INC.	24757120	100.2542.0328.708.000.000.00	OPEN PO FOR DISTRICT OFFICE FY 18/19	\$161.88
18342	09/05/2018	1039	ZWEMKE, JON	AVID TRAVEL REIMB.	100.2321.0342.708.000.000.00	AVID CONFERENCE- EUGENE AIRPORT PARKING	\$1,195.88 \$80.00
18342	09/05/2018	1039	ZWEMKE, JON	AVID TRAVEL REIMB.	100.2321.0342.708.000.000.00	SHUTTLE-SVC FROM LAX TO ANAHEIM CA HILTON FOR	\$23.00
18342	09/05/2018	1039	ZWEMKE, JON	AVID TRAVEL REIMB.	100.2321.0342.708.000.000.00	AVID CONFERENCE- ANAHEIM- MEALS- JUNE	\$33.47
18342	09/05/2018	1039	ZWEMKE, JON	AVID TRAVEL REIMB.	100.2321.0342.708.000.000.00	AVID CONFERENCE- ANAHEIM CA- MEALS JUNE	\$42.60
18342	09/05/2018	1039	ZWEMKE, JON	AVID TRAVEL REIMB.	100.2321.0342.708.000.000.00	AVID CONFERENCE- ANAHEIM CA- MEALS JUNE	\$55.15

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 09/01/2018 - 09/30/2018

Sort By:

Fiscal Year: 2018-2019

Voucher Range:

Dollar Limit: \$0.00

☐ Print Employee

☐ Vendor Names

☐ Exclude Voids

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
18342	09/05/2018	1039	ZWEMKE, JON	AVID TRAVEL REIMB.	100.2321.0342.708.000.000.00	AVID CONFERENCE- ANAHEIM CA- JUNE 27-JULY	\$50.00
Check Total:							\$284.22
18343	09/10/2018	1040	ACTION TROPHIES AND SIGNS	65173	100.2310.0410.708.000.000.00	OPEN PO FOR PLAQUES, SIGNS ETC	\$17.50
Check Total:							\$17.50
18344	09/10/2018	1040	CARSON OIL COMPANY	CP-00041334	700.2542.0326.616.000.000.00	OPEN PO- FY 18/19 FOR FUEL/OIL PURCHASES	\$16.50
Check Total:							\$16.50
18345	09/10/2018	1040	COSA/CONFEDERATION OF OR SCH ADM	4623230	100.2321.0342.708.000.000.00	2018 BALL BREAKTHROUGH COACH - JON ZWEMKE	\$695.00
18345	09/10/2018	1040	COSA/CONFEDERATION OF OR SCH ADM	4623250	100.2410.0342.146.000.000.00	2018 FALL BREAKTHROUGH COACH- AMANDA OBRIEN	\$695.00
18345	09/10/2018	1040	COSA/CONFEDERATION OF OR SCH ADM	4623270	700.2410.0342.616.000.000.00	2018 FALL BREAKTHROUGH COACH COSA CONFERENCE	\$695.00
Check Total:							\$2,085.00
18346	09/10/2018	1040	EARTH ENGINEERS, INC.	18-089-3	420.4150.0389.708.000.000.00	RCCS MAIN GYM EPOXY INSPECTION & REPORTING	\$2,236.50
Check Total:							\$2,236.50
18347	09/10/2018	1040	KEL-CEE ACE HARDWARE	ACCT 2057	700.2542.0410.616.000.000.00	OPEN PO 2018-2019	\$424.52
18347	09/10/2018	1040	KEL-CEE ACE HARDWARE	ACCT 2057 8/28/18	100.2542.0410.146.000.000.00	Higland- Open Purchase Order	\$247.13
18347	09/10/2018	1040	KEL-CEE ACE HARDWARE	ACCT 2057 8/28/2018	100.2662.0410.708.000.000.00	Supplies for Tech , and building maintenance	\$415.99
Check Total:							\$1,087.64
18348	09/10/2018	1040	LEWIS TRANSPORTATION	607	100.2552.0331.708.000.000.00	MONTHLY SCHOOL BUS SERVICES	\$14,365.60
18348	09/10/2018	1040	LEWIS TRANSPORTATION	607	100.2552.0331.708.320.000.00	MONTHLY SCHOOL BUS SERVICES SPECIAL	\$6,817.24
Check Total:							\$21,182.84

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 09/01/2018 - 09/30/2018

Sort By:

Fiscal Year: 2018-2019

Voucher Range:

Dollar Limit: \$0.00

☐ Print Employee

☐ Vendor Names

☐ Exclude Voids

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
18349	09/10/2018	1040	MCKAY'S MARKETS	ACCT 1862 8/28/18	100.2321.0410.708.000.000.00	DO OPEN PO FOR MISCELLANEOUS- WATER,	\$22.94
18350	09/10/2018	1040	NORTH BEND SCH DIST FOOD PROGRAM	AR 17/18-85	298.3100.0389.708.000.000.00	OPEN PO SCHOOL LUNCH PROGRAM- FY 18/19	\$22.94
18351	09/10/2018	1040	PACIFIC OFFICE AUTOMATION	553192	700.2574.0323.616.000.000.00	RCCS OPEN PO- MONTHLY CHARGES KONICA	\$23,276.62
18352	09/10/2018	1040	PECK, KRISTI A.	16	700.1132.0389.616.239.000.00	OPEN PO 2018-2019 DRUG TESTING SERVICES	\$18.50
18353	09/10/2018	1040	VEND WEST SERVICES INC	1638266	100.2542.0410.708.000.000.00	DISTRICT OFFICE WATER-DELIVER FY	\$570.00
18353	09/10/2018	1040	VEND WEST SERVICES INC	1643395	100.2542.0410.708.000.000.00	DISTRICT OFFICE WATER-DELIVER FY	\$8.50
18353	09/10/2018	1040	VEND WEST SERVICES INC	1658191	100.2542.0410.708.000.000.00	DISTRICT OFFICE WATER-DELIVER FY	\$15.75
18354	09/10/2018	1040	WESTERN EXTERMINATOR COMPANY	1738882	700.2542.0322.616.000.000.00	PEST CONTROL- HES TWICE A MONTH	\$32.75
18354	09/10/2018	1040	WESTERN EXTERMINATOR COMPANY	1738883	100.2542.0322.146.000.000.00	PEST CONTROL AT RCCS	\$65.83
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964000	100.2542.0325.146.000.000.00	OPEN PO FOR MONTHLY ELECTRIC	\$131.66
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964001	700.2542.0325.616.000.000.00	OPEN PO-RCCS ELECTRIC	\$1,676.37
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964004	100.2542.0325.708.000.000.00	OPEN PO FOR MONTHLY ELECTRIC 2018-2019	\$3,384.84
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964005	100.2542.0325.146.000.000.00	OPEN PO FOR MONTHLY ELECTRIC	\$719.45
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964005	100.2542.0325.146.000.000.00	OPEN PO FOR MONTHLY ELECTRIC	\$43.72

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 09/01/2018 - 09/30/2018

Sort By: Check

Fiscal Year: 2018-2019

Voucher Range:

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voids Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964006	100.2542.0325.708.000.000.00	OPEN PO FOR MONTHLY ELECTRIC 2018-2019	\$36.78
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964009	700.2542.0325.616.000.000.00	OPEN PO-RCCS ELECTRIC	\$31.60
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964014	700.2542.0325.616.000.000.00	OPEN PO-RCCS ELECTRIC	\$39.09
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964016	700.2542.0325.616.000.000.00	OPEN PO-RCCS ELECTRIC	\$35.79
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964017	700.2542.0325.616.000.000.00	OPEN PO-RCCS ELECTRIC	\$43.13
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964018	700.2542.0325.616.000.000.00	OPEN PO-RCCS ELECTRIC	\$39.00
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964019	700.2542.0325.616.000.000.00	OPEN PO-RCCS ELECTRIC	\$46.10
18355	09/17/2018	1041	CENTRAL LINCOLN PUD	ACCT 219964020	700.2542.0325.616.000.000.00	OPEN PO-RCCS ELECTRIC	\$38.93
Check Total:							\$6,134.80
18356	09/17/2018	1041	CIT	32416218	100.2574.0324.146.000.000.00	HES COPIER RENTAL	\$576.10
18356	09/17/2018	1041	CIT	32416218	100.2574.0324.708.000.000.00	DISTRICT OFFICE COPIER RENTAL	\$190.50
18356	09/17/2018	1041	CIT	32416218	700.2574.0324.616.000.000.00	RCCS COPIER RENTAL	\$786.40
Check Total:							\$1,553.00
18357	09/17/2018	1041	CITY OF REEDSPORT	000785-000 8/1-8/31	700.2542.0327.616.000.000.00	OPEN PO FOR WATER/SEWER 2018/2019	\$2,263.54
18357	09/17/2018	1041	CITY OF REEDSPORT	001339-000 8/1-8/31	100.2542.0327.146.000.000.00	OPEN PO WATER/SEWER- 2018/2019	\$1,337.05
18357	09/17/2018	1041	CITY OF REEDSPORT	002100-000 8/1-8/31	100.2542.0327.708.000.000.00	OPEN PO -WATER/SEWER/ 2018/2019 YEAR	\$122.38
Check Total:							\$3,722.97
18358	09/17/2018	1041	COSA/CONFEDERATION OF OR SCH ADM	4641160	279.2190.0342.708.320.000.00	COSA Fall SPED Admin Conference, Parma Roe	\$199.00
Check Total:							\$199.00
18359	09/17/2018	1041	DEPT OF LABOR-CONTRACT FEE SECTION	REEDSPORT BOLI FEE	420.4150.0389.708.000.000.00	PUBLIC WORKS FEE BOLI FOR SEISMIC PROJECT	\$4,253.25
Check Total:							\$4,253.25
18360	09/17/2018	1041	NORTHWEST REGIONAL ESD	190098	100.2310.0640.708.000.000.00	CRIS - Criminal Background Checks, 2018-2019 Open	\$21.25
Check Total:							\$21.25

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 09/01/2018 - 09/30/2018

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Fiscal Year: 2018-2019

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee

☐ Exclude Voids

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
18361	09/17/2018	1041	Employee Vendor	CL607 TUITION REIM	100.2210.0245.146.000.000.00	REIMBURSEMENT FOR U OF O CLASSES FOR LICENSURE	\$1,350.00
18362	09/17/2018	1041	PECK, JOSH	2018 AVID MEAL REIM.	244.1131.0342.616.050.000.00	MEALS FOR AVID CONFERENCE	\$1,350.00
18363	09/17/2018	1041	SCOTT PARTNEY CONSTRUCTION	REEDSPORTS 2ND GYM	420.4150.0520.708.000.000.00	REEDSPORT (RCCS) 2ND GYM PAYMENT	\$113.62
18363	09/17/2018	1041	SCOTT PARTNEY CONSTRUCTION	REEDSPORTS MAIN GYM	420.4150.0520.708.000.000.00	REEDSPORT (RCCS) MAIN GYM PAYMENT	\$328,234.29
18364	09/17/2018	1041	SCREEN SURGEONS	3453	100.2662.0480.146.000.000.00	Toshiba C55T-A L55T-A C50T-A L50T-A C55DT-A	\$556,333.58
18364	09/17/2018	1041	SCREEN SURGEONS	3453	100.2662.0480.146.000.000.00	HP Pavilion 15-J Laptop Replacement LED Screen	\$89.00
18364	09/17/2018	1041	SCREEN SURGEONS	3453	100.2662.0480.146.000.000.00	15.6" LED Backlight Laptop Computer LCD Screen	\$91.00
18364	09/17/2018	1041	SCREEN SURGEONS	3453	100.2662.0480.616.000.000.00	Lenovo IdeaPad G560 Laptop LCD Screen	\$96.00
18364	09/17/2018	1041	SCREEN SURGEONS	3453	100.2662.0480.616.000.000.00	HP Envoy 15-J Series Screen	\$96.00
18365	09/17/2018	1041	TYMCHUK, JENNIFER	2018 AVID MEAL REIM.	244.1131.0342.616.050.000.00	MEALS FOR AVID CONFERENCE	\$120.00
18366	09/17/2018	1041	WILLAMETTE EDUCATION SERVICE	6140002102	100.2211.0640.708.000.000.00	OREGON DATA SUITE (formally Data Warehouse)	\$492.00
18367	09/24/2018	1042	ACTION TROPHIES AND SIGNS	65270	100.2310.0410.708.000.000.00	OPEN PO FOR PLAQUES, SIGNS ETC	\$125.97
Check Total:							\$1,053.83
Check Total:							\$9.25
Check Total:							\$9.25

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 09/01/2018 - 09/30/2018

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Fiscal Year: 2018-2019

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names
 ☐ Exclude Voids Checks
 ☐ Exclude Manual Checks
 ☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
18368	09/24/2018	1042	CORPORATE PAYMENT SYSTEMS	AVID - JON ZWEMKE	100.2321.0342.708.000.000.00	AVID LODGING AT THE HILTON IN ANAHEIM CA FOR	\$908.40
18369	09/24/2018	1042	HIXENBAUGH, CHARISSA	REIM. WRITING CLASS	100.2210.0245.146.000.000.00	TUITION REIMBURSEMENT FOR COLLEGE WRITING IN	\$908.40
18370	09/24/2018	1042	LEWIS TRANSPORTATION	609	100.2552.0331.708.000.000.00	MONTHLY SCHOOL BUS SERVICES	\$1,720.00
18370	09/24/2018	1042	LEWIS TRANSPORTATION	609	100.2552.0331.708.320.000.00	MONTHLY SCHOOL BUS SERVICES SPECIAL	\$7,765.84
18370	09/24/2018	1042	LEWIS TRANSPORTATION	609	100.2552.0332.708.000.000.00	MONTHLY SCHOOL BUS SERVICES ACTIVITIES	\$6,746.29
18371	09/24/2018	1042	Employee Vendor	2018YPT MILEAGE REIM	237.1299.0341.708.000.000.00	Mileage Reimbursement. See attached for itemized	\$26,377.73
18372	09/24/2018	1042	PACIFIC OFFICE AUTOMATION	594774	100.1111.0410.146.000.000.00	Print Cartridges (CF283A)	\$331.25
18373	09/24/2018	1042	REEDS, BRIAN	CLASS SUPPLIES REIM.	100.1220.0410.708.320.000.00	Reimburse for classroom supplies	\$116.32
18374	09/24/2018	1042	UMPQUA BANK VISA	0669 18190194	238.2210.0410.146.000.000.00	Giant Hawaiian Pizza	\$145.00
18374	09/24/2018	1042	UMPQUA BANK VISA	0669 18190194	238.2210.0410.146.000.000.00	Giant Supreme Pizza	\$34.56
18374	09/24/2018	1042	UMPQUA BANK VISA	0669 18190195	238.2210.0410.146.000.000.00	Combo- 6 inch Oven	\$34.56
18374	09/24/2018	1042	UMPQUA BANK VISA	0669 18190230	100.2310.0341.708.000.000.00	Roasted Chicken w/ Drink & INSERVICE DAY -FOOD FOR RCCS & HES FOOD FROM	\$67.18
18374	09/24/2018	1042	UMPQUA BANK VISA	8412 18190242	100.2410.0410.146.000.000.00	New Staff Wokring Lunch (Sol de Mexico) Sherri Zeller,	\$251.96
18374	09/24/2018	1042	UMPQUA BANK VISA	8420 18190231	100.2310.0342.708.000.000.00	VISA-BEDROCK PIZZA AUG 30,18 MEETING DO WITH	\$67.00
18374	09/24/2018	1042	UMPQUA BANK VISA	8420 18190231	100.2310.0342.708.000.000.00	VISA-BEDROCK PIZZA AUG 30,18 MEETING DO WITH	\$42.00

Reedsport School District

Disbursement Detail Listing

Bank Name: UMPQUA BANK CHECKING

Date Range: 09/01/2018 - 09/30/2018

Sort By: Check

Fiscal Year: 2018-2019

Voucher Range: -

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voids Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
18374	09/24/2018	1042	UMPQUA BANK VISA	8420 18190261	100.2521.0410.708.000.000.00	30 binders needed from Dollar Tree. Will be	\$30.00
18374	09/24/2018	1042	UMPQUA BANK VISA	8420 18190265	700.2410.0410.616.000.000.00	NEW TEACHER LUNCH-DON'S DINER	\$27.50
18374	09/24/2018	1042	UMPQUA BANK VISA	CREDIT	100.2521.0410.708.000.000.00	30 binders needed from Dollar Tree. Will be	(\$6.99)

