



Revised: 1:26 p.m. 11/18/2019

BETHEL SCHOOL BOARD MEETING

District Office – 4640 Barger Drive

Monday, November 18, 2019

6:30 p.m.

AGENDA

1. Call to Order

Paul Jorgensen, Chair

2. Pledge of Allegiance

Alan Laisure

3. Approval of Minutes

4. Superintendent's Report

- A. Student Representative Reports, KHS and WHS
- B. Student Presentation, Willamette High School
- C. German American Partnership Program, Ewa Lancaster
- D. Budget Committee Interviews and Appointments, Positions 3, 6, and 7
- E. City of Eugene Echo Hollow Pool Update, Pat McGillivray
- F. Health Education Update, Kee Zublin
- G. Financial Statement, Simon Levear
- H. PERS Update, Simon Levear
- I. Legislative and School Finance Update
- J. Policy and Administrative Rule Update, 1st Reading
 - a. EBCB – Emergency Drills and Instruction – *Updated to reflect new language*
 - b. EFAA-AR – District Nutrition and Food Services – *Updated to reflect new language*
 - c. FFA – Donor Recognition and Dedications – *Updated to reflect new language*
 - d. GBJ – Weapons in Schools – Staff & Volunteers – *Updated to reflect new language*
 - e. JGAB – Use of Physical Restraint and Seclusion – *Updated to reflect new language*
 - f. JGAB-AR – Use of Physical Restraint and Seclusion – *Updated to reflect new language*
- K.

5. Delegations and Visitors

6. Consent Agenda

Personnel Action

Resolution No. 19

7. Action Items

- A. *Yes/No/Abstain* OSBA Board of Directors Position 6 Resolution No. 20
- B. *Yes/No/Abstain* OSBA Legislative Policy Committee Position 6 Resolution No. 21
- C. Budget Committee Appointment Resolution No. 22
- D.

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BOARD OF DIRECTORS

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8. Information and Discussion

- A. NSBA Annual Conference, April 4-6, Chicago
- B.

9. Board Activity Update

- A.

10. Review of Next Meeting: Monday, December 9, 2019

- A. Student Representative Reports, KHS and WHS
- B. Student Presentation, Prairie Mountain School
- C. Equity Committee Update, Tina Gutierrez-Schmich
- D. Financial Statement, Simon Levear
- E. Legislative & School Finance Update
- F. Board Policies Up for Periodic Review
- G.

11. Adjournment

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
OCTOBER 14, 2019

ATTENDANCE

Board Members: Debi Farr, Greg Nelson, Rich Cunningham, Alan Laisure, Robin Zygaitis, Dawnja Johnson, and Chair, Paul Jorgensen

Absent: None

District staff, students, and community members identified: Superintendent Parra, Student Representative Shahayla Luna, Student Representative Elizabeth Ortiz, Remie Calalang, Amy Tidwell, Simon Levear, Dan Hedberg, Pat McGillivray, Thomas Armstrong, Mike Vetter, Maureen Spence, Ashley Scott, Annie Soto, Alberta Wooten, Malabon guardian and student, and Jill Busby

CALL TO ORDER

Chair Jorgensen called the October 14, 2019 meeting of the Board of Directors to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE

Director Laisure led the Pledge of Allegiance.

ACTION ON MINUTES

Chair Jorgensen presented the Minutes from the September 23, 2019 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

Superintendent Parra shared a video featuring Bethel kindergarten students describing what they want to be when they grow up.

SUPERINTENDENT'S REPORT

Oath of Office, WHS Student Representative to the Board: Elizabeth Ortiz

Superintendent Parra welcomed Elizabeth Ortiz. Elizabeth took the oath and was officially sworn in as Student Representative to the Board of Directors for the 2019-20 school year.

KHS Student Representative Report, Shahayla Luna

Shahayla reported that senior cohort students are currently job shadowing and recently visited the public safety building at Lane Community College. Sophomore and junior cohorts are in the process of collecting money to donate to refugee camps. Shahayla also reported on Bethel Farm tours and the fall harvest dinner, which was held October 8th. The fall harvest dinner was held at the Bethel Farm and the menu included items made with fresh produce from the Bethel Farm, including popcorn and pressed apple cider.

WHS Student Representative Report, Elizabeth Ortiz

Elizabeth reported on happenings at Willamette, including Leadership students assisting with the annual Bethel Education Foundation breakfast, a successful homecoming dance with sold-out attendance, recent athletic events, and spirit week. On Wednesday, October 16th freshmen, sophomore, and junior students will take a PSAT practice exam while seniors attend a Senior Seminar where they will learn about colleges and careers. A theater performance will be held November 21-23rd.

