

Oakridge School District No. 76
47997 W 1st St
Oakridge, OR 97463
Oakridge School District Board Room

The Oakridge School District Regular Board Meeting is a meeting that is held in public each month. Public comment is accepted twice at each meeting, once at the beginning of the meeting and once at the end of the meeting.

Personnel complaints will not be heard at Regular Board Meetings, and individuals with concerns regarding personnel should follow the Complaint Procedure Policy. Copies are available at every Board meeting and on the District website.

Regular Session

Regular School Board Meeting

Monday, September 14, 2020

6:00 p.m. – Virtual Zoom Meeting (see link below)

Join Zoom Meeting

<https://us02web.zoom.us/j/82746526517?pwd=N1htdCtOUUV1dkNaVU8ydlh6QStadz09>

Meeting ID: 827 4652 6517

Password: 5MuyUH

One tap mobile

+13462487799,,82746526517#,,1#,762145# US (Houston)

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Dial by your location

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+1 301 715 8592 US (Germantown)

Meeting ID: 827 4652 6517

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AGENDA

- A. Public Comment**
- B. Approval of the Regular Meeting Minutes of August 13, 2020 and special meeting minutes of September 3, 2020 (Action)**
- C. Announcements/Correspondence (Information Only)**
 - 1. Letter received from Lane County Public Health dated August 11, 2020 RE: Operational Blueprint for School Reentry received**
 - 2. Division 22 update**
- D. Review Expenditures for July – General Funds/Special Funds/OSD Bond 2018 - Handout**
- E. Reports (Discussion)**
 - 1. Superintendent Report: - Superintendent Doland**
 - 2. Food Service – no report**
 - 3. OJSH Report – Greg Chapman**
 - 4. OJSH ASB Student Body Report**
 - 5. OES Report – Peter Iten**
 - 6. OES ASB Student Body Report**
- F. Unfinished Business (Action)**
 - 1. Policy Update (2nd Reading/Possible Action)**
 - AC-AR Discrimination (Revision)**

- **EEA Student Transportation (Revision)**
- **GBEA Workplace Harassment* (New Policy)**
- **GBEA-AR Workplace Harassment Reporting and Procedure (New Policy)**
- **GBNAA/JHFF Reporting Requirements for Suspected Sexual Conduct with Students* (New Policy)**
- **GBNAA/JHFF-AR Suspected Sexual Conduct Report Procedures and Form* (New Policy)**
- **JHFF/GBNAA Reporting Requirements for Suspected Sexual Conduct with Students* (New Policy)**
- **JHFF/GBNAA-AR Suspected Sexual Conduct Report Procedures and Form* (New Policy)**

G. New Business (Action)

1. **Resolution(s) (Action)**
 21-03 Elementary and Secondary School Emergency Relief Fund (ESSER)
 21-04 ERate
2. **2020-21 Salary Schedule for employees not covered by union representation (Action)**

H. Personnel

1. **Employee Recommendation(s) (Action)**
 Confidential
 Robyn Schreiber, District Confidential Secretary, 8 hour per day (Effective September 8, 2020)
2. **Employee Resignation(s) (Action)**
 Classified
 Kathryn Brewer, OJSH Head Cook (Effective September 11, 2020)
3. **Leave of absence request (Action)**
 Classified
 Linda Love, Educational Assistant (Effective September 14, 2020 for the 2020-21 school year)
4. **2020-21 Extra Duty Contracts as Listed in the Board Packet (Action)**
5. **Executive Session Pursuant to ORS 192.660 (2)(i) Review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing.**
 Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
 Executive Session pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

I. Post Public Comment

J. Future Agenda Items

1. **Next Regular School Board Meeting, October 12, 2020, 6:00 p.m., Virtual Zoom Meeting**
2. **Board Work Session TBD**

K. Adjourn

The Board of Director meetings of Oakridge School District are held in accordance with Open Meeting Laws and with accessibility requirements. If an individual with a disability needs assistance in order to attend or participate in a meeting or discuss a matter with the superintendent, please call the district office at 782-2813. Posted 9/11/2020

Oakridge School District No. 76
BOARD OF DIRECTORS

REGULAR SESSION
August 10, 2020

The meeting of the Board of Directors of Oakridge School District No. 76 was convened at 6:05 p.m. remotely by virtual Zoom meeting connection and called to order by Chair Weddle. In addition to the Chair, those present were directors Hardy, Edmunds, McPherson and Martin. Also present was Superintendent Doland, Business Manager Peggy Mahla and Confidential Secretary Lori McMahon.