Check Total: \$547.77

Bank Total: \$664,972.17

Voided Checks

18327	09/05/2018	1039	CENTRAL LINN SCHOOL DISTRICT	VOID	100.0000.8020.000.000.000.00	VOID: WRONG VENDOR	\$908.40
							Check Total: \$908.40
							Voided Checks Total: \$908.40

31

Fund	Amount
100	\$65,073.46
212	\$150.00
237	\$331.25
238	\$166.71
244	\$239.59
279	\$199.00
297	\$56.67
298	\$23,276.62
420	\$562,823.33
700	\$12,655.54
Fund Totals:	\$664,972.17

End of Report

Disbursements Grand Total: \$664,972.17

Reedsport School District
Student Enrollment Numbers by Grade Level
2018-2019

	2017-2018		2018-2019									
Grade Level	9/13/17	6/14/18	9/6/18	10/3/18	11/8/18	12/13/18	1/10/19	2/13/19	3/14/19	4/11/19	5/9/19	6/14/19
K	56	55	54	53								
1	49	45	56	54								
2	43	42	50	50								
3	67	64	45	47								
4	49	49	67	68								
5	45	48	50	51								
6	47	41	45	47								
Elementary Total	356	344	367	370	0	0	0	0	0	0	0	0
7	42	39	50	50								
8	53	53	39	39								
9	61	61	55	58								
10	58	56	51	55								
11	62	54	50	58								
12	62	50	49	59								
Charter School Total*	338	313	294	319	0	0	0	0	0	0	0	0
School Totals	694	657	661	689	0	0	0	0	0	0	0	0
IDT In**	NA	NA	NA	NA								
IDT Out***	NA	NA	NA	NA								

* REAP/Reedsport Academy/Life Skills Included in Charter School and Highland Enrollment

** Interdistrict Transfers into our district

*** Interdistrict Transfers out of our district, will be an estimate until the October report



Reedsport School District 105

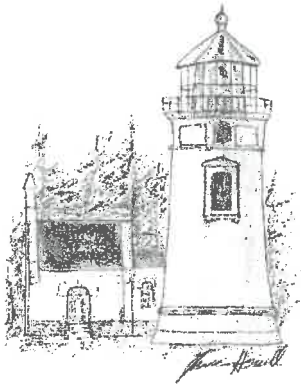
100 Ranch Road, Reedsport OR 97467-1739

Phone: (541) 271-3656

Fax: (541) 271-3658

October Board report - Zwemke

1. Chromebook roll out plan
HIVES – collaborative projects, outside
HS student access and plan
ES student classroom use
Maintenance Plan/4 year cycle
Staff capacity building for the year – Roadshows – Tech Committee Collaboration – Early adopt
Colleges/Other districts – readiness, commonality
2. Busy with ODE and state reporting – CA, HSSP, TITLE 3, DIP/SIG
DIP/SIG – warned that we would be sharing dollars among more groups and requirements.
3. Facility team looking at tracking systems – longevity, tracking data for decision making,
SchoolDude
WebHelpDesk – current tech system
4. Added Custodial time



Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Phone: (541) 271-3656

Fax: (541) 271-3658

School Board Meeting Minutes For September 12, 2018

Call to Order – Chairperson Jennifer Clark called the meeting to order at 6:33 pm.

A quorum was established with the following board members in attendance: Chairperson Jennifer Clark, Vice Chairman Eric Brandon, Director Sandra Donnelly, Director Greg Carter, Director Duane Wisehart, Director Shelley Swift and Director Casey Jones.

The following Reedsport School District Staff members in attendance: Superintendent Jon Zwemke, Business Manager Rachel Amos, Special Education Coordinator Parma Roe, Principal Jerry Uhling, Principal Amanda O'Brien, Board Secretary Donna Shaw, Teachers Dan Vasquez, and Keith Tymchuk.

The Pledge of Allegiance was recited.

Election 2018-2019 Board chair nominations as Director Shelly Swift Nominated Director Sandra Donnelly and Director Greg Carter nominated Director Eric Brandon. Director Casey Jones asked if past practice was to have the Vice Chair take over the Chair and Jennifer Clark stated that we do not have that established here. Chairperson Jennifer Clark asked for the vote. Three votes for Sandra Donnelly and Four votes for Eric Brandon. Director Eric Brandon became the new Board Chairman. Director Jennifer Clark then nominated Director Duane Wisehart for Vice Chairman and the vote became unanimous 7-0.

Community Comments came from Dan Vasquez as he spoke on the association of Reedsport Educators. Welcome Back he said and then proceeded to tell the board who is the new President Charissa Hixenbaugh, Past President was James Hixenbaugh and the Secretary is Whitney Isley with the Treasurer as Carol Colton. Building Representatives for Reedsport Community Charter School is Ron Frakes and Highland Elementary School Representative is Dan Vasquez.

Director Duane Wisehart moved to approve the Revised agenda and Carey Jones seconded the motioned and without discussion the motion carried 7-0.

RCCS Principal, Jerry Uhling's report was on hand for review and he added that he had a few bumps in the road but was moving on.

HES Principal, Amanda O'Brien's report was on hand for review and had nothing further to add, except that things were going smooth.

Director Jennifer Clark mentioned that both her children that go to the different building are very excited about how things are going.

SPED Director, Parma Roe's report was on hand and she mentioned that we have 13 new Sped students, actually high needs students this year and had put a blot on the Highland elementary school. Sandra Donnelly had asked about the five Kindergarteners whom already have IEPS. Sped Director Parma Roe explained that a IFSP Integrated Family Support plan can be predicted in as early as Pre-Kindergarten and early education.

Business Manager Rachel Amos report was on hand for review. She is working on Audit, with the new auditors and is in constant contact with them. Director Carey Jones asked for a timeline on the Audit and was told that she is hopeful for end of October to be finished.

Superintendent Jon Zwemke report was on hand. He reported that the Insurance rates cost was up and the adjustment was down. LED lights were installed and looking great in the Gym, was also reported that the Volleyball Tourney was able to proceed and was useable because our kids are the focus.

Administrators are working on calendars and evaluations as to meet the March 15th Deadline to the Board. April will be the educator job fair in Portland where we will attend and be proactive on our needs to hire.

Highland Seismic Retrofit project is starting to look at the roofing on Friday the 14th of September. Chairman Eric Brandon asked for a time line of Highland Elementary Seismic status and Superintendent Jon Zwemke explained they have starting the testing, and that he imagined the bid will go out soon. Mr. Zwemke said he would visit with the engineers and follow up with the board next month. They will follow the procurement law. Director Donnelly asked about the Tuesday Seismic meetings and Superintendent Jon Zwemke explained that they put it off this week until Friday.

The Family Festival was attended by Administrators and a Technology Survey was conducted. The administrators discovered that the access to internet/service snail mail and text messages was the most appropriate methods to contact families in our schools based on the survey. Which is something that was predicted.

Superintendent Jon Zwemke talked on the staffing at the buildings and that the district is still looking for a Counselor and a K-12 Physical Education Teacher. This year we added a .50 Attendance Secretary with the funds from Measure 98 and Chronic Absenteeism grants monies.

Superintendent Jon Zwemke also spoke on the Food Service plan and that we should be seeing some new equipment in the kitchens this year. North Bend is whom we are working with on the Corrective Action Food Service Monies.

The In-service SWOT exercise gave lots of input for the Administrator team to be able to give input to the staff once it's all complied.

Superintendent awards will begin in October and will be much like student of the month.

Superintendent Jon Zwemke talked on the LCRB and recommended that the Board do this as a group.

Finally, Superintendent Jon Zwemke left the board with a calendar of events he would be participating in for the month.

Chairman Eric Brandon asked about the evaluation of the Elementary Principal Amanda O'Brien. It was discussed and they will be investigating on whom to proceed with. Director Shelly Swift liked that Superintendent Tenneal Wetherell with South Coast ESD will do it at no cost and then Retired Superintendent Dan Forbess was also a possibility as well as Superintendent Brian Gardner from Central Linn. Timeline will be next meeting on October 10th. Eric Brandon mentioned he would continue reaching out potential administrators who might evaluate Principal O'Brien.

