

Port Orford-Langlois School District 2CJ
Port Orford, OR
Board of Education
August 13, 2018
Pacific High School Library
45525 Highway 101
Sixes, OR 97476
4:00 PM

Regular Meeting
4:00 PM

1. **CALL TO ORDER/INTRODUCTIONS**
 1. Pledge of Allegiance
 2. Staff and Visitors
2. **AGENDA CHANGES**
3. **CONSENT AGENDA** * CHAIR
 1. Approve Minutes June 18, 2018 3
 2. Financial Report 7
 3. Approve Absenteeism Grant Resolution 19
 4. Approve Organizational Resolution 2018-2019 20
 5. Approve Hire, Admin Asst., Jenny Houck
 6. Approve Hire, Admin Asst., Jessica Hiners
4. **PUBLIC INPUT**
 Board Policy BDDH States: Speakers may offer objective criticism of district operations and programs, but the Board will not hear personal complaints concerning school personnel nor against any person connected with the school system. The chairman will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. Members of the public may address the Board for up to three minutes.

Educational Spotlight:
5. **REPORTS** CHAIR
 1. **Superintendent** - *Steve Perkins*
 2. **Transportation/Maintenance** - *Chad Berry* 22
 3. **Technology Report** - *Jered Rush* 23
6. **NEW BUSINESS**
7. **OLD BUSINESS**
8. **REOCCURRING BUSINESS**
9. **FIRST READING OF POLICIES** *(Shaded words are new/strike-throughs are deleted)
 1. IGBA - Students with Disabilities ID Procedures 24
 2. IGBAH - Special Education Evaluation Procedures 26
 3. IGBAJ - Special Education FAPE 29
 4. IGBAJ - AR 31
10. **SECOND READING POLICIES**
 1. GBN/JBA - Sexual Harassment (Personnel) 36
 2. GBN/JBA - AR 39
 3. JBA/GBN - Sexual Harassment (Students) 44
 4. JBA/GBN - AR 47
11. **BOARD COMMENTS/REPORTS** CHAIR
12. **CORRESPONDENCE**
13. **FUTURE AGENDA ITEMS**
 1. Obtain follow up reports from speakers regarding their programs.

2. Show board members district teacher evaluation process
 3. Schedule board members' lunch with students
 4. Smarter Balanced Results (September)
 5. Steve Perkins' evaluation goals
14. **EXECUTIVE SESSION**

* Action

EXECUTIVE SESSION

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

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

"PARKING LOT"

The Port Orford-Langlois School Board met in a Regular Session on July 16, 2018 at 5:00 PM. The Board met in the library at Pacific High School, 45525 Highway 101, Sixes, OR 97476. Board members present were Mary Scaffo, Phyllis Johns, Patricia Brown, Sandra Anderson and Hilary Johnson. Steve Perkins, Superintendent, Cheryl Strope, Business Manager, and Stephanie Smith, Administrative Assistant were also present.

1.0 Call to Order/Introductions

1.1 Pledge of Allegiance:

Mary Scaffo called the meeting to order at 5:00 pm.

1.2 Staff and Visitors

1.3 Elect Board Chairman and Vice Chairman

Patricia Brown moved and Hilary Johnson seconded to appoint Mary Scaffo as Chair. Motion passed unanimously. (RESOLUTION 19-01)

Hilary Johnson moved and Phyllis Johns seconded to appoint Patricia Brown as Vice Chair. Motion passed unanimously. (RESOLUTION 19-02)

1.4 Model Key Dates/Calendar 2018-2019

Updated copies were distributed.

2.0 Agenda Changes

None

3.0 Consent Agenda

3.1 Approve minutes June 18, 2018

3.2 Approve Minutes June 28, 2018

3.3 Financial Report

3.4 Approve Administrative Salary Scale 2018-2019

Patricia Brown moved and Phyllis Johns seconded to approve the consent agenda. Motion passed unanimously. (RESOLUTION 19-03).

4.0 Public Input

Educational Spotlight: None this month.

5.0 Reports

5.1 Superintendent

Steve Perkins reported on the demolition of the boiler/power building in the PHS parking lot. A smaller building will replace the existing one. During demolition, power will be cut off at PHS, but not the district office. However, all internet at both PHS and the district office will be down. Office staff will work out of DWS during that time. The boiler will be disconnected and sold. The new building will be about one-fifth the size of the existing one. Steel post will surround it to

avoid collisions. Estimated cost of the project is \$72,000. The project will be complete by the start of school.

Steve requested board members consider moving future board meeting start times to 4:30 or even 4:00 pm, which would alleviate strain on staff attendees who report to work before 8:00 am.

Steve also reported that the Ready Set Learn program started with 44 kids, and as many as 70 kids have participated in the school lunch program. Phyllis Johns noted the Meals on Wheels program was not informed that a summer lunch program was available this year. Steve noted we had a difficult time finding a cook and the program was in danger of not happening at all. The district office will work on communicating with Meals on Wheels in the future.

5.2 Transportation/Maintenance

Nothing additional to report.

5.3 Technology Report

Nothing additional to report.

6.0 New Business

6.1 Approve Homeless Dispute Resolution Policy

Mary Scaffo asked if schools are responsible to transfer homeless students from their home district to 2CJ if they are enrolled here. Steve Perkins confirmed 2CJ is responsible and cannot deny them transportation. He noted case workers try to manage logistics in these cases. Hilary Johnson noted this is a great way to provide stability to these kids and assist them in staying in school

Hilary Johnson moved and Phyllis Johns seconded to approve the Homeless Dispute Resolution Policy. Motion passed unanimously (RESOLUTION 19-04)

6.2 Approve Technology Surplus

Phyllis Johns moved and Sandra Anderson seconded to approve the technology surplus list. Motion passed unanimously (RESOLUTION 19-05)

7.0 Old Business

7.1 Review and Approve 2018-2019 Board Meeting Schedule

Mary Scaffo requested the October 15 meeting be moved to the 16th. Phyllis would not be able to attend. Patricia Brown offered to run the meeting on the 15th in Mary's absence. It was decided to approve the schedule as presented.

Phyllis Johns moved and Patricia Brown seconded to approve the 2018-2019 board meeting schedule. Motion passed unanimously (RESOLUTION 19-06)

7.2 Review and Approve New District Goals

Mary Scaffo noted Item 1c recommended removing “The school district” from the beginning of the sentence, and simply start it with “Will implement measures and strategies”

Patricia Brown moved and Hilary Johnson seconded to approve the 2018-2019 District Goals as amended. Motion passed unanimously (RESOLUTION 19-07)

8.0 Reoccurring Business

8.1 Young Americans Club

Steve Perkins asked student Layne Converse if a Young Americans Club float had been in the local Fourth of July parade. Layne responded there had been. Steve stated the float was premature and should have waited until final board approval. Steve stressed to Layne that the club bylaws cannot have the word “denial” in them relating to membership. Per school district policy, student clubs must be inclusive of all students. Termination for just reasons (missing too many meetings, doing something unethical, etc.) is possible with the assistance of a club advisor (teacher). Membership in the club cannot be denied even if a student says they don’t believe in the principles of the group. Layne pointed out most kids would not want to belong if they didn’t believe in the principles. Steve advised Layne create a membership application; membership acceptance should not be only verbal. Layne will amend the bylaws and send them to Steve.