MINUTES

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Student Presentation, Malabon Elementary School

Malabon Elementary School Principal Maureen Spence introduced School Counselor Ashley Scott and Malabon student Thomas. Ms. Scott and Thomas demonstrated how Malabon's newly implemented Skills Learning Center (SLC) operates, and Zones of Regulation, a social-emotional learning curriculum. Students access the SLC one at a time for six minutes and work one-on-one with Malabon staff to build skills in self-regulation and self-calming. Students identify their Zone of Regulation and choose one of six different stations. Students end their time in the SLC with stretching and breathing activities, and they identify their Zone of Regulation after completing the process.

Head Start Program Expansion on District Property, Annie Soto

Head Start of Lane County Executive Director Annie Soto provided an overview of Head Start services and shared a document that included photos of a current Head Start facility located on District property. Head Start currently has programs at Clear Lake, Fairfield, and Danebo. The agency is seeking to continue serving Bethel families by expanding with additional modular classrooms located at Clear Lake or on other District property. Currently Head Start is requesting a letter of support from the District to secure grant funding for the expansion. If the Board chooses to proceed with authorizing Superintendent Parra to write a letter of support, a resolution will be presented during Action Items. Ms. Soto answered questions from the Board.

OSAA Rule Change – Spectator Behavior, Thomas Armstrong

Athletic Director Thomas Armstrong summarized recent legislation passed addressing spectator behavior at athletic events and OSAA's complaint process. Mr. Thomas shared how the District is implementing the required changes and encouraging students, coaches, and spectators to support student athletes and officials in a positive way. He also distributed copies of the 2019-2020 Willamette High School Athletic Program that provided additional notice to fans regarding spectator behavior and answered questions from the Board.

Oregon Harvest Day, Mike Vetter

Nutrition Services Director Mike Vetter distributed a flyer on Oregon Harvest Day and a recipe for kale salad with watermelon radish, which will be served at the Oregon Harvest Day event on November 7th. The event, which celebrates Oregon by featuring a menu that includes ingredients from the state, will take place at Irving beginning at 11:15 a.m. Mr. Vetter reviewed the menu for Oregon Harvest Day and shared that some of the ingredients will be from Bethel Farm.

Financial Statement, Simon Levear

Business Services Director Simon Levear reviewed the September 2019 financial statement showing an estimated Ending Fund Balance of \$9,566,149.

Legislative and School Finance Update

Superintendent Parra did not present a legislative and school finance update.

Policy Update, 1st Reading

Superintendent Parra reported on the following Board Policies:

- BB – Policies Relating to the School Board – *No changes*
- BBFA – Board Member Ethics and Conflicts of Interest – *No changes*

MINUTES

BETHEL SCHOOL DISTRICT #52

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- BBFB – Board Member Ethics and Nepotism – *No changes*
- BCE – School Board Committees – *No changes*
- BFA – Policy Format – *No changes*
- CBA – School Superintendent – *No changes*
- CD – Team Management – *No changes*

DELEGATIONS AND VISITORS

None

CONSENT AGENDA

Resolution No. 15 – Personnel Action

Motion: Debi Farr moved, Alan Laisure seconded, to approve the Revised Consent Agenda as specified below.

#	Name	Type	Description
1.	White, Sue	Additional Hours for 2019-20	Offer Temporary Contract for Additional .5 FTE Autism Consultant @ District Office; Total: 1.0 FTE.
2.	Young, Kathryn	Additional Hours for 2019-20	Offer Temporary Contract for Additional .5 FTE Resource Room Teacher @ Prairie Mountain; Total: 1.0 FTE.
3.	Adkisson, Cindy	Resignation/Retirement	Accept Resignation effective the end of the 2019-20 school year to enter retirement; Position Held: 2 nd Grade Teacher @ Prairie Mountain; 20 years at Bethel.