Director Sandra Donnelly motioned to approve the consent agenda, Director Shelley Swift seconded the motion and the motion carried 7-0.

Director Carey Jones motioned to authorize the School Board as the Local Public Contract Review Board, Greg Carter seconded the motion, and the motion carried 7-0.

The Policies were in the 1st reading with Director Sandra Donnelly asking about the documentation on page #49 of GBN/JBA "Sexual Harassment" "All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Superintendent explained the actual meaning and that why it would or would not go into the students CUM file but if necessary it would.

Director Sandra Donnelly asked about JHCD/JHCD-AR "Medication" It was talked about that the medication means ANY DRUG and what that might mean. Director Carey Jones asked about the Epi Pen and Superintendent explains that we have a system in place as to how and whom shall be in charge of the Epi Pen, inhalers, etcetera. Through the day as well as on field trips, "fanny pack" systems are used and it's on a case by case system.

Director Sandra Donnelly asked about Page # 88 in the JHFE-AR1 Reporting of Suspected Abuse of a child. Looking for the reference to JHFE-AR2 –Board Secretary Donna Shaw will add to October Packet.

Action items C. Director Jennifer Clark motioned to approve The OSAA Cooperative agreement for the Boys and Girls Swim Team with Siuslaw School District for 2018-2019. Vice Chairman Duane Wisheart seconded the motion, Director Carey Jones asked questions relating to the team being here in Reedsport, travel, and parents. It was explained that the sport would be played here in Reedsport at our facilities and that the one student from

Siuslaw would be traveling with her parent and under the Siuslaw name. We are a team, but it is an individual sport. Motion passed 7-0.

Discussion items:

Superintendent Jon Zwemke gave updates in his report regarding the Gyms. And that a walk thru would take place on Thursday the 13th of September. Final Stages.

The OSBA Promise Scholarship with dates to get together. Attendance will be Director Greg Carter, Director Sandi Donnelly, Director Shelley Swift and Director Carey Jones on September 27th 6:30-9:30 pm.

South Coast ESD Regional Meeting in Bandon at 5:00 pm planning on attending is; Director Sandra Donnelly, Director Carey Jones, Director Jennifer Clark, Director Greg Carter and Superintendent Jon Zwemke on October 1st.

Superintendent Jon Zwemke mentioned on October 9th with SCESD Legislative Forum 5:30 to 9:00 pm.

The 72nd Annual OSBA Convention November 8th – 11th. All members will attend except for Director Carey Jones.

COSA Law Conference will be December 5th-7th in Eugene. Superintendent Jon Zwemke encouraged the Board to attend at least one day of the conference. Attending will be Director Sandi Donnelly, Director Carey Jones, Chairman Eric Brandon and Director Jennifer Clark. Director Shelly Swift will get back to me.

Chairman Eric Brandon mentioned he needed a tech request for his E-mail to be added to his phone so he doesn't miss important information.

Director Shelley Swift mentioned that her personal e-mail is on the website and she would like it taken down and replaced with her school e-mail.

Director Sandra Donnelly told everyone that the 1968 class reunion will have their 50th. The lions site screening will be on district the 20th and remember the date September 22nd. REEF Golf Tournament.

Meeting was adjourned at 7:28pm

Respectfully submitted by Donna Shaw.

Eric Brandon, Chairman Date

Jon Zwemke, Superintendent Date

Policy

2nd

Readings

Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff or third parties by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control of the district; or where the employee is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

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 sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate annual sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all grade 6 through 12 schools. Such posting shall be by a sign of at least 8 1/2" by 11".

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

ORS 243.706

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 (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).

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

OSBA Model Sample Policy

Code:

GBN/JBA

Adopted:

Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or employee staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control jurisdiction of the district; or where the employee staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee staff member's ability to perform his/her job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, or staff members or third parties.

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 sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, employee staff members or third parties who has knowledge of conduct in violation of this policy or feels

he/she is they are a victim of sexual harassment must immediately report his/her/their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. As students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents, or the staff member or the third party who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy shall may not adversely affect the educational assignments or study educational environment of a student complainant, or any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third-party complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, and staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in ¹all {grade 6 through 12} schools [all schools]. Such posting Posted signs shall be by a sign of at least 8-1/2 inches by 11 inches in size.

¹ [Posting in "in grade 6 through 12 schools" is the minimum requirement per ORS 342.700.]

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

ORS 243.706
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
HB 4150 (2018)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).

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

REEDSPORT SCHOOL DISTRICT

REGULATION: SEXUAL HARASSMENT COMPLAINT PROCEDURE

CODE: GBN-AR

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within ten working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity

Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-015-0070 or 584-016-1075 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Services to Children and Families representatives as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chairman.

END OF REGULATION

SEE JBA

Policy8/GBN-AR
ck/11/5/99

OSBA Model Sample Policy

Code: GBN/JBA-AR
Revised/Reviewed:

Sexual Harassment Complaint Procedure

Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainants and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

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

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. He/She/~~The official~~ will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant ~~(in writing)~~ when that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

~~[A copy of the notification letter provided in step 1]~~ and ~~[The date and details of notification to the complainant]~~, of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at step 2, he/she/~~the complainant~~ may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.

Step 4 If a complainant is not satisfied with the decision at step 3, he/she/~~the complainant~~ may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the step 3 decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will attempt to resolve investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within [10] working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

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

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

~~Complaints against the principal may be filed with the superintendent. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the [Board chair].~~

[Name of District]
[Address] | [Phone]

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

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

Signature: _____ Date: _____

[Name of District]
[Address] | [Phone]

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

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

Signature: _____ Date: _____

Criminal Records Checks/Fingerprinting

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal records checks and fingerprinting of all newly hired full-time and part-time employees. Others having direct, unsupervised contact with students shall also have criminal records checks and fingerprinting, as required by law.

“Direct, unsupervised contact” means contact with students that provides the person opportunity and probability for personal communication or touch.

In addition to the newly hired employees, such checks shall be required of the following:

1. All district contractors and/or their employees, whether employed part-time or full-time;
2. All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Employment Department;
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;
4. An individual who is an employee of a public charter school.

An individual who has failed to disclose the presence of criminal convictions that would not otherwise prevent 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.

The district shall begin the employment of an individual or terms of a district contractor on a probationary basis pending before the return and disposition of criminal records checks and/or fingerprinting. The service of a volunteer may begin on a probationary basis pending before the return and disposition of a criminal records check.

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

END OF POLICY

Legal Reference(s):

ORS 181.555
ORS 326.603
ORS 326.607
ORS 336.631

ORS 338.115
ORS 342.143
ORS 342.223

OAR 414-061-0010
OAR 581-021-0500
OAR 581-022-1730
OAR 584-036-0062

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

1/14/16 | PH

OSBA Model Sample Policy

Code: GCDA/GDDA
Adopted:

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 criminal records check and/or fingerprinting. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall have submit to criminal records checks and/or fingerprinting as required by law.

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

As required by state law, a criminal records check and/or fingerprinting shall be required of the following individual or individuals¹ (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 direct, unsupervised access to contact with students;
2. All district 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 program² 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 licensure³; and⁴;
5. ²Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students⁵.

[The district shall require a nationwide criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students in the following positions³:

1. [Head coach,]

¹ Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

² [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.]

⁵ [If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the needs of the district.]

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

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

The district [shall] [shall not] begin the employment of a subject individual or terms of a district contractor [on a probationary basis pending] [before] the return and disposition of the required criminal records checks and/or fingerprinting.

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

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

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

[The service of a volunteer in a position identified by the district as requiring a nationwide criminal records check including fingerprinting [may] [will not] begin [on a probationary basis pending] [before] the return and disposition of the nationwide criminal records check including fingerprinting.]

[An subject individual who knowingly made a false statement as to the conviction of any crime on district volunteer forms, as determined by the district, or has been convicted of a crime listed in ORS 342.143 [may] [will] 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 subject 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 of such in writing by the ODE.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE.

END OF POLICY

Legal Reference(s):

ORS 181A.180
ORS 181A.230
ORS 326.603
ORS 326.607
ORS 332.107

ORS 336.631
ORS 342.143
ORS 342.223
OAR 414-061-0010 - 0030
OAR 581-021-0500

OAR 581-021-0502
OAR 581-022-2430
OAR 584-050-0012

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

Criminal Records Checks/Fingerprinting

Subject Requirements

1. Any individual newly hired and not requiring licensure as a teacher, administrator, personnel specialist or school nurse shall be required to undergo a nationwide criminal records check and fingerprinting.
2. Individuals applying for reinstatement of a license that has lapsed for more than three years shall be required to undergo such checks.