Hilary Johnson moved and Sandra Anderson seconded to approve formation of the Young Americans Club pending the recommended amendments in its bylaws. Motion passed unanimously (RESOLUTION 19-08)

9.0 First Reading of Board Policies

9.1 GBN/JBA – Sexual Harassment (Personnel)

9.2 GBN/JBA – AR

9.3 JBA/GBN – Sexual Harassment (Students)

Mary Scaffo asked if a student were harassed at a bus stop not on district grounds, would the district be responsible to investigate. Steve confirmed it would.

9.4 JBA/GBN - AR

10.0 Second Reading and Adoption of Policies

None.

11.0 Board Comments/Reports

None.

12.0 Correspondence

None

13.0 Future Agenda Items

1. Obtain follow up reports from speakers regarding their programs
2. Show board members district teacher evaluation process
3. Security solutions DWS
4. Schedule board members to have lunch with students
5. Smarter Balanced results (September)
6. Steve Perkins' evaluation goals

14.0 Executive Session.

An Executive Session was not needed.

Patricia Brown moved and Hilary Johnson seconded to adjourn the meeting. All were in favor.
The meeting adjourned at 5:43 p.m.

Mary Scaffo
Board Chairman

Steven Perkins
Superintendent/Clerk

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria: From Date: 06/25/2018 To Date: 07/31/2018

Report Sort: Remit Name

AMAZON.COM CORPORATE ACCOUNT

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$446.09
0	GENERAL FUND	OFFICE OF PRINCIPAL	DUES AND FEES	\$27.98
0	GENERAL FUND	OFFICE OF PRINCIPAL	INSTRUCTIONAL SUPPLIES	\$53.47
0	GENERAL FUND	OFFICE OF PRINCIPAL	NON-CONSUMABLE INSTRUCTIONAL SUPPLIES	\$14.89
Total for GENERAL FUND				\$542.43
Total for AMAZON.COM CORPORATE ACCOUNT				\$542.43

AT&T MOBILITY

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48389	GENERAL FUND	STUDENT TRANSPORTATION	TELEPHONE	\$32.84
Total for AT&T MOBILITY				\$32.84

BANDON SUPPLY, INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48407	GENERAL FUND	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$18.70
48431	GENERAL FUND	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$320.73
Total for GENERAL FUND				\$339.43
Total for BANDON SUPPLY, INC				\$339.43

BNT PROMOTIONAL PRODUCTS

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48408	GENERAL FUND	EXECUTIVE ADM SERVICES	NON-CONSUMABLE SUPPLIES	\$340.76
Total for BNT PROMOTIONAL PRODUCTS				\$340.76

BROWN, ROBERT

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
26226	GENERAL FUND	Undesignated	Draw Repayment	\$3,698.70
Total for BROWN, ROBERT				\$3,698.70

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria:

From Date: 06/25/2018

To Date: 07/31/2018

Report Sort: Remit Name

C & K MARKET, INC #55

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48390	GENERAL FUND	EXECUTIVE ADM SERVICES	CONSUMABLE SUPPLIES	\$0.00
48390	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$0.00
48409	GENERAL FUND	EXECUTIVE ADM SERVICES	CONSUMABLE SUPPLIES	\$0.00
48409	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$0.00
Total for GENERAL FUND				\$0.00
FOOD SERVICE				
48390	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES	\$97.33
48409	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES	\$119.76
Total for FOOD SERVICE				\$217.09
OCF SUMMER KINDER PROGRAM GRANT				
48390	OCF SUMMER KINDER PROGRAM GRANT	PREKINDERGARTEN PROGRAMS	CONSUMABLE SUPPLIES	\$0.00
48409	OCF SUMMER KINDER PROGRAM GRANT	PREKINDERGARTEN PROGRAMS	CONSUMABLE SUPPLIES	\$0.00
Total for OCF SUMMER KINDER PROGRAM GRANT				\$0.00
Total for C & K MARKET, INC #55				\$217.09

CALCULATED COMFORT

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48410	GENERAL FUND	PLANT OPERATION & MAINT	REPAIRS AND MAINTENANCE	\$785.00
Total for CALCULATED COMFORT				\$785.00

CANON FINANCIAL SERVICES

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48391	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	RENTALS	\$92.00
48391	GENERAL FUND	OFFICE OF PRINCIPAL	M&R COPY COST	\$197.39
48391	GENERAL FUND	OFFICE OF PRINCIPAL	RENTALS	\$801.07
Total for GENERAL FUND				\$1,090.46
Total for CANON FINANCIAL SERVICES				\$1,090.46

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria: From Date: 06/25/2018 To Date: 07/31/2018

Report Sort: Remit Name

CARSON OIL CIOMPANY, INC.

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48411	GENERAL FUND	PLANT OPERATION & MAINT	FUEL	\$542.40
48411	GENERAL FUND	STUDENT TRANSPORTATION	GAS & OIL	\$1,836.72
Total for GENERAL FUND				<u>\$2,379.12</u>
Total for CARSON OIL CIOMPANY, INC.				\$2,379.12

CASSEL, LEILA

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48392	GENERAL FUND	ELEMENTARY INSTRUCTION	TRAVEL, LOCAL IN DISTRICT	\$37.81
48392	GENERAL FUND	HIGH SCHOOL INSTRUCTION	TRAVEL, LOCAL IN DISTRICT	\$38.32
Total for GENERAL FUND				<u>\$76.13</u>
Total for CASSEL, LEILA				\$76.13

CHARTER COMMUNICATONS

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48441	GENERAL FUND	PLANT OPERATION & MAINT	TELEPHONE	\$1,388.80
Total for CHARTER COMMUNICATONS				<u>\$1,388.80</u>

COASTAL PAPER & SUPPLY, INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48393	GENERAL FUND	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$1,412.11
Total for COASTAL PAPER & SUPPLY, INC				<u>\$1,412.11</u>

COOS CURRY ELECTRIC COOP, INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	PLANT OPERATION & MAINT	ELECTRICITY	\$4,277.27
Total for COOS CURRY ELECTRIC COOP, INC				<u>\$4,277.27</u>

CURRICULUM ASSOCIATES

Check#	FUND	FUNCTION	OBJECT	Amount
TITLE 1				

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria:

From Date: 06/25/2018

To Date: 07/31/2018

Report Sort: Remit Name

CURRICULUM ASSOCIATES

Check#	FUND	FUNCTION	OBJECT	Amount
48412	TITLE 1	TITLE 1	INSTRUCTIONAL PROF/TECH	\$5,900.00
Total for CURRICULUM ASSOCIATES				\$5,900.00

David B. Smith

Check#	FUND	FUNCTION	OBJECT	Amount
PHS SCHOLARSHIP FUNDS				
48413	PHS SCHOLARSHIP FUNDS	HIGH SCHOOL INSTRUCTION	DUES AND FEES	\$514.92
Total for David B. Smith				\$514.92

DELL FINANCIAL SERVICES

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48442	GENERAL FUND	COMPUTER-ASSISTED INSTRUC	RENTALS	\$16,293.71
Total for DELL FINANCIAL SERVICES				\$16,293.71

Dell Marketing L.P.