Other Attendees: Aileron Moran-Hogansen, Kelli Doyle, Wyatt Fujii, and Jody Slocumb.

Additions and Changes to the Agenda: None.

- A. Chair Weddle read the Public Meeting Statement.
- B. **APPROVAL OF MINUTES** – *Director Hardy moved to approve the Regular Meeting minutes of July 13, 2020. Director Edmunds seconded and the motion carried with directors Martin, McPherson, Hardy, Edmunds and Weddle voting yes.*
- C. **PUBLIC COMMENT** – None.
- D. **ANNOUNCEMENTS/CORRESPONDENCE (Information Only)** –
 - 1. **New Hires** – Superintendent Doland introduced the persons to be hired as follows, Kelli Doyle, Preschool Teacher, Aileron Moran-Hogansen, Educational Assistant, Wyatt Fujii, Math Teacher.
- G. **ACCOUNTS PAYABLE/GENERAL FUND/SPECIAL FUNDS** - The District's total operating budget for 2019-20 is \$20,624,225. The District's expenses to operate the month of June were \$2,893,103 which is 14.03% of the total District operating budget (including payroll expenditures). Through June 30, the District expended and encumbered \$6,873,747 from the General Fund budget of \$7,976,835 representing 86.17% of the General Fund Budget. Business Manager Peggy Mahla reported the OSCIM funds have been utilized and the final high school bleacher payment was made. Ms. Mahla asked if the Board had an opportunity to look at the crime policy insurance document she sent earlier; the insurance carrier feels purchasing the additional bond carries little value to the District. Ms. Mahla commented if there was a need to use the bond, the District would have to reimburse the value of the bond. The Board discussed and felt it was worth keeping the individual bond on Ms. Mahla for this school year and will discuss further at a work session for next year.
- H. **Report (Discussion)**
 - 1. **Superintendent Report** – Superintendent Reta Doland gave the following report:
 - **Safe Schools** – Reopening School Plan – Superintendent Doland commented the reopening plan is ever changing and will receive

more guidance regarding early learning. Oakridge is not considered a rural school district within the Safe Schools guidelines. There are three instructional models: Onsite - students at school, Hybrid - both in school and online and Comprehensive Distance Learning - online only. Some students will need additional supports, such as Special Education, counseling or mental health. Meals will be provided to all students free at no charge. The District will provide Chromebooks for students who need them. Some students may need study sites to access internet, which can be accessed from the school parking lot. Operational Supports: Transportation, technology, protective equipment and additional custodial supports during the school day. The Reopening Schools 2021 is on the District website, which provides guidance in Mitigation and Prevention, Facilities and School Operations, Response to Confirmed Cases, Training and Communication, which is mirrored in the District's Safe Schools Plan. Key principals in reducing exposure is around physical distancing and hygiene, cohorts of no more than 100 people including adults, PPE (personal protective equipment), environmental cleaning and disinfection, an isolation plan for those with symptoms, daily screenings, staff training on when to stay home, entry and exit protocols, and sign in and sign out logs.

The state has set metrics to determine when schools can open in person or hybrid – for three consecutive weeks the state metrics need to be 5% or less positive testing results and 10% per 100,000 to open in person. Lane County has to have 10 or fewer positive cases per 100,000, and a 5% or less positive test rate to have K-3 students on site through exceptions for in person instruction even if the metrics have not been met for Oregon.

The numbers will determine what kind of model the District reopens with. Superintendent Doland described the possible start of school and the different instruction models: In person Instruction - includes a “soft start” for the first two weeks, with in person instruction in the morning and the afternoon for teachers to meet with parents providing instruction on how to use online learning, and professional development. Superintendent Doland is proposing five semesters, seven weeks each, with one cohort determined by electives, and a 2nd cohort by course (Language Arts, Math, Social Studies, etc.) each a two hour class. Comprehensive Distance Learning - provide a daily opportunity for real-time connections with increased teacher facilitated instruction.

Daily attendance will be kept and grades will be earned. Teachers will align their instruction with Acellus. Hybrid – Onsite stable cohorts with rotating schedules Monday/Wednesday - Cohort A, Tuesday/Thursday Cohort B. Online Only – Group as a “C” cohort with either an A or B cohort if in person instruction is selected at a later date; instruction will be differentiated based on need. The District will offer an online academy to parents with teacher supports and check-ins two times per week.