Requirements, including applicable fees and the process for the collection and submission of fingerprints, etc., will generally be met by the individual as a part of the licensing process and in accordance with rules established by the Teacher Standards and Practices Commission (TSPC).

3. Any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
4. Any district contractor, whether part-time or full-time, or an employee of a district contractor, whether part-time or full-time, hired into a position having direct, unsupervised contact with students shall be required to undergo a nationwide criminal records check and fingerprinting.

The superintendent will identify district contractors subject to such requirements.

5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Employment Department.
6. 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 education program.
7. An individual who is an employee of a public charter school shall be required to undergo a nationwide criminal records check and fingerprinting.
8. Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal records check.

An exception will be made to criminal records checks and fingerprinting if the district has on file evidence from a previous employer documenting a successfully completed Oregon and FBI criminal records check. Evidence will be either a copy of the records check or a written statement of verification from a supervisor or officer of the previous employer. Furthermore:

1. The Oregon Department of Education (ODE) or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available;
2. Additional evidence that the employee has not resided outside the state between the two periods of time working in the district shall be maintained.

Notification

1. The district will provide notification to individuals subject to criminal records checks and fingerprinting of the following:
 - a. Such checks are required by law and/or Board policy;
 - b. Any action resulting from those checks may be appealed as a contested case;
 - c. All employment or contract offers are contingent upon the results of such checks;
 - d. A refusal to consent to criminal records checks or fingerprinting or falsely stating on district employment applications, contracts or ODE fingerprint forms as to conviction of a crime shall result in immediate termination from employment or contract status.
2. The district will provide notice through such means as employment applications and contract forms.

Processing/Reporting Procedures

1. Any individual subject to criminal records checks and/or fingerprinting shall, as part of the application process, complete the appropriate forms as provided by ODE.
2. If the individual is subject to fingerprinting, he/she will be required to report within three working days to an authorized fingerprinter for fingerprinting. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district;
 - c. Local or state law enforcement agency.

Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

3. The individual is responsible for obtaining two fingerprint cards from an Oregon district, education service district, an Oregon-approved teacher education institution, ODE or TSPC.
4. The individual is responsible for submitting to the authorized fingerprinter two fingerprint cards and an 8 1/2" x 11" or larger envelope with postage affixed and addressed to the district personnel office.
5. 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 and require that the individual submit a photo ID (driver's license or other) containing the

individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.

6. The authorized fingerprinter will return the fingerprint cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to the ODE. A copy of the form will be kept in the employee's personnel file.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district including contractors and their employees and volunteers shall be paid by the district.

Termination of Employment or Withdrawal of Employment/Contract Offer

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.
2. 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.

Appeals

All appeals regarding a determination which prevents his/her employment or eligibility to contract with the district will be directed to the Superintendent of Public Instruction. Individuals eligible to appeal as a contested case will be so notified in writing by ODE.

OSBA Model Sample Policy

Code: GCDA/GDDA-AR
Revised/Reviewed:

Criminal Records Checks and Fingerprinting

Subject Individual Requirements

1. Any individual newly hired, ~~whether~~ full-time or part-time, and not requiring licensure as a teacher, administrator, personnel specialist or school nurse shall be required to undergo a nationwide 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 nationwide 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 nationwide criminal records check and fingerprinting with TSPC.
4. Any district contractor ~~and its employees~~¹, whether part-time or full-time, ~~or an employee of a district contractor, whether part-time or full-time, hired into a position having direct, unsupervised contact with students shall be required to undergo a nationwide criminal records check and fingerprinting.~~

The superintendent will identify district contractors who are present on district property and regularly interact with students and are subject to such requirements.

5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Oregon Department of Education (ODE), Child Care Division.
6. 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, shall be required to undergo a nationwide criminal records check and fingerprinting.~~
7. Any individual who is an employee of a public charter school not requiring licensure shall be required to undergo a nationwide criminal records check and fingerprinting.
8. ~~Any individual authorized by the district for volunteer service into a position having~~ ² ~~allowing~~ direct, unsupervised contact with students shall be required to undergo an Oregon criminal records check.]

¹ A contractor's employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

² [If the district allows volunteer service and the volunteers to have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct criminal background checks on these volunteers. Choose the bracketed language options in 8, 9 and/or 10 of this policy that aligns with district practice. If the district allows volunteers to have direct, unsupervised contact with students the presented language is required. Align policy IICC – Volunteers with chosen language here.]

9. ~~[Any volunteer allowed to have direct, unsupervised contact with students, in a volunteer position identified in Board policy³ by the district as requiring fingerprinting, shall be required to undergo a nationwide criminal records check and fingerprinting.]~~
10. ~~[Any individual authorized by the district for volunteer service that does not is not likely to have direct, unsupervised contact with students [will] [will not] be required to undergo an Oregon criminal records check.]~~

Exceptions

A newly hired employee is not subject to fingerprinting if the district has ~~on file evidence on file~~ that the newly hired employee ~~was previously and successfully completed checked through~~ an Oregon and a FBI criminal records check ~~for by~~ a previous employer that was a school district.

Evidence ~~of the prior check~~ will be either a copy of the criminal records check or a written statement of verification from a supervisor or officer of the previous employer.

Furthermore:

1. The ODE or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available. ~~and~~
2. The district shall maintain evidence that the employee has not resided outside the state during the interval between the two periods of time working in the district.

Notification

1. The district will provide ~~the following~~ notification to individuals subject to criminal records checks and/or fingerprinting ~~of the following~~:
 - a. Such criminal records checks and/or fingerprinting are required by law and/or Board policy;
 - b. Any action resulting from such checks that impact employment ~~or contract or volunteering~~ may be appealed as a contested case;
 - c. All employment or contract offers [or the ability to volunteer] are contingent upon the results of such checks;
 - d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment[,] [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[,] [or] ODE forms ~~or district volunteer forms~~ [(written or electronic)] [may][will] result in immediate termination from employment[,] ~~or contract status or the ability to volunteer in the district.~~
 - 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 been convicted of any crime listed in ORS 342.143 [may] [will] result in immediate termination from the ability to volunteer in the district.] [The district [may] [will] remove the volunteer from the position allowing direct, unsupervised contact with students.]~~
2. The district will provide ~~the written notice described above~~ through such means as employment applications, contracts or [volunteer] forms.

³ See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

Processing and Reporting Procedures

1. Any individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms or requirements as approved by ODE (information available through the district).
2. ~~If the~~All individuals is subject to fingerprinting pursuant to state law, he/she will be ~~are~~ required by the district, and is responsible to report within ~~three~~ working days to an authorized fingerprinter for fingerprinting as directed by the district.

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.

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

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 ~~then~~ notify the district of said results ~~and as well as the identity of any subject individual it believes has knowingly made a false statement~~ 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 ~~required form to authorize fingerprinting, and the results of such,~~ will be kept in the employee's personnel file 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 contractors⁴ and their employees, shall be paid by the [individual] [district].
2. [Fees are payable [prior to] [within [three] working days of] beginning employment, volunteer service or contract.]
3. [An individual offered employment in the district may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.]
4. [Fees associated with required criminal records checks for volunteers shall be paid by the [individual] [district].]
5. [Fees associated with a required fingerprinting for volunteers shall be paid by the [individual] [district].]

⁴ ~~A~~ Contractor's employees may not be required to submit to fingerprinting until the contractor has been offered a contract ~~by the district.~~

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

1. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification from the Superintendent of Public Instruction or his/her designee that the employee has a conviction of any crime prohibiting employment with the district as specified in by law.
2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law [may] [will] be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or his/her designee 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 will be allowed to have direct, unsupervised contact with students that refuses to submit to a required criminal records check to acquire or maintain such a volunteer status in the district in accordance with law and/or Board policy will be denied the such ability to volunteer in the district.]
5. [If the district has ~~completed a required criminal records check and the district has been notified by the Superintendent of Public Instruction that the an individual knowingly made a false statement on an ODE form as to~~ has a conviction of any crime ~~that may otherwise prevent a volunteer status in the district, listed in ORS 342.143~~ the individual [will] [may] 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, 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 of such in writing by the ODE.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE.