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48414	GENERAL FUND	COMPUTER-ASSISTED INSTRUC	COMPUTER HARDWARE	\$5,644.87
Total for Dell Marketing L.P.				\$5,644.87

DEPT. OF ENVIRONMENTAL QUALITY

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48443	GENERAL FUND	OTH PLANT OPERTN & MAINT	DUES AND FEES	\$2,337.00
Total for DEPT. OF ENVIRONMENTAL QUALITY				\$2,337.00

EVEREST, BONNIE K

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
26227	GENERAL FUND	Undesignated	Draw Repayment	\$350.00
Total for EVEREST, BONNIE K				\$350.00

FRANZ FAMILY BAKERIES

Check#	FUND	FUNCTION	OBJECT	Amount
FOOD SERVICE				

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria: From Date: 06/25/2018 To Date: 07/31/2018

Report Sort: Remit Name

FRANZ FAMILY BAKERIES

Check#	FUND	FUNCTION	OBJECT	Amount
48394	FOOD SERVICE	FOOD SERVICE	FOOD SUPPLIES	\$196.96
Total for FRANZ FAMILY BAKERIES				\$196.96

Freedom Graphics LLC

Check#	FUND	FUNCTION	OBJECT	Amount
TITLE 1				
48395	TITLE 1	TITLE 1	CONSUMABLE SUPPLIES	\$188.40
48432	TITLE 1	TITLE 1	CONSUMABLE SUPPLIES	\$188.40
Total for TITLE 1				\$376.80
Total for Freedom Graphics LLC				\$376.80

GOLDERS NAPA AUTO AND TRUCK PART

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48415	GENERAL FUND	STUDENT TRANSPORTATION	CONSUMABLE SUPPLIES	\$5.27
Total for GOLDERS NAPA AUTO AND TRUCK PART				\$5.27

GRANTS PASS HIGH SCHOOL

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48433	GENERAL FUND	HS COCURRICULUM	DUES AND FEES	\$30.00
Total for GRANTS PASS HIGH SCHOOL				\$30.00

HERFF JONES, INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48416	GENERAL FUND	OFFICE OF PRINCIPAL	AWARDS	\$334.30
Total for HERFF JONES, INC				\$334.30

HOUGH, MACADAM & WARTNIK

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48396	GENERAL FUND	BOARD OF EDUCATION SRVS	AUDIT SERVICES	\$2,000.00
Total for HOUGH, MACADAM & WARTNIK				\$2,000.00

INDUSTRIAL RESOURCES OF BANDON

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria: From Date: 06/25/2018 To Date: 07/31/2018

Report Sort:	Remit Name			Amount
GENERAL FUND	FUND	FUNCTION	OBJECT	
48417	GENERAL FUND	STUDENT TRANSPORTATION	CONSUMABLE SUPPLIES	\$17.52
		Total for	INDUSTRIAL RESOURCES OF BANDON	\$17.52
INDUSTRIAL SOURCE	FUND	FUNCTION	OBJECT	
GENERAL FUND	GENERAL FUND	OFFICE OF PRINCIPAL	INSTRUCTIONAL SUPPLIES	\$46.15
48397	GENERAL FUND	OFFICE OF PRINCIPAL	INSTRUCTIONAL SUPPLIES	\$46.15
48418	GENERAL FUND			
		Total for	GENERAL FUND	\$92.30
		Total for	INDUSTRIAL SOURCE	\$92.30
LEGACY LABORATORY SERVICES LLC	FUND	FUNCTION	OBJECT	
GENERAL FUND	GENERAL FUND	STUDENT TRANSPORTATION	PHYSICALS	\$24.00
48398	GENERAL FUND			
		Total for	LEGACY LABORATORY SERVICES LLC	\$24.00
NORTHWEST REGIONAL ESD	FUND	FUNCTION	OBJECT	
GENERAL FUND	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	DUES AND FEES	\$34.00
48419	GENERAL FUND			
		Total for	NORTHWEST REGIONAL ESD	\$34.00
OASBO	FUND	FUNCTION	OBJECT	
GENERAL FUND	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$200.00
48434	GENERAL FUND			
		Total for	OASBO	\$200.00
OREGON INSTITUTE OF TECHNOLOGY	FUND	FUNCTION	OBJECT	
GENERAL FUND	GENERAL FUND	ALTERNATIVE EDUCATION	OTHER TUITION	\$525.00
48420	GENERAL FUND			
		Total for	OREGON INSTITUTE OF TECHNOLOGY	\$525.00

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria: From Date: 06/25/2018 To Date: 07/31/2018

Report Sort: Remit Name

OREGON LINEN

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48399	GENERAL FUND	STUDENT TRANSPORTATION	RENTALS	\$98.23
FOOD SERVICE				
48399	FOOD SERVICE	FOOD SERVICE	CONSUMABLE SUPPLIES	\$90.54
Total for OREGON LINEN				\$188.77

PACIFIC HIGH SCHOOL - 2CJ

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48421	GENERAL FUND	HS COCURRICULUM	DUES AND FEES	\$5,652.00
48435	GENERAL FUND	HS COCURRICULUM	NON-CONSUMABLE SUPPLIES	\$151.76
Total for GENERAL FUND				\$5,803.76
Total for PACIFIC HIGH SCHOOL - 2CJ				\$5,803.76

PAYPAL

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	COMPUTER-ASSISTED INSTRUC	NON-CONSUMABLE SUPPLIES	\$5,999.98
SCREL HUB SUMMER KINDER GRANT				
0	SCREL HUB SUMMER KINDER GRANT	STAFF DEVELOPMENT	CONSUMABLE SUPPLIES	\$59.98
Total for PAYPAL				\$6,059.96

PERKINS, STEVEN

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48387	GENERAL FUND	EXECUTIVE ADM SERVICES	TRAVEL, OUT OF DISTRICT	\$98.42
Total for PERKINS, STEVEN				\$98.42

PITNEY BOWES

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48400	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	RENTALS	\$180.00
Total for PITNEY BOWES				\$180.00

PORT ORFORD NEWS

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria: From Date: 06/25/2018 To Date: 07/31/2018

Report Sort:	Remit Name			
GENERAL FUND	FUND	FUNCTION	OBJECT	Amount
48401	GENERAL FUND	BOARD OF EDUCATION SRVS	ADVERTISING	\$553.50
48422	GENERAL FUND	BOARD OF EDUCATION SRVS	ADVERTISING	\$37.30
			Total for GENERAL FUND	<u>\$590.80</u>
			Total for PORT ORFORD NEWS	\$590.80
PORT ORFORD, CITY OF	FUND	FUNCTION	OBJECT	Amount
48388	GENERAL FUND	PLANT OPERATION & MAINT	WATER AND SEWAGE	\$390.50
48423	GENERAL FUND	PLANT OPERATION & MAINT	WATER AND SEWAGE	\$315.71
			Total for GENERAL FUND	<u>\$706.21</u>
			Total for PORT ORFORD, CITY OF	\$706.21
POSTMASTER	FUND	FUNCTION	OBJECT	Amount
48444	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	DUES AND FEES	\$152.00
			Total for POSTMASTER	<u>\$152.00</u>
Promevo	FUND	FUNCTION	OBJECT	Amount
48402	TITLE 1	TITLE 1	COMPUTER HARDWARE	\$30,330.60
			Total for Promevo	<u>\$30,330.60</u>
QUILL CORPORATION	FUND	FUNCTION	OBJECT	Amount
48403	GENERAL FUND	OFFICE OF PRINCIPAL	CONSUMABLE SUPPLIES	\$349.90
			Total for QUILL CORPORATION	<u>\$349.90</u>
ROTO ROOTER	FUND	FUNCTION	OBJECT	Amount