Motion Passed, 7-0

Absent: None

ACTION ITEMS

Resolution No. 16 – Adopt Policies ECACB, BB, BBFA, BBFB, BCE, BFA, CBA, and CD

Motion: Dawnja Johnson moved, Rich Cunningham seconded, to adopt the following polices:

- ECACB** – Unmanned Aircraft System (UAS) a.k.a. Drone
- BB** – Policies Relating to the School Board
- BBFA** – Board Member Ethics and Conflicts of Interest
- BBFB** – Board Member Ethics and Nepotism
- BCE** – School Board Committees
- BFA** – Policy Format
- CBA** – School Superintendent
- CD** – Team Management

Motion Passed, 7-0

Absent: None

MINUTES

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Resolution No. 17 – Authorize Superintendent Parra to prepare a letter of support for Head Start

Motion: Alan Laisure moved, Debi Farr seconded, to authorize Superintendent Parra to write a letter of support for a Head Start grant.

Motion Passed, 7-0

Absent: None

INFORMATION AND DISCUSSION

- A. OSBA Annual Convention, November 14-17, Portland Marriott Downtown Waterfront
- B. NSBA Annual Conference, April 4-6, 2020, Chicago

BOARD ACTIVITY UPDATE

- A. Superintendent Parra distributed information on the Mentor Program at Cascade and Shasta.
- B. The Board discussed how much they enjoyed the fall harvest dinner at Kalapuya and BEF's Breakfast at Bethel. Director Johnson shared positive feedback from the breakfast.
- C. Director Laisure reported that he recently attended an LCOG meeting, which included a presentation by Lane Transit District on improvements and expansions the agency is considering.
- D. Director Cunningham shared that he and Director Zygaitis recently visited Shasta, Clear Lake, and Fairfield.

REVIEW OF NEXT MEETING: MONDAY, OCTOBER 28, 2019

- A. Student Representative Reports, KHS and WHS
- B. Student Presentation, Danebo Elementary School
- C. School and District Report Cards, Kee Zublin and Tasha Katsuda
- D. Financial Statement, Simon Levear
- E. Continuous Improvement Plan
- E. Legislative & School Finance Update
- F. Board Policies Up for Periodic Review

ADJOURNMENT

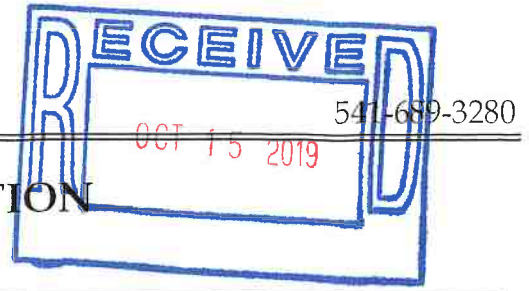
There being no further business to bring before the Board, Chair Jorgensen adjourned the meeting at 8:14 p.m.

Clerk – Chris Parra

jcb

Chair – Paul Jorgensen

BETHEL SCHOOL DISTRICT #52
4640 Barger Drive • Eugene, OR 97402-1297



COMMITTEE APPLICATION

Name of Committee Budget Committee

Applicant's Name T. "Enn" Basinger Phone 503-508-3393

Address 1335 Jay St, Eugene, OR 97402

Email Address Ennbasinger@yahoo.com

Occupation Realtor Are you a registered voter? YES NO

Do you reside within the Bethel School District boundaries? How Long? 30yrs
(If additional space is needed, please use reverse side.)

Briefly state your reasons for applying for this position I work hard for our schools volunteering, I budget for A 501(c)3 "The Willamette Touchdown Club" raising money for WHS football and all youth football in our community. I'm excited to move forward to benefit our community.

What (if any) are your goals and priorities for this committee? I have been an active volunteer for Malabar, Cascade + WHS. Set meetable goals, help budget for school functions and effective educational endeavors.

Special interests or qualifications Currently President of the Willamette Touchdown Club, Vice President of Grants Pass Pop Warner, Bethel Booster. Patriotic Bethel citizen and Alkemi.

Thank you for your interest in serving the children of our community. All appointments to advisory committees are made by the School Board as vacancies occur. The Board appreciates the opportunity to meet applicants before appointments are final, but this is not a requirement to serve.

Please return this form to the District Office by November 1, 2019, at 4:00pm.