Prescription/Nonprescription Medication/***

Students may, subject to the provisions of this regulation, have prescription or nonprescription medication administered by designated, trained staff. Self-medication by students will be permitted in accordance with this regulation and state law.

1. Definitions

- a. "Prescription medication" means any noninjectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. Prescription medication does not include dietary food supplements. As per Oregon Administrative Rule (OAR) 851-047-0030 through 851-047-0040, a registered nurse may administer a subcutaneous injectable medication.
- b. "Nonprescription medication" means only commercially prepared, nonalcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.
- c. "Physician" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed by the Oregon State Board of Nursing, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon or a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon.
- d. "Student self-medication" means a student must be able to administer medication to himself/herself without requiring a trained staff member to assist in the administration of the medication.
- e. "Age-appropriate guidelines" means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent or guardian, administrator and in the case of a prescription medication, a physician.
- f. "Training" means yearly instruction, by a qualified trainer, to be provided to designated staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education (ODE), including discussion of applicable district policies, procedures and materials.
- g. "Qualified trainer" means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a physician, or a pharmacist licensed by the State Board of Pharmacy for the state of Oregon.

- h. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen or dust.
- i. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- j. “Designated staff” means the staff person who is designated by the building principal to administer prescription or nonprescription medication.

2. Designated Staff/Training

- a. The principal will designate trained staff authorized to administer prescription or nonprescription medication to students while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this regulation.
- b. The principal will ensure the training required by law and Oregon Administrative Rules is provided. Training must be conducted by a qualified trainer.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions, and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. Training will be provided yearly to designated staff authorized to administer medication to students.
- e. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- f. A statement that the designated staff member has received the required training will be signed by the staff member and filed in the district office.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering Medications to Students

- a. A request for designated staff to administer medication to a student may be approved by the district and subject to the following:
 - (1) A written request for the district designated staff to administer prescription medication to a student, if because of the prescribed frequency for the medication, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities, must be submitted to the school office and shall include:

- (a) The written signed permission of the parent or guardian;
- (b) The written instruction from the physician, physician assistant or nurse practitioner for the administration of the prescription medication to the student including:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration; and
 - (vi) Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (i.)-(v.i.) above.

- (2) A written request for the district to administer nonprescription medication must be submitted to the school office and shall include:
 - (a) The written signed permission of the parent or guardian;
 - (b) The written instruction from the parent or guardian for the administration of the nonprescription medication to the student including:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instruction, if any.

- b. Medication is to be submitted in its original container;
- c. Medication is to be brought to and returned from the school by the parent;
- d. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- e. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- f. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication;
- g. Any error in administration of medication will be reported to the parent immediately [and documentation made on the district's Accident/Incident Report form]. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration, method of administration, etc.;
- h. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

5. Student Self-medication of a Prescription or Nonprescription Medication

- a. Student self-medication of prescription medication by K-12 students, including students with asthma or severe allergies, will be allowed subject to the following:
 - (1) A parent or guardian signed permission form and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (2) A prescription written by an Oregon licensed health care professional that includes a written treatment plan for managing of the student's asthma, diabetes and/or severe allergy, and for use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities, and acknowledgment the student has been instructed in the correct and responsible use of the medication;
 - (3) Principal permission for all self-medication of prescription medicine requests is required.
- b. Student self-medication of nonprescription medication by K-12 students may be allowed subject to the following:
 - (1) A parent or guardian permission form and other documentation requested by the district must be submitted for self-medication of all nonprescription medications. The signed form from the parent or guardian will ensure the student has received proper instruction for use;
 - (2) Principal permission for all self-medication of nonprescription medicine requests is required.
- c. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section 4.a. above;
- d. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - (1) Prescription labels must specify the name of the student, name of the medication, dosage, method of administration and frequency or time of administration and any other special instruction including permission for the student to self-medicate;
 - (2) Nonprescription medication must have the student's name affixed to the original container.
- e. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacture's packaging that contains multiple dosage, the student may carry one package, such as but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- f. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- g. Any medication required for use longer than 10 school days will be permitted only upon the written request of the parent;
- h. For students who have been prescribed bronchodilators or epinephrine, staff will request from the parent or guardian, that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided by the parent or guardian, will be kept at

the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;

- i. Upon written parent request and with a physician's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
- j. Permission to self-medicate may be revoked if the student violates the Board policy and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

6. Handling, Storage, Monitoring Medication Supplies

- a. Medication administered by designated staff or self administered by the student, must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated staff in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- c. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
- d. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
 - (2) Medications requiring refrigeration will be stored in a separate refrigerator used solely for the storage of medication;
 - (3) Access to medication storage keys will be limited to the principal and designated school staff.
- e. Designated staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

7. Emergency Response

- a. Designated staff will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent, school nurse and principal will be notified immediately.

- b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent immediately.

8. Disposal of Medications

- a. Medication not picked up by the parent at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated staff in a nonrecoverable fashion as follows:
 - (1) Medication in capsule, tablet and liquid form will be removed from their original container (destroy any personal information). Crush solid medications, mix or dissolve in water (this applies to liquid as well) and mix with an undesirable substance such as coffee grounds, kitty litter, flour etc., and place it in impermeable non-descriptive containers such as empty cans or sealable bags, placing these containers in the trash. Flush prescriptions down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so;
 - (2) Other medication will be disposed of in accordance with established training procedures including sharps and glass.
- b. All medication will be disposed of by designated staff in the presence of another school employee and documented as described in 9. a., below.

9. Documentation and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
 - (1) The name, dose and route of medication administered, date, time of administration and name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication¹;
 - (4) Emergency and minor adverse reaction incidents¹;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student and his/her parents. Information may be shared with staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

¹Designated staff may note incident by symbol in medication log and attach detailed documentation as necessary.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication as per state law.

A school administrator, school nurse, teacher or other district employee designated by the school administrator, are not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, when that person in good faith assisted the student in self-administration of the medication, as per state law.

A school administrator, school nurse, teacher or other district employee are not liable in a criminal action or for civil damages, when in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication, as per state law.

A school district and the members of a school district board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, when any person in good faith administers autoinjectable epinephrine to a student or individual, as per state law.

OSBA Model Sample Policy

Code: JHCD/JHCDA-AR
Adopted:

Medications**/*

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions

- a. “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies.
- b. “Prescription medication” means any medication that under federal or state law requires a prescription by a prescriber.
- c. “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
- d. “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
- f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. “Prescriber¹” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.

¹ A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

- j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. “Designated personnel” means the school personnel designated to administer medication pursuant to district policy and procedure.

2. Designated Staff/Training

- a. The principal will designate personnel authorized to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The principal will ensure the training required by Oregon law is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- e. [A statement that the designated personnel has received the required training will be signed by the staff member and filed in the district office.]

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from a school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;

- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health Authority;
- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

5. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.

The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.

- (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:
 - (a) The nonprescription medication is necessary for the student to remain in school;
 - (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
 - (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Method of administration;
- (iv) Dosage;
- (v) Frequency of administration;
- (vi) Other special instructions, if any; and
- (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- d. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;
- f. Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent[, and documentation will be made on the district's Accident/Incident Report form]. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;

- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the district.

6. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting.
 - (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.
 - (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;

- (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.
 - b. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
 - c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
 - d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
 - e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
 - f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
 - g. Permission for a student to administer medication to themselves may be revoked if the student violates the Board policy and/or this administrative regulation;
 - h. A student may be subject to discipline, up to and including expulsion, as appropriate;
 - i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.
7. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students
- a. Medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school in its original container, accompanied by the permission form and written instructions, as required above.
 - b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
 - c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
 - d. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box [used solely for the storage of medication];

- (2) Medications requiring refrigeration will be stored in a [locked box in a refrigerator] [separate refrigerator used solely for the storage of medication];
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.
 - e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
 - f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.
8. Emergency Response
- a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian[, school nurse] and principal will be notified immediately.
 - b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.
 - c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
9. Disposal of Medications
- a. Medication not picked up by the student's parent or guardian, or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and
 - (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
 - (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

Prescriptions will be flushed down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so.

Other medication will be disposed of in accordance with established training procedures including sharps and glass.
 - b. All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10, below.

10. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
 - (1) The name of the student, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education record file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and his/her parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

REEDSPORT SCHOOL DISTRICT

POLICY:REPORTING OF SUSPECTED ABUSE OF A CHILD-AR

CODE: JHFE-AR(1)

Reporting of Suspected Abuse of a Child

Reporting

Any district employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of the Oregon Department of Human Services or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The district employee should also immediately inform his/her supervisor, principal or superintendent.

If known, such report shall contain the names and addresses of the child, the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the suspected 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.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. [The written record may be made using Reedsport School District abuse reporting form which includes at a minimum:

1. The name and position of the person making the report;
2. The name, address of the child, the parents or other person responsible for the child's care;
3. The name and position of any witness to the report;
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 persons who received a copy of the written report.]

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the employee's supervisor [and/or superintendent].

Reporting of Suspected Abuse of a Child - JHFE-AR(1)

1-3

When the district receives a report of suspected abuse of a child by one of its employees, and the [personnel director][superintendent] determines that there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave until the Department of Human services or a law enforcement agency either: 1) determines that the report is unfounded or that the report will not be pursued; or 2) determines that the report is founded and the education provider takes the appropriate disciplinary action against the district employee. If the Department of Human services or a law enforcement agency is unable to determine whether the abuse of a child occurred the district may either reinstate the employee or take disciplinary action at the district's discretion.

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.

Definitions

1. Oregon law recognizes these types of abuse:
 - 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.

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.

The disciplinary records of a district employee or former district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502. Therefore, if a district employee or former employee is convicted of a crime listed in ORS 342.143, the district that is or was the employer of that employee when the crime was committed shall disclose the disciplinary records of the employee to any person upon request. However, prior to the disclosure of a disciplinary record the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.

Failure to Comply

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

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 Oregon Department of Human Services or law enforcement officials as required by law. When an administrator is notified that the Department of Human Services or law enforcement would like to interview a student at school, the administrator must request that the investigating official demonstrate that he/she has a warrant, court order, exigent circumstances or parental consent to interview the student. Failure to meet one of these criteria may result in the administrator's refusal to allow the student interview on school property.] If the student is to be interviewed at the school, the principal or representative shall make a conference space available. The principal or representative of the school may at the discretion of the investigator, be present to facilitate the interview. Law enforcement officers wishing to interview or remove a student from the premises shall present themselves at the office and contact the principal or representative. The officer shall sign the student out on a form to be provided by the school;
2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents;
3. The principal or representative 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.

OSBA Model Sample Policy

Code: JHFE-AR(1)
Adopted:

Reporting of Suspected Abuse of a Child

Reporting

Any district employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The district employee should also immediately inform his/her supervisor, principal or superintendent. If known, such report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, 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.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. [The written record may be made using the district's abuse reporting form which includes at a minimum:

1. The name and position of the person making the report;
2. The names and addresses of the child and of the parents of the child or other persons responsible for the child's care and the age of the child;
3. The name and position of any witness to the report;
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 persons who received a copy of the written report.]

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the employee's supervisor [and/or superintendent][and/or personnel director].

When the district receives a report of suspected abuse of a child by one of its employees, and the [personnel director][superintendent] determines that there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave until the DHS or a law enforcement agency either: 1) determines that the report is unfounded or that the report will not be pursued; or 2)

determines that the report is founded and the education provider takes the appropriate disciplinary action against the district employee. If the DHS or a law enforcement agency is unable to determine whether the abuse of a child occurred the district may either reinstate the employee or take disciplinary action at the district's discretion.

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.

Definitions

1. Oregon law recognizes these types of abuse:
 - 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.

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.

The disciplinary records of a district employee or former district employee convicted of a crime listed in Oregon Revised Statute (ORS) 342.143 are not exempt from disclosure under ORS 192.345 or 192.355. Therefore, if a district employee or former employee is convicted of a crime listed in ORS 342.143, the district that is or was the employer of that employee when the crime was committed shall disclose the disciplinary records of the employee to any person upon request. However, prior to the disclosure of a disciplinary record the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.

Failure to Comply

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

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. Failure to complete the appropriate form may result in the administrator’s refusal to allow the student interview on school property. The administrator or designee should not deny the interview based on the investigator’s refusal to sign the form.] If the student is to be interviewed at the school, the principal or representative administrator or designee shall make a conference-private space available. The principal or representative administrator or designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

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

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents;
3. The principal or representative 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.

Policy

1st

Readings

OSBA Model Sample Policy

Code: JHFE-AR(2)
Revised/Reviewed:

Abuse of a Child Investigations Conducted on District Premises

~~An investigation of a report of abuse of a child may be conducted on school premises by an investigator from the~~ The Department of Human Services (DHS) or a law enforcement agency ~~has the authority to~~ conduct an investigation of a report of child abuse on school premises according to Oregon Revised Statute (ORS) 419B.045. The school administrator must be notified that the investigation is to take place, unless the administrator is a subject of the investigation. The investigator is not required to reveal information about the investigation to the school as a condition of conducting the investigation.

After the investigator provides adequate identification, ~~school staff shall allow access to the child and provide a private space for conducting the interview.~~ The investigator shall be advised by a school administrator or a school staff member of a child's ~~relevant~~ disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator's discretion, be present to facilitate the investigation.

I, _____ (name of investigator or worker), am directing _____ (district staff member) not to notify any person, including the parent or guardian of _____ (name of student), other than the Department of Human Services (DHS) or law enforcement agency, of this investigation and directing _____ (name of district staff member) not to disclose any information obtained during the investigation pursuant to ORS 419B.045. ~~The DHS or law enforcement agency are responsible for notifying the parents or guardians regarding the investigation pursuant to Oregon Administrative Rule (OAR) 413-015-0420. Pursuant to ORS 419B.045, DHS will assume liability and indemnify the district and its staff for complying with this order.~~

School staff may only notify DHS, the law enforcement agency or school employees that are necessary to enable the investigation. School staff may not notify any other persons, including the child's parent(s) or guardian(s).

~~Worker/Investigator~~ ~~Badge or ID Number~~ Name (Printed)

Name of Agency

Name of Worker's/Investigator's Supervisor

Supervisor Contact Information

Investigator Position and Badge or ID Number

Student Name

School

Investigator Signature

Date

HR9/28/176/21/18 | SL

Abuse of a Child Investigations Conducted on District Premises – JHFE-AR(2)

1-2

- ☐ Investigator refused to sign. District staff should not deny entry based on refusal to sign.

FOR COMPLETION BY DISTRICT STAFF

- ☐ Student not available for interview
- ☐ Student refused to be interviewed
- ☐ Administrator participated in interview

Name of Administrator Notified

Name of Office Staff Involved

Name of Participating Administrator

This form should be placed in a separate secure file and not in the student's file.

REEDSPORT SCHOOL DISTRICT

REGULATION: REPORTING SEXUAL HARASSMENT OF STUDENTS CODE: JBA-AR

The following procedures shall be used for the reporting, investigating and resolving complaints of student sexual harassment.

Any student who believes he/she has been subjected to sexual harassment should immediately report the incident to a person in authority. If the complaint the student is filing involves the building principal, the complaint will be filed with the superintendent. The superintendent will follow the procedure in this policy as the building principal would have done. The building principal will investigate the complaint and respond to the complainant by scheduling a conference within five (5) school days. The principal will provide written documentation of the results of this conference to the complainant within five working days following the conference. If this reply is not acceptable to the complainant he/she may file a formal complaint according to the steps listed below:

- Step 1 When a formal complaint is filed, a conference will be held with the complainant within five (5) school days. A written response will be given to the complainant within ten (10) school days following the conference.
- Step 2 If the complainant is not satisfied with the decision of the building principal he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within ten (10) school days.
- Step 3 If the complainant is not satisfied with the decision of the superintendent, he/she may submit a written appeal to the Board of Directors. This appeal should be filed within five (5) school days of receipt of the superintendent's decision.
- The Board of Directors shall consider the appeal at its next regularly scheduled Board meeting. The Board of Directors will reply to the complaint, in writing, within ten (10) school days of such meeting.
- Step 4 If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle WA 98174-1099.

Changes to the above procedure may be made if an administrator is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of sexual harassment.