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria: From Date: 06/25/2018 To Date: 07/31/2018

Report Sort:	Remit Name				
ROTO ROOTER					
Check#	FUND	FUNCTION	OBJECT		Amount
48404	GENERAL FUND	PLANT OPERATION & MAINT	GARBAGE		\$585.86
48405	GENERAL FUND	PLANT OPERATION & MAINT	GARBAGE		\$863.19
48424	GENERAL FUND	PLANT OPERATION & MAINT	GARBAGE		\$1,357.87
			Total for GENERAL FUND		\$2,806.92
		Total for	ROTO ROOTER		\$2,806.92
 SKINNER, PHOEBE					
Check#	FUND	FUNCTION	OBJECT		Amount
GENERAL FUND					
48425	GENERAL FUND	HIGH SCHOOL INSTRUCTION	TRAVEL, LOCAL IN DISTRICT		\$90.64
			Total for	SKINNER, PHOEBE	\$90.64
 SOUTHWESTERN OR CMNTY COLLEGE					
Check#	FUND	FUNCTION	OBJECT		Amount
DO NOT USE THIS FOR MEASURE 98					
48426	DO NOT USE THIS FOR MEASURE 98	HIGH SCHOOL INSTRUCTION	INSTRUCTIONAL PROF/TECH		\$787.74
48436	DO NOT USE THIS FOR MEASURE 98	HIGH SCHOOL INSTRUCTION	INSTRUCTIONAL PROF/TECH		\$787.74
			Total for	DO NOT USE THIS FOR MEASURE 98	\$1,575.48
		Total for	SOUTHWESTERN OR CMNTY COLLEGE		\$1,575.48
 STROPE, CHERYL					
Check#	FUND	FUNCTION	OBJECT		Amount
GENERAL FUND					
48437	GENERAL FUND	FISCAL SERVICES	TRAVEL, OUT OF DISTRICT		\$56.46
48445	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	NON-CONSUMABLE SUPPLIES		\$0.00
			Total for	GENERAL FUND	\$56.46
		Total for	STROPE, CHERYL		\$56.46
 SUNRISE DISTRIBUTERS					
Check#	FUND	FUNCTION	OBJECT		Amount
FOOD SERVICE					
48427	FOOD SERVICE	FOOD SERVICE	FOOD SUPPLIES		\$729.22
			Total for	SUNRISE DISTRIBUTERS	\$729.22

Port Orford-Langlois School District 2CJ

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Criteria: From Date: 06/25/2018 To Date: 07/31/2018

Report Sort: Remit Name

TYLER TECHNOLOGIES

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48446	GENERAL FUND	OFFICE OF PRINCIPAL	DATA PROCESSING SERVICES	\$2,917.34
Total for TYLER TECHNOLOGIES				\$2,917.34

UNITED PARCEL SERVICE

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
48438	GENERAL FUND	OFFICE OF PRINCIPAL	POSTAGE	\$14.35
48438	GENERAL FUND	OTH PLANT OPERTN & MAINT	NON-CONSUMABLE SUPPLIES	\$10.42
48438	GENERAL FUND	PLANT OPERATION & MAINT	POSTAGE	\$0.00
Total for GENERAL FUND				\$24.77
Total for UNITED PARCEL SERVICE				\$24.77

VALENTINE, HEATHER

Check#	FUND	FUNCTION	OBJECT	Amount
TITLE 1				
48439	TITLE 1	TITLE 1	CONSUMABLE SUPPLIES	\$108.00
Total for VALENTINE, HEATHER				\$108.00

VEND WEST SERVICES, INC

Check#	FUND	FUNCTION	OBJECT	Amount
OEA WELLNESS GRANT				
48428	OEA WELLNESS GRANT	STAFF WELLNESS SERVICES	SUBSTITUTE LIC SALARIES	\$15.00
Total for VEND WEST SERVICES, INC				\$15.00

VISA - BRENDA 4866

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	HS COCURRICULUM	TRAVEL, OUT OF DISTRICT	\$1,313.30
Total for VISA - BRENDA 4866				\$1,313.30

VISA-CHERYL 9681

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	BOARD OF EDUCATION SRVS	ADVERTISING	\$7.00

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria: From Date: 06/25/2018 To Date: 07/31/2018

Report Sort: Remit Name

VISA-CHERYL 9681

Check#	FUND	FUNCTION	OBJECT	Amount
0	GENERAL FUND	COMPUTER-ASSISTED INSTRUC	CONSUMABLE SUPPLIES	\$251.79
0	GENERAL FUND	HS COCURRICULUM	TRAVEL, OUT OF DISTRICT	\$525.32
Total for GENERAL FUND				\$784.11

SCREL HUB SUMMER KINDER GRANT

0	SCREL HUB SUMMER KINDER GRANT	PREKINDERGARTEN PROGRAMS	COMPUTER SOFTWARE	\$600.00
0	SCREL HUB SUMMER KINDER GRANT	STAFF DEVELOPMENT	CONSUMABLE SUPPLIES	\$121.12
Total for SCREL HUB SUMMER KINDER GRANT				\$721.12

Total for VISA-CHERYL 9681 \$1,505.23

WELLS FARGO VENDOR FIN SERV

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 48406	GENERAL FUND	DIRECTOR OF BUSINESS SUPP	RENTALS	\$199.35
Total for WELLS FARGO VENDOR FIN SERV				\$199.35

WILLAMETTE EDUCATION SERVICE DIS

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 48429	GENERAL FUND	EXECUTIVE ADM SERVICES	DATA PROCESSING SERVICES	\$432.94
Total for WILLAMETTE EDUCATION SERVICE DIS				\$432.94

ZCS ENGINEERING

Check#	FUND	FUNCTION	OBJECT	Amount
SEISMIC RETROFIT GRANT DW 48430	SEISMIC RETROFIT GRANT DW	BUILDING CONSTRUCTION	ARCHITECT/ENGINEER SRVS	\$900.00
48440	SEISMIC RETROFIT GRANT DW	BUILDING CONSTRUCTION	ARCHITECT/ENGINEER SRVS	\$450.00
Total for SEISMIC RETROFIT GRANT DW				\$1,350.00
Total for ZCS ENGINEERING				\$1,350.00

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2017-2018

Criteria:

From Date: 06/25/2018

To Date: 07/31/2018

Report Sort: Remit Name

Grand Total: \$109,041.86

Recap for FUND for remit name

100	GENERAL FUND	\$66,856.15
200	DO NOT USE THIS FOR MEASUR	\$1,575.48
202	OEA WELLNESS GRANT	\$15.00
205	FOOD SERVICE	\$1,233.81
209	PHS SCHOLARSHIP FUNDS	\$514.92
250	TITLE 1	\$36,715.40
271	OCF SUMMER KINDER PROGRAI	\$0.00
272	SCREL HUB SUMMER KINDER GF	\$781.10
401	SEISMIC RETROFIT GRANT DW	\$1,350.00

End of Report

**PORT ORFORD-LANGLOIS SCHOOL DISTRICT #2CJ
Resolution # 1904**

To Appropriate and Expend Additional Revenue Funds

BE IT RESOLVED, THAT THE Board of Directors of Port Orford-Langlois School District #2CJ authorizes an appropriation and approves expenditures for the unanticipated amount of \$20,000.00 for a grant from The State of Oregon for Chronic Absenteeism.