The parent survey received 208 responses, 141 selected the Hybrid model, and 67 online only; 111 asked for transportation

and 47 will walk; 26 families are without internet and 47% need a device.

Director Martin asked about preschool. Superintendent Doland stated the plan for Pre-K guidance would be provided this Friday. The Westridge construction which is not bond funded is happening now to prepare the Pre-K classrooms.

2. **Food Service** – Confidential Secretary Lori McMahon reported the Food Service program balance for June was \$98,168.64 with OES at (\$8,952.36) and OJSH at \$107,121.00. Last year at this time, the program balance was \$27,861.35.
3. **OES Student Body Report** – No Report
5. **OES Report** – No Report
6. **OJSH Student Body Report** – No Report
7. **OJSH Report** – No Report

I. UNFINISHED BUSINESS – None

J. NEW BUSINESS –

1. **Safe Schools Plan (Action)** – Superintendent Doland recommended that the Board approve the Oakridge School District Safe Schools Plan as presented which has had community and staff input. *Director Martin moved to approve the Oakridge School District Safe School Plan as presented. Director Hardy seconded and the motion carried with directors Martin, Hardy, McPherson, Edmunds and Weddle voting yes.*
2. **2020-21 Official School Calendar Adopted 3/9/2020 (Revision /Discussion)-** Superintendent Doland highlighted what revisions were made to the 2020-21 School Calendar which includes a soft start with 1/2 days for students in the a.m. and in the p.m. teachers will participate in professional development and training with families for online learning the first two weeks of school, September 8-17; Five grading periods (9/8/2020-10/29/2020; 11/2/2020-1/7/2021; 1/11/2021-2/25/2021; 3/1/2021-4/22/2021; 5/3/2021-6/16/2021), moved curriculum days that conflicted with grading days. Superintendent Doland stated she had shared the calendar with the teachers association representative and it will be shared with all staff. *Director Edmunds moved to approve the revisions to the 2020-21 Official School Calendar contingent on association approval. Director Hardy seconded and the motion carried with directors Weddle, Hardy, Edmunds, Martin and McPherson voting yes.*
3. **Policy Update (1st Reading/No Action)**
 - **AC-AR Discrimination (Revision)**
 - **EEA Student Transportation (Revision)**
 - **GBEA Workplace Harassment* (New Policy)**
 - **GBEA-AR Workplace Harassment Reporting and Procedure (New Policy)**
 - **GBNAA/JHFF Reporting Requirements for Suspected Sexual Conduct with Students* (New Policy)**
 - **GBNAA/JHFF-AR Suspected Sexual Conduct Report Procedures and Form* (New Policy)**
 - **JHFF/GBNAA Reporting Requirements for Suspected Sexual Conduct with Students* (New Policy)**
 - **JHFF/GBNAA-AR Suspected Sexual Conduct Report**

Procedures and Form* (New Policy)

This was a first reading of all policies and no action can be taken.

K. PERSONNEL

1. **Employee Recommendation(s) (Action)** – *Director Edmunds moved to approve the following employment recommendations:*

Certified

Wyatt Fujii, OJSH Math Teacher, 1.0 FTE (Effective August 31, 2020)

Kelli Doyle, Preschool Teacher, 1.0 FTE (Effective August 31, 2020)

Classified

Aileron Moran-Hogansen, Educational Assistant, 7.5 hour (Effective August 31, 2020)

Director Martin seconded and the motion carried with directors Weddle, Hardy, Edmunds, Martin and McPherson voting yes.

2. **Employee Resignation(s) (Action)** – *Director Hardy moved to accept the following resignation:*

Classified

Zack Doland, YTP/GEAR UP Crew Leader 7.5 hours per day (Effective July 30, 2020)

Director McPherson seconded and the motion carried with directors Weddle, Hardy, Edmunds, Martin and McPherson voting yes.