Signature of Applicant T. Basinger

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Bethel School District GENERAL FUND
 Revenue and Expenditure Summary/Projection (unaudited)
 Fiscal Year 2019/2020

	better than forecast
	within 2% of forecast
	Within 2% - 4% of forecast
	Over 4% of forecast

	Prior Months	Current Month	Future Months	Preliminary	2019/2020 ADOPTED BUDGE	Budget Variance
	Actuals	Preliminary Oct 2019	Projected	2019/2020 Totals		
REVENUES						
LOCAL SOURCES:						
Current year's levy* R1111	17,955	15,075	16,464,599	16,497,629	16,464,599	33,030
Prior years' taxes* R1112 & 1190 & 1200	22,900	19,239	18,464	60,603	58,000	2,603
Tuition from other Districts	0	0	0	0	0	0
Investment earnings R1510	127,892	41,010	232,712	401,614	300,000	101,614
Misc. local sources R1910 & R1940 & R1960	58,002	60,627	59,667	178,296	123,800	54,496
Subtotal	226,749	135,951	16,775,442	17,138,141	16,946,399	191,742
INTERMEDIATE SOURCES:						
County School Fund* R2101	0	0	60,000	60,000	60,000	0
Subtotal	0	0	60,000	60,000	60,000	0
STATE SOURCES:						
SSF- Current Year R3101	13,664,245	3,415,032	24,397,881	41,477,158	41,140,561	336,597
Common School Fund* R3103	0	0	528,769	528,769	528,769	0
High Cost Disability	0	0	18,000	18,000	18,000	0
Other State Funds	0	0	0	0	0	0
Subtotal	13,664,245	3,415,032	24,944,651	42,023,927	41,687,330	336,597
FEDERAL SOURCES:						
Other Federal Grants 4700	0	0	0	0	0	0
Federal Forest Fees* R4801	0	0	50,000	50,000	50,000	0
Subtotal	0	0	50,000	50,000	50,000	0
OTHER RESOURCES:						
Interfund Transfers In R5200	86,000	0	0	86,000	108,000	(22,000)
Sale of or Comp for loss of asset	79,567	490	0	80,056	0	80,056
Beginning fund balance R5400	10,197,743	0	0	10,197,743	9,300,000	897,743
Subtotal	10,363,309	490	0	10,363,799	9,408,000	955,799
Total, monthly revenues				69,635,867	68,151,729	1,484,138
EXPENDITURES						
Salaries- 100	3,462,281	2,548,494	24,010,581	30,021,355	30,040,216	(18,861)
Employee benefits- 200	2,405,448	1,783,165	17,629,299	21,817,912	22,131,845	(313,933)
Purchased services- 300	741,674	465,426	4,521,847	5,728,947	5,713,206	15,741
Supplies- 400	228,572	122,543	751,562	1,102,677	1,056,480	46,197
Capital outlay- 500	11,631	0	0	11,631	132,000	(120,369)
Insurance/Dues/Other- 600	438,198	11,371	6,312	455,881	477,545	(21,664)
Interfund Transfers	120,000	0	381,922	501,922	537,973	(36,052)
Contingency	0	0	0	0	2,968,073	
Total, monthly expend.	7,407,805	4,930,998	47,301,522	59,640,325	63,057,338	(448,940)
Month-end Fund Balance				9,995,542	1,000,000	

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Emergency Drills and Instruction**

Policy Number: **EBCB** Effective Date: **12/2019**

Date of Original Policy and Revisions: **1/14, 5/15, 2/16**

Cancels Policy No.: **N/A** Dated: **N/A**

Date of Next Review: **12/2022**

POLICY

Each administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS).

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes and safety threats.

Instruction and drills for students on fires, earthquakes and safety threats shall be conducted for at least 30 minutes each school month.

Fire Emergencies

The District will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year¹. Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of "drop, cover and hold on" during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the District may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety.

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the District.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

¹ Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the District with the instruction and the conducting of drills for students in these emergency procedures.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Legal Reference(s):

ORS 192.660(2)(k)

~~ORS 479.140~~

ORS 336.071

OAR 581-022-1420

ORS 476.030(1)

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014)

Bethel School District #52
Administrative Rule

EFAA. District Nutrition and Food Services
Adopted: 12/2017, 12/2019

The District's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. Reimbursable meals will be priced as a unit.
2. Reimbursable meals-will be served free or at a reduced price to all children who are determined by the District to be eligible for free or reduced price meals.
3. Annually, the District will establish prices for reimbursable student meals. The price charged to students who do not qualify for free or reduced price meals will be established annually by the District in compliance with state and federal laws.¹
4. The price charged to students who qualify for reduced price meals will be established annually by the District in compliance with state and federal laws.²
5. The District may implement claiming alternative Community Eligibility at selected sites.