END OF REGULATION

Policy9/JBA-AR
ck/12/2/99

OSBA Model Sample Policy

Code: JBA/GBN
Adopted:

Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties on or immediately adjacent to district property, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or employee staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control jurisdiction of the district; or where the employee staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's staff member's ability to perform his/her job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, or staff members or third parties.

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 sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, employee staff members or third parties who has knowledge of conduct in violation of this policy or feels

he/she is they are a victim of sexual harassment must immediately report his/her their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A s Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents, or the staff member or the third party who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy shall may not adversely affect the educational assignments or study educational environment of a student complainant or any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third-party complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, and staff members and third parties, posted on the district's website, and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all grade 6 through 12 schools all schools. Such posting Posted signs shall be by a sign of at least 8-1/2 inches by 11 inches in size.

¹ [Posting in "all grade 6 through 12 schools" is the minimum requirement per ORS 342.700.]

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)

[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](#)

[HB 4150 \(2018\)](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

OSBA Model Sample Policy

Code: JBA/GBN-AR
Adopted:

Sexual Harassment Complaint Procedure

Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainant and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

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

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. ~~He/She~~ The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The ~~district~~ official(s) conducting the investigation shall notify the complainant ~~[in writing] when~~ that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

~~[A copy of the notification letter]~~ provided in step 1 and [T]he date and details of notification to the complainant, ~~of the results of the investigation,~~ together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at step 2, ~~he/she~~ the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.

Step 4 If a complainant is not satisfied with the decision at step 3, ~~he/she~~ the complainant may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the step 3 decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will attempt to resolve ~~investigate the complaint and will notify the complainant in writing when the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.~~ If the complaint remains unresolved within [10] working days of receipt by the superintendent, the complainant may ~~request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting~~ appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

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

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse. ~~Complaints against the principal may be filed with the superintendent. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the [Board chair].~~

[Name of District]
[Address] | [Phone]

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

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

Signature: _____ Date: _____

[Name of District]
[Address] | [Phone]

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Description of instance witnessed: _____

Any Other Information: _____

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

Signature: _____ Date: _____

Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Abuse of a Child.

Any district/school employee who has reasonable cause to believe that another district/school employee [or volunteer] has engaged in sexual conduct with a student must immediately notify his/her superintendent or building principal.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee or student who is the subject of the report. If the subject of the report is a school employee, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement. A volunteer may appeal the district’s decision through the district’s complaint procedure. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the personnel director shall receive the report. When the personnel director takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all district employees.

END OF POLICY

Legal Reference(s):

ORS 339.370 to-339.400
ORS 418.746 to-418.751

ORS 419B.005 to-419B.045

OSBA Model Sample Policy

Code: JHFF
Adopted:

Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by district/school employees, contractors or agents¹ of the district will not be tolerated. All district/school employees, contractors and agents of the district are subject to this policy.

“Sexual conduct,” as defined by Oregon law, is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR - Reporting of Suspected Abuse of a Child.

Any district/school employee, contractor or agent of the district [or volunteer] who has reasonable cause to believe that another district/school employee, contractor[,] [or] agent of the district [or volunteer] has engaged in sexual conduct with a student must immediately notify his/her [immediate supervisor] [the person identified by the district to receive such reports].

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. When the district receives a report of suspected sexual conduct by a contractor² or agent of the district, the district may decide to suspend services of that contractor or place the agent in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An “investigation” is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, the contractor, the agent of the district or the student who is the subject of the report. If the subject of the report is a school district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the district employee, contractor or agent of the district that the report has been substantiated and provide information regarding the appeal process. [The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement, if applicable.] [The employee, contractor or agent of the district may appeal the district’s decision through an appeal process administered by a neutral third party.] [A volunteer may appeal the district’s decision through the district’s complaint procedure.] [A “substantiated report” means a report of abuse or sexual conduct that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented]

¹ An “agent” is a person authorized to act on behalf of another (called the principal) to create legal relations with a third party.

² [The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.]

in the employee's personnel file or the student's education record, and in the administrative file for the contractor or agent of the district.]

If the district employee, contractor or agent of the district decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file or in the administrative file for the contractor or agent of the district. The employee, contractor or agent of the district will be notified that this information may be disclosed to a potential employer. The district will not serve as a reference for a contractor or agent of the district that has a substantiated report.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the [personnel director] [superintendent] [Board chair] will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the [personnel director] [superintendent] [Board chair] shall receive the report. [If the superintendent is the alleged perpetrator, the Board chair shall receive the report.] When the [personnel director] [superintendent] [Board] takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee, a contractor or an agent of the district in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees, contractors or agents of the district at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all district employees.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)

[ORS 418.746 - 418.751](#)

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

[Every Student Succeeds Act, 20 U.S.C. § 7926 \(2012\)](#):

REEDSPORT SCHOOL DISTRICT
PROMISSORY NOTE

Borrower: _____

("Borrower")

Lender: Reedsport School District

100 Ranch Road

Reedsport, OR 97467

("Lender")

I. Promise to Pay

Borrower agrees to pay Lender the total amount of \$.00, together with interest payable on the unpaid principal at the rate of 0% per annum.

Payment will be delivered to Lender at 100 Ranch Road, Reedsport, OR 97467 or other address mutually agreed upon both parties.

II. Repayment

No payments will be required as long as employment with the district in good standing is maintained.

- If employment with the district is in good standing on _____ this note will automatically adjust to \$_____ owed.
- If employment with the district is in good standing on _____ this note will automatically adjust to \$_____ owed.
- If employment with the district is in good standing on _____ this note will automatically adjust to \$_____ owed.
- If employment with the district is in good standing on _____ this note will automatically adjust to \$0 owed.

If employment with the district is discontinued for any reason prior to the fourth anniversary of this note; Repayment of the balance owed (that portion that has not been previously forgiven) will be repaid as follows:

The amount owed under this Promissory Note will be repaid in equal installments of 4% of balance made every Month. The first payment will be due 30 days after employment with the District has ended. All payments shall be applied the balance to principle.

III. Late Payment Fees

If Borrower defaults in payment by more than 5 days of the time set forth herein, then Borrower shall pay an additional late fee in the amount of \$15.

IV. Additional Costs

In case of default in the payment of any principle or interest of this Promissory Note, Borrower will pay to Lender such further amount as will be sufficient to cover the cost and expenses of collection, including, without limitation, reasonable attorney's fees, expenses, and disbursements. These costs will be added to the outstanding principle and will become immediately due.

V. Amendment; Modification; Waiver

No amendment, modification or waiver of any provision of this Promissory Note or consent to departure therefrom shall be effective unless by written agreement signed by both Borrower and Lender.

VI. Successors

The terms and conditions of this Promissory Note shall inure to the benefit of and be binding jointly and severally upon the successors, assigns, heirs, survivors and personal representatives of Borrower and shall inure to the benefit of any holder, its legal representatives, successors and assigns.

VII. Breach of Promissory Note

No breach of any provision of this Promissory Note shall be deemed waived unless it is waived in writing. No course of dealing and no delay on the part of Lender in exercising any right will operate as a waiver thereof or otherwise prejudice Lender's rights, powers, or remedies. No right, power, or remedy conferred by this Promissory Note upon Lender will be exclusive of any other rights, power, or remedy referred to in this Note or now or hereafter available at law, in equity, by statute, or otherwise.

VIII. Governing Law

The validity, construction and performance of this Promissory Note will be governed by the laws of Oregon, excluding that body of law pertaining to conflicts of law. Borrower hereby waives presentment, notice of non-payment, notice of dishonor, protest, demand and diligence.

The parties hereby indicate by their signatures below that they have read and agree with the terms and conditions of this agreement in its entirety.

Borrower Signature: _____
Date

Lender Signature: _____
Jon Zwemke, Superintendent Date

Certificate of Acknowledgment of Notary Public

State of _____)
_____) ss
County of _____)

On _____, before me, _____,
a notary public in and for said state, personally appeared _____
_____, known to me (or proved to me on the basis of
satisfactory evidence) to be the person whose name is subscribed to the within
instrument, and acknowledged to me that he or she executed the same in his or
her authorized capacity and that by his or her signature on the instrument, the
person, or the entity upon behalf of which the person acted, executed the
instrument.

WITNESS my hand and official seal.

Notary Public for the State of _____

My commission expires _____

[NOTARY SEAL]