3. There were no Executive Sessions held - **Executive Session Pursuant to ORS 192.660 (2)(i) Review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing. Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Executive Session pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**

L. POST MEETING PUBLIC COMMENT – None

M. FUTURE AGENDA ITEMS

1. Next Regular School Board Meeting, September 14, 2020, 6:00 p.m., by virtual Zoom Meeting.

N. ADJOURN – The meeting was adjourned at 7:55 p.m.

APPROVED:

LJM

Chairman

Superintendent

Oakridge School District No. 76

BOARD OF DIRECTORS

Special Board Meeting Minutes

September 3, 2020

The Special Meeting of the Board of Directors of Oakridge School District No. 76 was convened at 5:30 p.m. remotely by virtual Zoom meeting connection and called to order by Chair Weddle. In addition to the Chair, those present were directors Hardy, Martin, and McPherson. Director Edmunds was unable to attend the meeting. Also present was Superintendent Doland and Confidential Secretary Lori McMahon.

Others in attendance: Randy Martsolf, Andrea Bray, Ray Yarbrough and two others unidentified by their remote login.

1. Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Chair Weddle called the meeting into Executive Session at 5:36 p.m. pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. The community and other attendees were placed into a virtual waiting room as the board met in executive session and discussed negotiations. The Board discussed the need for a bargaining committee. OTA demanded to bargain regarding reopening concerns due to COVID 19. The first negotiation meeting is scheduled for September 9, at 1:45 p.m.

2. Adjourn – Chair Weddle adjourned the executive session at 6:52 p.m. and the attendees were brought back into the regular board meeting. The Board agreed by mutual consent to allow Superintendent Doland to appoint a Bargaining Committee. Superintendent Doland appointed Chair Weddle and Director Martin as Bargaining Committee members for the 2020-21 school year.

3. Adjourn - The meeting was adjourned at 6:55 p.m.

Approved:

LJM

Chairman

Superintendent



PUBLIC HEALTH

PREVENT. PROMOTE. PROTECT.

August 11, 2020

Oakridge School District
76499 Rose St.
Oakridge, OR 97463

Dear Reta Doland,

Schools play a critical role in children's lives in delivering instruction, supporting the development of social and emotional skills, addressing nutritional needs and facilitating physical activity. Lane County Public Health is committed to supporting local schools and school districts in the planning and implementation of the steps necessary for re-opening schools while mitigating the risks of COVID-19 transmission in our community.

This letter confirms that Lane County Public Health has received Oakridge School District's Operational Blueprint for School Reentry, following the guidance issued by the Oregon Department of Education and in collaboration with the Oregon Health Authority. Lane County Public Health will review the plan within the next two weeks and work with you and your school community to ensure appropriate precautions to protect students, teachers, staff, and families. We may provide recommendations for adjustments to your Blueprint based on developing science and emerging best practices related to mitigation of COVID-19 in schools and communities.

Thank you for your commitment to our community's children and families and for your continued partnership.

Sincerely,

Jocelyn Warren, PhD, MPH
Lane County Public Health Administrator

Oakridge School District 76

Code: AC-AR
Adopted: 8/12/19

Discrimination Complaint Procedure

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

Step 1: Complaints may be oral or in writing and must be filed with the principal. The principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 school days of receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to the principal.

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

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

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

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

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

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

~~Timelines may be extended based upon mutual consent of both parties in writing.~~

~~If the complainant, is a person who resides in the district, is a parent or guardian of a student who attends school in the district or is a student, is not satisfied after exhausting local complaint procedures or 90 days,~~

whichever occurs first, they may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049.

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing[, but will not be longer than 30 days from the date of the submission of the complaint at any step]. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initialing filing of the complaint, may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Charter Schools of which the District Board is a Sponsor

[The district Board, [through its charter agreement with [name of charter school sponsored by the district board]] [through a board resolution] [through this administrative regulation], will review an appeal of a decision reached by the Board of [name of public charter school] on a complaint alleging violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination). A complainant may appeal will submit such appeal to the [superintendent] [Board chair] on behalf of the district Board within [30] days of receipt of the decision from the public charter school board. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

OR

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this administrative regulation], will not review an appeal of a decision reached by the Board of the [name of public charter school] on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of [name of public charter school] as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint _____ Date _____ School or Activity _____

Student/Parent ☐ Employee ☐ Nonemployee ☐ (Job applicant) Other ☐ _____

Type of discrimination: ☐ Race ☐ Color ☐ Religion
☐ Sex ☐ National Origin ☐ Disability
☐ Marital Status ☐ Age ☐ Sexual Orientation
☐ Other _____

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of the discussion.) _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

This complaint form should be mailed or submitted to the principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Oakridge School District 76

Code: EEA
Adopted: 12/08/14
Revised/Readopted: 11/04/19
Orig. Code: 910

Student Transportation Services

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

Elementary students (grades K-8) who live more than one mile from school will be transported. Secondary students (grades 9-12) who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plan.