Application Procedures

1. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals for the students listed on the official document. The District will access this document at least three times per year.
2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals for the students listed on the official documents.
3. Households that submit a confidential application will be notified of their student's eligibility for free or reduced price meals. Households that are denied free or reduced price benefits will be notified in writing using the Oregon Department of Education (ODE) template letter distributed to the District annually.
4. On a case-by-case basis, when a student is known to be eligible for free or reduced-price meal benefits and the household fails to submit a confidential application, the Superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents Guardians of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

¹The new requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 205 establishes new criteria for equity in school lunch pricing.

²According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R Part 245 (2011).

Bethel School District #52

Administrative Rule

5. Students who do not qualify for free or reduced price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged “paid” meal-prices set by the District. “Paid” category students will be treated equally to students receiving free or reduced price benefits in every aspect of the District’s NSLP and SBP.
6. The District has established a fair hearing process under which a household can appeal a decision with respect to the household’s application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the District, the District will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The District will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP and SBP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the District’s nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.³
4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The District will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The District will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services’ cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The District will meet the requirements for allowable NSLP and SBP costs as described in ~~Office of Management and Budget (OMB) circular A-87~~ 2 C.F.R. 200.
8. In purchasing nutrition and food services goods or services, the District will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and District procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the District will purchase food products ~~that are produced in the United States, whenever possible~~ where at least 50 percent of the ~~ingredients are produced or processed in the United States, whenever possible.~~

Civil Rights and Confidentiality Procedures

¹For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.
6/13, 7/15, 12/17, 12/19

Bethel School District #52

Administrative Rule

1. The District will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The District will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, sex, sexual orientation, parental status, religion, age or disability.

~~Established District procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The District will forward any civil rights complaint regarding the District's nutrition and food services to ODE's civil rights coordinator within three days of receiving the complaint.~~

3. The District will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact, or a hostile environment.

4. ~~The District will make written translations of all nutrition and food services materials available to all households who do not read or speak English.~~

5. Established District procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The District will forward any civil rights complaint regarding the District's nutrition and food services to ODE's director of Child Nutrition Programs ~~civil rights coordinator~~ within three days of receiving the complaint.

6. The District will make written translations of all nutrition and food services materials available to all households who do not read or speak English.

7. The District will maintain strict confidentiality of all information ~~obtained through a~~ ~~on the~~ confidential application for free and reduced-price meals or ~~direct certification~~, including students' eligibility for free or reduced-price meals and all household information. The District's NSLP and SBP operators are not required to release any information from a student's confidential application for free or reduced-price meals. No information may be released from a student's ~~eligibility information~~ ~~confidential application for free or reduced-price meals or free-milk~~ without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:

- a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or the Food Stamp Program;
- b. Any other confidential information contained in the confidential application for free and reduced price meals (family income, address, etc.) may be released without written consent only to persons who operate or administer NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning⁴

Bethel School District #52

Administrative Rule

1. Meals and afterschool snacks served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards recommendations of the most current Dietary Guidelines for Americans.
2. Meals and afterschool snacks served for reimbursement will meet at least the minimum NSLP and SBP requirements for food items and quantities
3. Meals served for reimbursement will:
 - a. Meet all minimum and maximum calorie requirements by grade level;
 - b. Meet the maximum standards set for saturated fat;
 - c. Meet the maximum standards set for sodium by grade level; and
 - d. Meet the requirement for zero grams of trans fats.
4. The District will use the offer versus serve option when serving NSLP lunches to senior high school students. ~~High school students must select reimbursable meals.~~ High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
5. The District will use the offer versus serve option when serving program breakfasts to senior high school students. ~~High school students must select a reimbursable meal.~~ High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.
6. The District will use the offer versus serve option when serving program lunches to students below senior high school grades. ~~Students below high school grades will be required to select a reimbursable meal.~~ Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.
7. The District will use the offer versus serve option when serving program breakfasts to students below senior high school grades. ~~Students below high school grades will be required to select a reimbursable meal.~~ Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.
8. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the District for program breakfasts, as applicable, will be made available upon request.

Use and Control of USDA Foods

1. The District will accept and use ~~USDA commodity~~ foods in as large a quantity as may be efficiently utilized in the reimbursable lunch and breakfast program.
2. The District will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP or afterschool snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The District will claim reimbursement only for reimbursable meals and snacks served to eligible children.

Bethel School District #52

Administrative Rule

2. All meals and snacks claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal and snack meets NSLP and SBP requirements for reimbursement.
3. The person responsible for determining ~~reimbursability of if the~~ meals and ~~afterschool~~ snacks ~~are reimbursable~~ will be trained to recognize a reimbursable meal and snack under the menu planning approach used at the school.
4. The District official signing the claim for reimbursement will review and analyze monthly meal, and ~~afterschool~~ snack counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the District will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the District in October each year.