Revenue & Expenditure Fund # 241.0000.4500

Approved by the Board August 13, 2018

Board Chair

Superintendent/Clerk

Port Orford-Langlois School District 2CJ
Organizational Resolutions
2018-19

RESOLUTION 1902

Chief Administrative Officer

The Superintendent, Steven Perkins, is appointed as Chief Administrative Officer and District Clerk.

Fidelity Bond

The District Clerk will be bonded for fidelity in the amount of \$100,000.

Custodian of Funds

The Superintendent, Steven Perkins, is hereby designated as Custodian of Funds for the District pursuant to ORS 328.441 and ORS 348.445. The custodian is authorized to use a facsimile of his normal signature in transacting business for the District.

Check Signers

For all district accounts the Superintendent and Business Manager/Deputy Clerk shall be the authorized check signers.

Borrowing Limit

The District Clerk is authorized to borrow from lending institutions such monies as necessary to meet cash shortages during the year. The upper limit of borrowing is set at \$500,000 and borrowing will be done in accordance with statutory regulations.

Budget Officer

The Budget Officer shall be the District Clerk, Steven Perkins.

Business Manager/Deputy Clerk

Cheryl Strobe shall serve as Business Manager/Deputy Clerk.

District Election Authority

The District Clerk, Steven Perkins, is appointed as District Election Authority.

Independent Auditor

The firm of Hough, MacAdam & Wartnik, LLC, is designated as the District's auditor.

Legal Counsel

Legal counsel is provided through the Oregon School Boards Association.

Depositories for District Funds

Umpqua Bank and the State of Oregon Local Government Investment Pool are designated as depositories for District funds.

Investments

The District Clerk is authorized to invest District funds.

Schedule of Regular Board Meetings

The regular monthly board meetings will be discussed.

Grant Official

The Superintendent, Steven Perkins, is authorized as the LEA official for restricted and all other grants. He is authorized on behalf of the District Board to make all grant applications.

Purchasing Agent and Authorization of Payments

The Business Manager/Deputy Clerk shall act as purchasing agent and will confirm the availability of funds and the meeting of statutory requirements with final authorization from Superintendent, Steven Perkins. Invoices will be paid in a timely manner and the board at the next regularly scheduled meeting must then approve these disbursements.

Substitute Pay

Substitute pay for 2018-19 is established at the state minimum (\$180.09) per day for certified teachers. Experience does not change rate of pay.

Official Newspaper

The Port Orford News is designated as the official newspaper of the District for public notices.

Disposal of Property

The Superintendent is given authority to dispose of used school property pursuant to board policy and current Oregon Statutes.

Contract Review

The Board of Directors will act as its own contract review board and adopt the current Oregon Statutes regarding public contracts.

Transportation Report

August 13, 2018 Meeting

1. Bus #40 – service, annual inspection; 0.7 change indicator disabled, check or codes.
2. Bus #48 – annual inspection
3. Bus #52 – Recall parts replaced: new D.E.F. level sensor.
4. Bus #42 – Codes checked, oil change indicator disabled.

PHS Maintenance

1. Build hand rails above office in bus garage.
2. Build handrails above rooms in hand room.
3. Work on boiler house removal.

DWS Maintenance

1. Buff and was floors.
2. Restroom stall doors built and installed in grade school wing boy's bathroom; repaint walls, re-caulk around urinals.
3. Repaint walls, grade school girl's restrooms.

August 2018 –District Technology Update

Technology Update

With August here, we have reached the final weeks of summer projects. Things have been very busy, and I have many active projects going. The projects I currently have running for the district are listed under “New Projects” down below.

The Media Lab is being completely re-done. We ordered 18 machines: 16 for the room and 2 spares. We also have ordered Adobe Creative Cloud. This is an upgrade to the Adobe software that existed in the room before. This year our Media Lab will be top-of-the-line with powerful PC’s and the latest in design software.

Security cameras have been setup and wired at Pacific. We are starting with 10 to cover the main part of the building and will expand to 16 to cover the district office and the Shops after the school year starts. Driftwood cameras have not been installed yet but should be done before school resumes.

Last but not least I will be doing my summer round right before school starts to clean out all the computers and tidy up wires. This might actually run in to the school year as I still have Driftwood lab and the High School Media Lab that need to be put back together.

Other Work

- Server updates and maintenance

New Projects

- Chromebook inventory
- Media lab inventory and setup
- Security Camera setup
- Driftwood and PHS computer clean up

Port Orford Langlois School District Policy

Code: IGBA
Adopted:

Students with Disabilities - Child Identification Procedures

The district implements an ongoing system to locate, identify and evaluate all children birth to age 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education (EI/ECSE) or special education services. For preschool children the district is responsible for the evaluation(s) used to determine eligibility; the designated referral and evaluation agency [insert name] is responsible for determining the eligibility of children for EI/ECSE services in accordance with Oregon Administrative Rule (OAR) 581-015-2100. The district identifies all children with disabilities, regardless of the severity of their disabilities, including those who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Indian preschool children living on reservations;
4. Suspected of having a disability even though they are advancing from grade to grade;
5. Home schooled;
6. Resident and nonresident students, including residents of other states, attending a private school (religious or secular) located within the boundaries of the district;
7. Attending a public charter school located in the district;
8. Below the age of compulsory school attendance who are not enrolled in a public or private school program; ~~or~~ and
9. Above the age of compulsory school attendance who have not graduated from high school with a regular ~~or modified~~ high school diploma and have not completed the school year in which they reach their 21st birthday.

The district determines residency in accordance with Oregon Revised Statutes (ORS) Chapter 339 and, for the purposes of public charter school students with disabilities, in accordance with ORS Chapter 338 and ORS Chapter 339. The district enrolls all students who are five ~~by~~ on or before September 1 of the current school year. Students with disabilities are eligible to enroll in the district through the school year in which they reach the age of 21 if they have not graduated with a regular ~~or modified~~ high school diploma.

The district shall annually submit data to the Oregon Department of Education (ODE) regarding the number of resident students with disabilities who have been identified, located and evaluated and are receiving special education and related services. The district conducts an annual count of the total number of private school children attending private schools located within the boundaries of the district, and a

count of all children with disabilities attending private schools located within the boundaries of the district, in accordance with OAR 581-015-2465. The district reports any additional data to ODE as required by the ODE to meet the requirements of federal or state law and the applicable reporting dates.