Miles from school will be determined by the transportation supervisor in accordance with Oregon Administrative Rule (OAR) 581-023-0040(1)(e).

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

The district may also provide transportation using federal funds or through cooperative agreements with local victims assistance units for a student to attend a safe district school out of the student's attendance area for any student who is a victim of a violent criminal offenses occurring in or on the grounds to the school the student attends or the student attends a school identified as persistently dangerous.

If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for student who transfer for such purposes will be provided in accordance with the agreement.

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

Transportation will be provided for students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 839.134.

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

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is they are four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in

Student Transportation Services – EEA

excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

<u>ORS 327.006</u>	<u>ORS 815.080</u>	<u>OAR 581-053-0040</u>
<u>ORS 327.033</u>	<u>ORS 820.100 to -820.190</u>	<u>OAR 581-053-0053</u>
<u>ORS 327.043</u>		<u>OAR 581-053-0060</u>
<u>ORS 332.405</u>	<u>OAR 581-021-0050 to -0075</u>	<u>OAR 581-053-0070</u>
<u>ORS 332.415</u>	<u>OAR 581-022-2345</u>	<u>OAR 581-053-0210</u>
<u>ORS 339.240 to -339.250</u>	<u>OAR 581-023-0040</u>	<u>OAR 581-053-0220</u>
<u>ORS 343.155 to -343.246</u>	<u>OAR 581-053-0002</u>	<u>OAR 581-053-0230</u>
<u>ORS 343.533</u>	<u>OAR 581-053-0003</u>	<u>OAR 581-053-0240</u>
<u>ORS 811.210</u>	<u>OAR 581-053-0004</u>	<u>OAR 735-102-0010</u>
<u>ORS 811.215</u>	<u>OAR 581-053-0010</u>	
<u>ORS 815.055</u>	<u>OAR 581-053-0031</u>	

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2012).

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435 (2012).

Cross Reference(s):

ECAC - Video Surveillance

EEAB - School Bus Scheduling and Routing

EEAC - School Bus Safety Program

EEACC - Student Conduct on School Buses

OSBA Model Sample Policy

Code: GBEA
Adopted:

Workplace Harassment *

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

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

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault¹ or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

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

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

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

The district may not require or coerce a district employee to enter into a nondisclosure² or nondisparagement³ agreement.

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

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

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

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

<u>ORS 659A.001</u>	<u>ORS 659A.082</u>	<u>OAR 584-020-0040</u>
<u>ORS 659A.003</u>	<u>ORS 659A.112</u>	<u>OAR 584-020-0041</u>
<u>ORS 659A.006</u>	<u>ORS 659A.820</u>	
<u>ORS 659A.029</u>	<u>ORS 659A.875</u>	Senate Bill 479 (2019)
<u>ORS 659A.030</u>	<u>ORS 659A.885</u>	

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

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2019).

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

OSBA Model Sample Policy

Code: GBEA-AR
Revised/Reviewed:

Workplace Harassment Reporting and Procedure

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

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

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

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

Investigation Procedure

The [position title(s)] [is] [are] responsible for investigating reports concerning workplace harassment. The investigator(s) shall be a neutral party having had no involvement in the report presented. If the alleged workplace harassment involves [position title(s)], the employee may report to [alternative position title(s)]. All reports of alleged workplace harassment behavior shall be investigated.

The investigator shall:

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

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

investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

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

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

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

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

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

Reports involving the superintendent should be referred to the Board chair on behalf of the Board. The Board chair will cause the information¹ required to be issued to the complainant as described in this administrative regulation. The Board chair shall present the complaint to the Board at a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The Board shall decide, within [30] days, in open session what action if any is warranted. The Board chair shall notify the

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

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

Follow-up Procedures

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

Other Reporting Options and Filing Information

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

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

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

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

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

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

WORKPLACE HARASSMENT REPORTING OR COMPLAINT FORM

Name of person making report/complainant: _____

Position of person making report/complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of alleged misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____

Date: _____

[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: _____

OSBA Model Sample Policy

Code: GBNAA/JHFF
Adopted:

Reporting Requirements for Suspected Sexual Conduct with Students *

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

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

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

Any district employee [⁴], contractor, agent or volunteer] who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the [⁵]designated licensed administrator or the alternate designated licensed administrator for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the [licensed administrator position title] who shall report the suspected sexual conduct to the Board chair.