Food Safety and Sanitation Inspections

1. The District will maintain necessary facilities for storing, preparing and serving food and milk.
2. Semi-annually, the District will schedule food safety inspections with the county Environmental Health Department ~~or Oregon Department of Human Resources~~ for each school or dining site under its jurisdiction.
3. The District will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The District will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student’s school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. ~~The District will provide substitute foods for students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be provided only when a medical statement from the licensed physician is on file at the school. The medical statement must state the nature of the child’s disability and how the disability affects the child’s nutrition needs, and it must provide a medical prescription for substitute foods or texture modification. The District will not charge more than the price of the school meal, as determined by the child’s eligibility status, for substitute meals or foods.~~
5. The district will provide substitute foods for students with a disability⁵ that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child’s impairment so its effect on the student’s diet is understood, and what must be done to accommodate the impairment. The district will not charge

⁵ To comply with Section 504 as it relates to a student’s severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

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more than the price of the school meal, as determined by the child's eligibility status, for meals with the accommodation.

6. The District will control the sale of competitive foods.
7. The District will ensure that potable drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.
8. ~~The District will notify all households of its meal charge requirements early in the school year as part of the student registration packet.~~ The district will notify all households and appropriate staff of its meal charge requirements at the beginning of each school year, upon enrollment of a student or the transfer of a student. The meal charging requirements will be ~~posted on the district website,~~ ~~published in the student/parent handbook~~ ~~and made available in the information on free and reduced priced meals.~~
9. All Nutrition Services staff, school administrators and school counselors will be notified of the meal collection policy annually. Unpaid meal charges place a financial burden on the Nutrition Services Department and the District's general operating fund. The District's meal charging requirements are as follows:

A charge account for all students is established with the District. Households are expected to prepay for meals or pay off balances on a weekly basis. Student meal accounts are the responsibility of the parent and/or guardian and all communication regarding such will be directed to the parent and/or guardian. No student will be denied access to school meals, have meal choices limited or be required to perform work in exchange for a meal. Notices of balances owed are emailed weekly to households. Households who do not have access to email will receive printed account notices in sealed envelopes addressed to the parent or guardian. School-based Nutrition Services staff will contact households directly by phone when balances in excess of one week are owed. The District Nutrition Services office will determine if the student or household can be certified without an application through the direct certification process. When charges owed are in excess of three weeks, the account is referred to the District Nutrition Services office. The District Nutrition Services department will again assess if the household can be directly certified for meal benefits, assist the household in completing the Free and Reduced Meal Application, assess individual circumstances and ability to pay, and establish a payment plan as appropriate. School administrators may act as a liaison between the parent/guardians and Nutrition Services department in assessing individual circumstances and ability to pay.

Households experiencing temporary hardship may seek assistance from the Lunch Assistance Fund, which is supported by community donations. If there is evidence to support that the household meets the income requirements to qualify for meal benefits, Administrators may complete Free and Reduced applications for households who do not respond. Households with delinquent debt who have ability to pay may be sent to an outside collection agency at the discretion of the Nutrition Services department. Students who have graduated or leave the District with remaining funds in their account have the option to transfer funds to an active student, donate funds to the lunch assistance account, or request a refund. All refunds must be requested within one year from the time the account becomes inactive. After one year all unclaimed funds will then be donated to the Lunch Assistance Fund.

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Administrative Rule

Outstanding negative balances for households that are later approved for meal benefits, or whose accounts are inactive due to graduation or a permanent move, will be considered uncollectable bad debt. The loss of such revenue to Nutrition Services must be restored using non-Federal funds.

10. ~~The sale of foods in competition with the District's lunch (NSLP) or breakfast (SBP) programs will not be allowed in dining sites during lunch and breakfast periods without Board approval.~~ The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
11. Students will be charged for second servings of meals or portions of meals served.

Record Keeping

- ~~1. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be maintained for three years after the current school year. Records will be maintained longer in the event of unresolved audit until the audit has been completed.~~
- ~~2. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be readily retrievable by school or site and made available to state or federal reviewers upon request.~~
- ~~3. The District will maintain financial records that account for all revenues and expenditures of the nonprofit school nutrition and food services for a period of three years after the school year to which they pertain.~~
1. All currently approved and denied confidential applications for free and reduced-price meals all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;
3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity;
7. Records to document compliance with Revenue from Nonprogram Foods; and
8. Internal program monitoring documents for NSLP, SBP, afterschool snacks, CACFP, and SFSP.