END OF POLICY

Legal Reference(s):

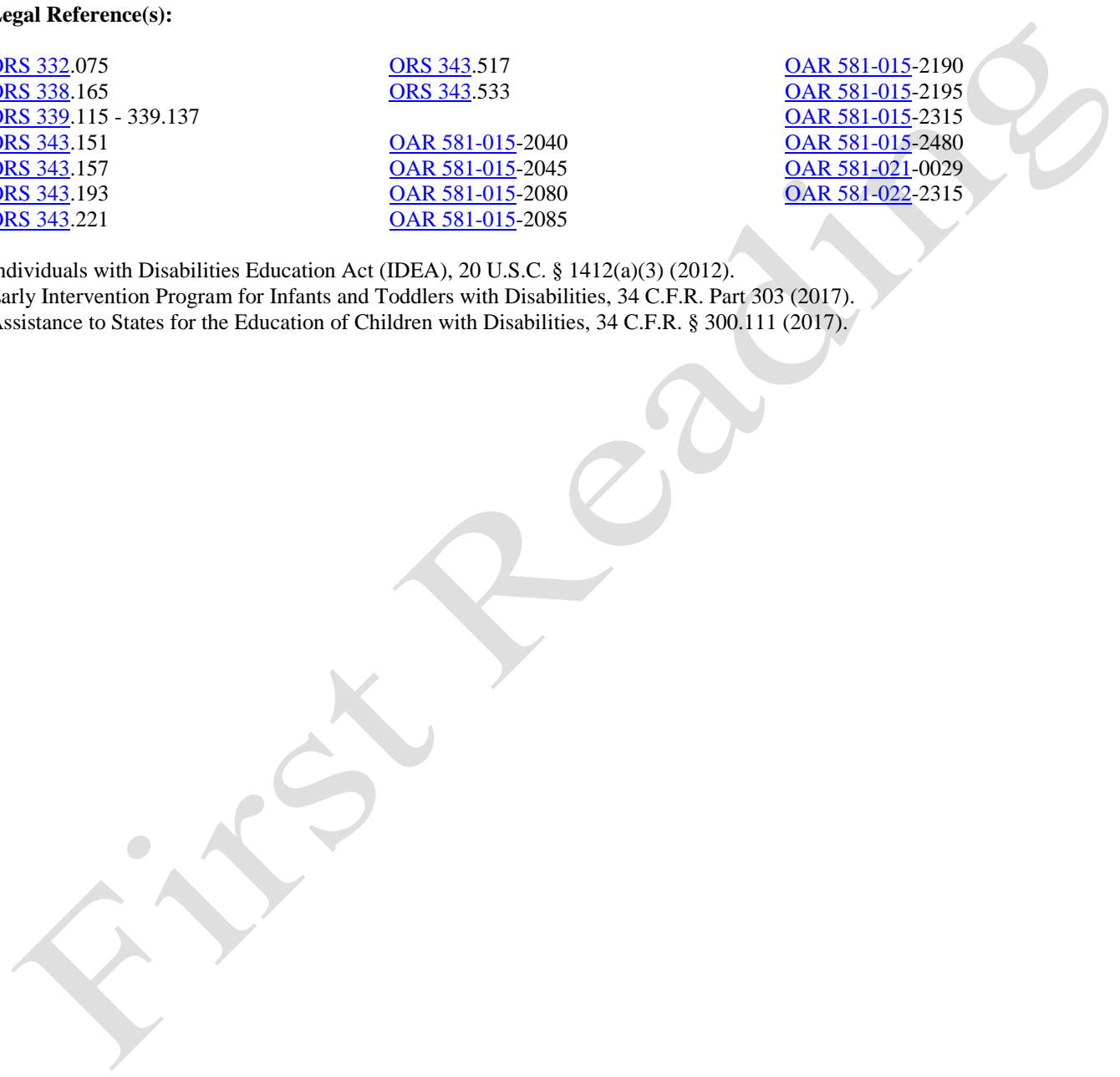
[ORS 332.075](#)
[ORS 338.165](#)
[ORS 339.115 - 339.137](#)
[ORS 343.151](#)
[ORS 343.157](#)
[ORS 343.193](#)
[ORS 343.221](#)

[ORS 343.517](#)
[ORS 343.533](#)

[OAR 581-015-2040](#)
[OAR 581-015-2045](#)
[OAR 581-015-2080](#)
[OAR 581-015-2085](#)

[OAR 581-015-2190](#)
[OAR 581-015-2195](#)
[OAR 581-015-2315](#)
[OAR 581-015-2480](#)
[OAR 581-021-0029](#)
[OAR 581-022-2315](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1412(a)(3) (2012).
Early Intervention Program for Infants and Toddlers with Disabilities, 34 C.F.R. Part 303 (2017).
Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.111 (2017).



Port Orford Langlois School District Policy

Code: IGBAH
Adopted:

Special Education - Evaluation Procedures**

Consistent with its child find and parent consent obligations, the district responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.

A full and individual evaluation of a student's educational needs that meets the criteria established in the Oregon Administrative Rules will be conducted before determining eligibility and before the initial provision of special education and related services to a student with a disability. The district implements an ongoing system to locate, identify and evaluate all children birth to 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education or special education services.

The district identifies all children with disabilities, regardless of the severity of their disabilities, including children who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Indian preschool children living on reservations;
4. Suspected of having a disability even though they are advancing from grade to grade;
5. Home schooled;
6. Resident and nonresident students, including residents of other states, attending private school (religious or secular) located within the boundaries of the district;
7. Attending a public charter school located in the district;
8. Below the age of compulsory school attendance who are not enrolled in a public or private school program; ~~or~~ and
9. Above the age of compulsory school attendance who have not graduated from high school with a regular ~~or modified~~ high school diploma and have not completed the school year in which they reach their 21st birthday.

The district is responsible for evaluating and determining eligibility for special education services for school-age children. The district is responsible for evaluating children who may be eligible for early

intervention/early childhood special education (EI/ECSE) services. The district's designated referral and evaluation agency is responsible for determining eligibility.

Before conducting any evaluation or re-evaluation, the district:

1. Plans the evaluation with a group that includes the parent(s);
2. Provides prior written notice to the parent(s) that describes any proposed evaluation procedures the agency proposes to conduct as a result of the evaluation planning process; and
3. Obtains informed written consent for evaluation.

The district conducts a comprehensive evaluation or re-evaluation before:

1. Determining that a child has a disability;
2. Determining that a child continues to have a disability;
3. Changing the child's eligibility;
4. Providing special education and related services;
5. Terminating the child's eligibility for special education, unless the termination is due to graduation from high school with a regular ~~or modified~~ diploma or exceeding the age of eligibility for a free appropriate public education.

Upon completion of the evaluation, the district provides the parent or eligible child a copy of the evaluation report at no cost. The evaluation report describes and explains the results of the evaluation. Upon completion of the eligibility determination, the district provides the parent or eligible child documentation of eligibility determination at no cost.

The district ensures that assessments and other evaluation materials, including those tailored to assess specific areas of education need, used to assess a child are:

1. Selected and administered so as not to be racially or culturally discriminatory;
2. Provided and administered in the child's native language or other mode of communication and form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally unless it is clearly not feasible to do so;
3. Used for purposes for which assessments or measures are valid and reliable;
4. Administered by trained and knowledgeable personnel; and
5. Administered in accordance with any instructions provided by the producer of such assessments.