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

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

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

[⁴ The following language in brackets, i.e., [, contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.]

[⁵ Senate Bill 155 (2019) requires the district to designate a licensed administrator to receive reports of suspected sexual conduct, and designate an alternate licensed administrator for each school building.]

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

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

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

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

The district will post in each school building the names and contact information of the employees^[6] designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

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

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

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

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

1. A description of conduct that may constitute sexual conduct;

[⁶ Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.370 - 339.400

ORS 419B.005 - 419B.045

Senate Bill 155 (2019)

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

OSBA Model Sample Policy

Code: GBNAA/JHFF-AR
Revised/Reviewed:

Suspected Sexual Conduct Report Procedures and Form *

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed¹ through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

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

If the superintendent is the alleged perpetrator the report shall be submitted to the [licensed administrator position title] who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave³ and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

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

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

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

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

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

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

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

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

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

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

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

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

Training

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

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

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

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

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

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

[Name of School District]

SUSPECTED SEXUAL CONDUCT REPORT FORM

Name of person making report: _____

Position of person making report: _____

Name of person suspected of sexual conduct: _____

Date and place of incident or incidents: _____

Description of suspected sexual conduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____ Date: _____

[Name of School District]

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Description of instance witnessed: _____

Any other information: _____

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

Signature: _____ Date: _____

OSBA Model Sample Policy

Code: JHFF/GBNAA
Adopted:

Reporting Requirements for Suspected Sexual Conduct with Students *

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

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

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

Any district employee [⁴], contractor, agent or volunteer] who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the [⁵]designated licensed administrator or the alternate designated licensed administrator for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the [licensed administrator position title] who shall report the suspected sexual conduct to the Board chair.

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

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

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

[⁴ The following language in brackets, i.e., [, contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.]

[⁵ Senate Bill 155 (2019) requires the district to designate a licensed administrator to receive reports of suspected sexual conduct, and designate an alternate licensed administrator for each school building.]

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

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

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

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

The district will post in each school building the names and contact information of the employees^[6] designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

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

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

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

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

1. A description of conduct that may constitute sexual conduct;

[⁶ Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.370 - 339.400

ORS 419B.005 - 419B.045

Senate Bill 155 (2019)

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

OSBA Model Sample Policy

Code: JHFF/GBNAA-AR

Revised/Reviewed:

Suspected Sexual Conduct Report Procedures and Form *

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed¹ through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

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

If the superintendent is the alleged perpetrator the report shall be submitted to the [licensed administrator position title] who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave³ and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not be violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

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

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

^[2] Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.]

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

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

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

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

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

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

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

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

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

Training

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

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

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

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

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

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

[Name of School District]

SUSPECTED SEXUAL CONDUCT REPORT FORM

Name of person making report: _____

Position of person making report: _____

Name of person suspected of sexual conduct: _____

Date and place of incident or incidents: _____

Description of suspected sexual conduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____ Date: _____

[Name of School District]

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Description of instance witnessed: _____

Any other information: _____

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

Signature: _____ Date: _____

Elementary and Secondary School Emergency Relief Fund (ESSER)

**FOR THE
2020-21 FISCAL YEAR**

RESOLUTION 21-03

Be it Resolved, that the Board of Directors of Oakridge School District hereby approves appropriation of Elementary and Secondary School Emergency Relief (ESSER)/CARES Act grant revenue funds to address the impact of COVID-19.

Be it Resolved, that for the period beginning July 1, 2020 and ending June 30, 2021, the District appropriates funds for the following purpose:

Fund:	200 - Special Revenue	
Revenue:	4000 - Federal Sources	\$404,488.89
Function:	1000 - Instruction	\$178,766.00
Function:	2000 – Support Services	\$225,722.89

Adopted this 14th day of September, 2020.

Chairman

Superintendent

E-Rate

**FOR THE
2020-21 FISCAL YEAR**

RESOLUTION 21-04

Be it Resolved, that the Board of Directors of Oakridge School District hereby approves appropriation of E-Rate revenue funds for technology improvements.

Be it Resolved, that for the period beginning July 1, 2020 and ending June 30, 2021, the District appropriates funds for the following purpose:

Fund:	100 - General	
Revenue:	100 - Federal Sources	\$12,236.83
Function:	2000 - Instruction	\$12,236.83

Adopted this 14th day of September, 2020.