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**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Donor Recognition and Dedications

Policy Number: FFA Effective Date: 12/2019

Date of Original Policy and Revisions: 8/16

Cancels Policy No.: N/A Dated: N/A

Date of Next Review: 12/2022

POLICY

DONOR RECOGNITION

The Board welcomes donations that enhance or improve District programs or facilities. Donations may be made directly to the District or through the Bethel Education Foundation. Donations may be directed to specific programs or facilities but must meet any relevant state and/or federal guidelines.

The superintendent or designee will recognize, through a personal letter and receipt of the gift, donations made directly to the District. Donors may also be acknowledged for a limited time in school or District publications (physical or electronic), broadcasts, and on school premises. Donors shall not be recognized in ways that would allow marketing activities, including advertising, to take place in classrooms, hallways, elementary school gyms or multipurpose rooms, or cafeterias (see policy KJ). District property (e.g., buildings, rooms, fields, gymnasiums, etc.) may not be named or renamed to recognize a donor. However, with superintendent or designee approval, plaques, murals, art, or other signage may be erected to recognize a donor for their significant contributions to a school program or facility.

DEDICATIONS

The Board recognizes that when a school community experiences the sudden loss of a student or staff member, it is often important to the school community and to those who are personally affected by the loss to acknowledge the event. At times, certain traumatic events occurring on a local, state or national level may also give rise to the need for District acknowledgment through appropriate activities, dedications, or commemorations. Additionally, certain acts, career, or volunteer achievements may also give rise to the need for District acknowledgment through activities, dedications, or commemorations. The superintendent or designee, subject to the provisions of this policy, may approve requests from students, staff, parents or others for commemorating, remembering, or memorializing a person or event.

The Board recognizes that temporary memorials of flowers, personal messages and mementoes are often created at lockers, parking spaces and other areas on District property upon losses or notable events. Temporary memorials may be permitted at the discretion of the superintendent or designee. The District will consult with the family of those impacted, as appropriate. The display of all remembrances will be temporary in nature, removed in a time appropriate manner and offered to the family.

Requests may be made to commemorate an individual or event in school yearbooks, at graduation ceremonies, and other District activities. Activities that will not detract from school activities, or the celebration of student accomplishments, may be authorized. School activities may be rescheduled or cancelled with prior superintendent or designee approval. In considering memorial activity requests, the administration will balance memorializing or commemorating the individual or event, while not creating an atmosphere that idealizes a traumatic event or self-destructive behavior.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Contributions may be made to a scholarship fund established by the District memorializing a member or members of the school community or in memory or recognition of certain events. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the school community. All such offers will be submitted to the superintendent or designee with pertinent information concerning the purpose of the memorial scholarship. Funds will be administered by the District.

Items, (e.g., plants/trees, benches, art, gardens, etc.) may be accepted by the District in memory of an individual or notable event with superintendent or designee approval. The superintendent or designee will consider any maintenance costs to the District of such gifts as well as the nature and circumstances of the dedication, prior to approval. Items received become the property of the District.

Schools may observe a moment of silence in memory of the individual or in recognition of certain traumatic events as deemed appropriate by the superintendent or designee. Additional District counseling services may be made available to provide support for those impacted by traumatic events.

School will not be dismissed early or cancelled on the day of a memorial or funeral service without superintendent approval. Flags may be lowered only in accordance with state and federal law.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.385](#)

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Weapons in School – Staff & Volunteers

Policy Number: GBJ Effective Date: 12/2019

Date of Original Policy and Revisions: 4/16

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 12/2022

POLICY

Employees, district contractors and/or their employees and district volunteers shall not bring, possess, conceal, or use a ~~dangerous or deadly~~ weapon or ~~firearm~~ on District property, activities under the jurisdiction of the District, or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

For purposes of this policy, and as defined by state and federal law, weapon includes:

1. A “~~D~~dangerous weapon” – ~~means~~ any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A “~~D~~eadly weapon” – ~~means~~ any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A “~~F~~irearm” – ~~means~~ any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any other destructive device; ~~including any explosive, incendiary or poisonous gas.~~
4. A “destructive device” – means explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, guardians, and patrons.