Materials and procedures used to assess a child with limited English proficiency are selected and administered to ensure that they measure the extent to which the child has a disability and needs special education, rather than measuring the child's English language skills.

A student must meet the eligibility criteria established in the Oregon Administrative Rules.

The district conducts re-evaluations:

1. When the educational or related services needs, including improved academic achievement and functional performance of the children warrant a re-evaluation;
2. When the child's parents or teacher requests a re-evaluation; and
3. At least every three years, unless that parent and the district agree that a re-evaluation is unnecessary.

The district does not conduct re-evaluation more than once a year, unless the parent and district agree otherwise.

If a parent has previously revoked consent for special education and related services and subsequently requests special education and related services, the district will conduct an initial evaluation of the student to determine eligibility for special education.

END OF POLICY

Legal Reference(s):

[ORS 343.155](#)
[ORS 343.157](#)

[ORS 343.164](#)
[OAR 581-015-2000](#)

[OAR 581-015-2095](#)
[OAR 581-015-2105 - 2190](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300, 300.530-300.534, 300.540-300.543, 300.7 (2017).

Port Orford Langlois School District Policy

Code: IGBAJ

Adopted:

Special Education - Free Appropriate Public Education (FAPE)**

1. The district admits all resident school-age children with disabilities and makes special education and related services available at no cost to those:
 - a. Who have reached five years of age but have not yet reached 21 years of age on or before September 1 of the current school year, even if they ~~have not failed or have not been retained in a course or grade or~~ are advancing from grade to grade;
 - b. Who have not graduated with a regular ~~or modified~~ high school diploma;
 - c. Who have been suspended or expelled in accordance with special education discipline provisions; or
 - d. Who reach age 21 before the end of the school year. These students remain eligible until the end of the school year in which they reach 21.
2. The district determines residency in accordance with Oregon law.
3. The district takes steps to ensure that its children with disabilities have available to them the variety of educational programs and services available to nondisabled children in the area served by the district and provides a continuum of services to meet the individual special education needs of all resident children with disabilities, and children with disabilities who are enrolled in public charter schools located in the district.
4. The district may, but is not required to, provide special education and related services to a student who has graduated with a regular ~~or modified~~ diploma.
5. State law prohibits the district from recommending to parents, or requiring a child to obtain, a prescription for medication to affect or alter thought processes, mood or behavior as a condition of attending school, receiving an evaluation to determine eligibility for early childhood special education or special education, or receiving special education services.
6. If the individualized education program (IEP) team determines that placement in a public or private residential program is necessary to provide FAPE, the program, including nonmedical care and room and board, must be at no cost to the parents of the child.
7. If a parent revokes consent for a student receiving special education and related services, the district will not be considered to be in violation of the requirement to make FAPE available to the student because of the failure to provide the student with further special education and related services.

END OF POLICY

Legal Reference(s):

[ORS 338.165](#)
[ORS 339.115](#)
[ORS 343.085](#)
[ORS 343.224](#)

[OAR 581-015-2020](#)
[OAR 581-015-2035](#)
[OAR 581-015-2040 - 2065](#)
[OAR 581-015-2050](#)
[OAR 581-015-2075](#)

[OAR 581-015-2530](#)
[OAR 581-015-2600](#)
[OAR 581-015-2605](#)
[OAR 581-021-0029](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.17, 300.101-110, 300.113, 300.300 (2017).

Port Orford Langlois School District Policy

Code: IGBAJ-AR
Adopted:

Special Education - Free Appropriate Public Education (FAPE)**

1. FAPE and Age Ranges

The district provides special education and related services to all resident school-age students with disabilities, including students enrolled in public charter schools located in the district, as provided below:

- a. “School-age children” are children who have reached 5 years of age but have not yet reached 21 years of age on or before September 1 of the current school year.
- b. The district will admit an otherwise eligible student who has not yet reached 21 years of age on or before September 1 of the current school year.
- c. An otherwise eligible person whose 21st birthday occurs during the school year will continue to be eligible for FAPE for the remainder of the school year.
- d. The district provides FAPE to students with disabilities who have been suspended or expelled from school in accordance with the special education discipline rules.

2. Nonacademic Services

- a. The district provides equal opportunity for students with disabilities for participation in nonacademic and extracurricular services and activities.
- b. Nonacademic and extracurricular services and activities may include meals, recess periods, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the district, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the district and assistance in making outside employment available.
- c. The district ensures that each child with a disability participates with nondisabled children in the extracurricular services and activities to the maximum extent appropriate to the needs of each individual child.

3. Graduation

- a. A student graduating with a regular high school ~~or modified~~ diploma is no longer entitled to FAPE.
- b. The district provides prior written notice in a reasonable time before a student with a disability, graduates with a regular high school ~~or modified~~ diploma.
- c. The district is not required to conduct a reevaluation before terminating eligibility due to graduation with a regular high school ~~or modified~~ diploma.
- d. Graduation with an alternative document:

- (1) The district may award an alternative document meeting the criteria of the State Board of Education alternative document to a student with a disability.

- (2) Graduation with an alternative document does not terminate eligibility, require an evaluation or require prior written notice.
- e. The district may, but is not required to, provide special education and related services to a student who has graduated with a regular ~~or modified~~ diploma.

4. Incarcerated Youth

- a. The district has a plan, approved by the local Board, to provide or cause to be provided, appropriate education for children placed in a local or regional correctional facility located in the district.
- b. The district provides FAPE for students with disabilities ages 18 through 21, incarcerated as adults in an adult correctional facility if, in the last educational setting before their incarceration:
 - (1) Were identified as students eligible for special education; and
 - (2) Had an individualized education program (IEP).
- c. The district's provisions of FAPE ~~does~~do not include:
 - (1) The requirements relating to participation of children with disabilities in statewide and district assessments.
 - (2) For students whose eligibility for services will end before their release, the requirements related to transition planning and transition service do not apply. The district makes this determination based on considerations of the sentence and eligibility for early release. Requirements relating to transition planning and transition services, with respect to the students whose eligibility will end, because of their age, before they will be eligible to be released from adult correctional facilities based on consideration of their sentence and eligibility for early release.
 - (3) The IEP team may modify the student's IEP or placement if the state has demonstrated a bona fide security or compelling penological interest that cannot otherwise be accommodated. Least restrictive environment requirements do not apply with respect to these modifications.
 - (4) The public agency responsible for the special education of students in an adult correctional facility is not required to provide notice of meetings to the parent after rights transfer to the student.

5. Residential Placement

If the IEP team determines that placement in a public or private residential program is necessary to provide FAPE to a student with a disability, the district ensures that the program, including nonmedical care and room and board, is provided at no cost to the parents of the student.

6. Physical Education

- a. The district makes physical education services, specially designed if necessary, available to every child with a disability receiving FAPE, unless the school enrolls children without disabilities and does not provide physical education to children without disabilities in the same grade.

- b. The district provides the opportunity to each child with a disability to participate in the regular physical education program available to nondisabled children unless the child needs specially designed physical education as prescribed in the child’s IEP.
- c. If specially designed physical education is included in the child’s IEP, the district must provide the services directly or make arrangements for those services to be provided through other public or private programs.
- d. If the child with a disability is enrolled full time in a separate facility, the district must ensure that the child receives appropriate physical education services.