Chairman

Superintendent

Food Service Spend Down

OAKRIDGE SCHOOL DISTRICT NO. 76

Salary Schedule for Employees

Not Covered by Union Representation

2020-21 Fiscal Year

A. Substitutes

- | | | | |
|----|-------------------------------|--|--------|
| 1. | <u>Teacher</u> | | |
| | a) Short Term | \$ 212.98 | Daily |
| | | \$ 26.62 | Hourly |
| | b) Long-Term/Out of District | \$236.70 | Daily |
| | | \$ 29.58 | Hourly |
| 2. | Classified Substitute | Step 1 of the classification (or as required by law) | |
| 3. | <u>Tutor</u> (licensed) | \$ 25.00 | Hourly |
| | (Non-Oakridge Staff/Licensed) | | |
| 4. | <u>Summer School Teacher</u> | \$ 25.00 | Hourly |
| | (Non-Oakridge Staff/Licensed) | | |
| 5. | Supervision | \$12.00 | Hourly |

B. Coaching

- | | | | |
|----|------------------------------|---------|--------|
| 1. | <u>'A' Code Compensation</u> | | |
| | • OSAA Trained | \$4,971 | Season |
| 2. | <u>'B' Code Compensation</u> | | |
| | • OSAA Trained | \$3,356 | Season |
| 3. | <u>'C' Code Compensation</u> | | |
| | • OSAA Trained | \$2,948 | Season |
| 4. | <u>'D' Code Compensation</u> | | |
| | • OSAA Trained | \$2,629 | Season |
| | • No OSAA Training | \$1,868 | Season |

C. Other Categories

Salary to be determined by Superintendent on an as-needed basis.

DEFINITIONS

Long-Term Substitute: A substitute who works eight consecutive days in the same position shall be compensated at the long-term rate starting with the 9th day.

Season: The scheduled sport being coached -- from the start of practice to the conclusion of the sport schedule, including 100% inventory, awards banquet and any regional or state play-off games.

Approved: September 14, 2020 To be effective the 1st of July, 2020 for 2020-21 school year.

Reta Doland, Superintendent

C:personnel/subsalt 9/11/20

EXTRA DUTY CONTRACTS
2020-21

*Vicki Bates	OES Student Council Advisor
*Beanne Bakken	OJSH Student Council Advisor, OHS Assistant Girls Basketball Coach
Greg Chapman	eSchool Support
Tammy Scott	OJSH Homeless Liaison
Ashley Schmidig	Yearbook
*Michael Wilson	Music
Tina Maher	Homeless Liaison, OES
Chad Harrison	KITS Supervisor, TAG, ELL
Andrea Bray	Calendar
Jen Bacus	OES Sub Caller
Sheila Keller	OJHS Sub Caller
*Jamie Kies	OES FFVP
*Stacia Shafor	Teacher of Record
*Ashley Schmidig	After School Tutor Language Arts
*Dan Nguyen	After School Tutor Math
*Allison Williams	OHS Head Volleyball Coach
*Kierra Killingbeck	OHS Assistant Volleyball Coach
*Erin Gardner	OJH Volleyball Coach (A Team)
*Dang Nguyen	OJH Volleyball Coach (B Team)
*Ray Yarbrough	OHS Head Football, Coach/Athletic Director, OJH Boys B Basketball Coach, OJH B Track Coach
*Gary Jackson	OHS Football Coach (B), Assistant Wrestling Coach if 10 or more athletes
*Scott Ivie	OJH B Football Coach
*Robeart Chrisman	OHS Baseball Head Coach
*Ed Mooneyhan	OHS Assistant Baseball Coach
*Mark Osborn	OJH A Football Coach, OJH Boys A Basketball Coach
*Larry Haneke	OJH Girls A Basketball Coach
*Kailee Peck	OJH Girls B Basketball Coach
*David Gordon	OHS Head Softball Coach
*Marcia Mason	OHS Assistant Softball Coach
*Ron Hebert	OHS Cross Country Coach/OHS Head Track Coach
*Jason Irvine-Brass	OHS Assistant Track Coach (C)
*Sheila Keller	OJH A Track Coach
*Don Jackson	OHS Head Wrestling Coach
*Bryan Williams	OJH Wrestling Coach
*Dan Peck	Golf

***Position Held in Abeyance**