7. Public Charter Schools

- a. The district serves children with disabilities attending public charter schools located in the district in the same manner and in accordance with applicable laws and rules governing the district’s provision of services to children with disabilities in its other schools.
- b. The district shall, in consultation with the student’s parent, guardian or person in parental relationship, provide FAPE to the student, in accordance with Oregon Administrative Rule (OAR) 581-015-2230(1), until the district implements the IEP from the previous district or develops, adopts and implements a new IEP that meets acceptable requirements. If the information received was in effect in a previous district in another state, the district will implement the IEP in accordance with OAR 581-015-2230(2).
- c. The district provides supplementary and related services onsite at a district public charter school to the same extent to which the district has a policy or practice of providing such services on the site to its other public schools.
- d. A school district in which a public charter school is located must provide Individuals with Disabilities Education Act (IDEA) funds to those public charter schools on the same basis as the school district provides those funds to other public schools in the district, including proportional distribution based on relative enrollment of children with disabilities, at the same time as funds are distributed to other public schools in the district.
- e. If a child with a disability enrolls in a public charter school, the public charter school is considered the school the child would attend if not disabled. Enrollment in any public charter school is by parent choice. Enrollment in any out-of-district public charter school does not require an interdistrict transfer agreement.

When a student enrolls in a public charter school, the district in which the public charter school is located shall:

- a. Provide written notification of the student’s enrollment to the district in which the student resides;
- b. Request, in accordance with applicable confidentially provisions in state and federal laws, the records of the student, including all information related to an individualized education program developed for the student;
- c. Provide written notification to the student’s parent, guardian or person in parental relationship to provide information about:
 - (1) The district’s responsibility to identify, locate and evaluate to determine a student’s need for special education and related services and to provide those special education services in the public charter school; and
 - (2) The methods by which the district may be contacted to answer questions or provide information related to special education and related services.

When a student no longer is enrolled in a public charter school for any reason other than graduation, the district in which the public charter school is located shall notify:

- a. The district in which the student resided to provide notice:
 - (1) That the student no longer is enrolled in the public charter school; and
 - (2) That the district will provide the student education records including all information related to the student's IEP if the student seeks enrollment or services from the district in which the student resides.
- b. The student's parent, guardian or person in parental relationship to provide information about:
 - (1) The responsibility of the school district in which the student resides to identify, locate and evaluation students and implement services;
 - (2) The methods by which the student's resident district may be contacted to answer questions or provide information about special education and related services; and
 - (3) The responsibility of the district to provide student records, including information related to the student's IEP, if the student seeks enrollment or services from another district, including the parent's resident district.

8. Recovery of Funds for Misclassified Students

The district ensures that students identified on the special education child count under Part B of the IDEA are limited to students who:

- a. Meet eligibility requirements under OAR 581-015-2130 to -2180;
- b. Have a current IEP that is being implemented;
- c. Are receiving a FAPE;
- d. Are enrolled in the district.

9. Students with Disabilities under IDEA Enrolled in Public Benefits or Insurance

A district may use the State's Medicaid or other public benefits or insurance programs in which a child participates to provide or pay for special education and related services required under IDEA, and permitted under the public benefits or insurance programs as specified below.

With regard to services required to provide FAPE to a child with disabilities under IDEA, a district:

- a. May not require parents to sign up for or enroll in public benefits or insurance programs in order for their child with disabilities to receive FAPE under the IDEA, but may pay the cost that the parent otherwise would be required to pay; and
- b. May not use the child's benefits under a public insurance program if that use would:
 - (1) Decrease available lifetime coverage or any other insurance benefit;
 - (2) Result in the family paying for services that would otherwise be covered by the public benefits or insurance program, and that are required for the child outside of the time the child is in school;
 - (3) Increase premiums or lead to the discontinuation of insurance; or

- (4) Risk loss of eligibility for home and community-based waiver, based on aggregate health-related expenditures; **and**

Prior to accessing a student’s or parent’s public benefits or insurance for the first time, and annually thereafter, the district must provide prior written notification to the student’s parents and must obtain written consent¹ that:

- a. States the personally identifiable information that may be disclosed (e.g. records or information about the services that may be provided to the student);
- b. States the purpose of the disclosure (e.g. billing for services under IDEA);
- c. Names the agency to which the disclosure may be made (e.g. Medicaid);
- d. Specifies that the parent understands and agrees that the public agency may access the parent’s or student’s public benefits or insurance to pay for services under IDEA;
- e. Acknowledges the district may not require parents to incur an out-of-pocket expense (i.e. payment of a deductible or co-payment incurred in filing a claim for special education or related services), but may pay the cost that the parent otherwise would be required to pay; and
- f. Acknowledges the district may not use the student’s benefits under a public insurance program, if that use would:
 - (1) Decrease available lifetime coverage of any other insured benefit;
 - (2) Result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the student outside of the time the student is in school;
 - (3) Increase premiums or lead to the discontinuation of insurance; or
 - (4) Risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.

10. Accessible Materials

- a. Districts must ensure the timely provision of print instructional materials, including textbooks that comply with the National Instructional Materials Accessibility Standards (NIMAS) for students who are blind or print disabled.
- b. Districts must ensure the timely provision of instructional materials in accessible formats to children who need instructional materials in accessible formats, including those children who are not blind or print disabled.

11. Extended School Year (ESY) services as per administrative regulations, Special Education - Individualized Education Program (IEP) - IGBAF-AR.

12. Assistive technology devices or services as per administrative regulations, Special Education - Individualized Education Program (IEP) - IGBAF-AR.

¹ “Consent” means that the parent or adult student a) has been fully informed, in his/her native language or other mode of communication, of all information relevant to the activity for which consent is sought and b) understands and agrees in writing to the carrying out of the activity for which his/her consent is sought. Consent is voluntary of the part of the parent and meeting the requirements of consent provision for OAR 581-015-2090, IDEA and Family Education Rights and Privacy Act (FERPA).

Port Orford Langlois School District Policy

Code: GBN/JBA
Adopted: August 13, 2018

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 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 jurisdiction of the district; or where the 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 staff member's ability to perform 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, 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, staff members or third parties who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. 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, the staff member or the third party who initiated the complaint shall be notified 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 may not adversely affect the educational assignments or educational environment of a student complainant, 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. 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, staff members and third parties, posted on the district's website. The district's policy shall be posted on a sign in all schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

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).

Second Reading

Port Orford Langlois School District Policy

Code: GBN/JBA-AR
Revised/Reviewed: August 13, 2018

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. 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 official conducting the investigation 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. 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, 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, 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 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 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.

[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: _____

Port Orford Langlois School District Policy

Code: JBA/GBN
Adopted: August 13, 2018

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 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 jurisdiction of the district; or where the 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 staff member's ability to perform 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, 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, staff members or third parties who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

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The student and/or the student's parents, the staff member or the third party who initiated the complaint shall be notified 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.

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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, staff members and third parties, posted on the district's website. The district's policy shall be posted on a sign in ¹all schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

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

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

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).

Second Reading

Port Orford Langlois School District Policy

Code: JBA/GBN-AR
Adopted: August 13, 2018

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.

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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. 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 official conducting the investigation 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. 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, 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, 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 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 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.

[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: _____