Replicas of weapons, fireworks, and pocket knives are also prohibited by Board policy. Exceptions to the District’s replicas prohibition may be granted only with prior approval for certain curriculum or school-related activities.

Weapons under the control of law enforcement personnel are permitted.

The Superintendent, or designee, will ensure notice of this policy is provided.

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BOARD OF EDUCATION POLICY STATEMENT

Employees in violation of this policy will be subject to discipline up to and including dismissal. Individuals contracting with the district and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.

REPORTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 161.015](#)

[ORS 166.210 - 166.370](#)

[ORS 332.107](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (~~2006~~2012).

Doe v. Medford Sch. Dist. 549C, 232 Or. App. 38, 221 P3d 787 (2009).

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Use of Physical Restraint and Seclusion

Policy Number: JGAB Effective Date: 12/2019

Date of Original Policy and Revisions: 6/07, 4/10, 11/12, 4/14, 2/18

Cancels Policy: _____ Dated: _____

Date of Next Review: 12/2022

POLICY

Bethel School District encourages culturally responsive positive behavioral interventions and supports to maintain a safe and secure environment for all students and staff. The Board is dedicated to the development and application of best practices within the district's public educational/behavior programs. ~~It is the intent of the~~ The Board ~~to~~ establishes a this policy and its administrative regulation ~~to that~~ defines the circumstances that must exist and the requirements that must be met prior to, during, and after the use of physical-restraint and/or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

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BOARD OF EDUCATION POLICY STATEMENT

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator[, or volunteer], it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

Definitions

1. "Physical Restraint" means the restriction of a student's actions or movements by one or more persons holding the student or applying physical pressure upon the student or other means.

"Physical Restraint" does not include:

- a. touching or holding a student's without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of "physical restraint" does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law. hand or arm to escort the student safely and without the use of force from one area to another;
- b. Assisting a student to complete a task if the student does not resist the physical contact; or
- c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
 - (1) Break up a physical fight;
 - (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
 - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

"Seclusion" does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control; if the student is in a setting from which the student is not physically prevented from leaving.

3. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.

4. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

"Mechanical restraint" does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
- b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

5. ~~“Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has-is not been-prescribed by a licensed health-professional/physician or other qualified health care-professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.~~
6. ~~“Prone restraint” means a restraint in which a student is held face down on the floor.~~
7. ~~“Supine restraint” means a restraint in which a student is held face up on the floor.~~

~~The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to the student or others.~~

~~Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee [or volunteer] as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others.~~

~~Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.~~

~~The district shall utilize the Supports for Students and Youth with Needs that are Complex (SYNC) training program of physical restraints and/or seclusion for use in the district. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include, but not limited to, positive behavioral support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.~~

~~An annual review of the use of physical restraint and seclusion during the preceding school year shall be completed and submitted to the Superintendent of Public Instruction/ODE to ensure compliance with district policies and procedures.~~

~~The results of the review and annual report shall be documented and shall include at a minimum:~~

Definitions

1. ~~“Physical restraint” means the restriction of a student’s movement by one or more persons holding the student or applying physical pressure upon the student. Physical restraint does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of “physical restraint” does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law.~~
2. ~~“Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion does not include removal of a student for a short period of time to provide the student with an opportunity to regain self control, in a setting from which the student is not physically prevented from leaving.~~
3. ~~“Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.~~

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

4. ~~“Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.~~

~~“Mechanical restraint” does not include:~~

- ~~a. A protective or stabilizing device ordered by a licensed physician; or~~
- ~~b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.~~

5. ~~“Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed health professional or other qualified health care professional acting under the professional’s scope of practice.~~

6. ~~“Prone restraint” means a restraint in which a student is held face down on the floor.~~

~~The use of physical restraint and/or seclusion is only permitted as part of a behavior support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious, physical harm to the student or others.~~

~~Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student in an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employee as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district, whether in an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlines in Oregon Administrative Rule (OAR) 581-021-0568.~~

~~Bethel School District shall utilize the Oregon Intervention System (OIS) training program of physical restraints and seclusions for use in the district. As required by State regulation, this program includes behavioral supports, prevention, de-escalation, and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.~~

~~An annual review of the use of physical restraint and seclusion during the preceding school year, shall be completed and submitted to the Superintendent of Public Instruction to ensure compliance with the district’s policies and procedures. The results of the annual review shall be documented, and shall include at a minimum:~~

1. The total number of incidents ~~involving~~ of physical restraint;
2. The total number of incidents ~~involving~~ of seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in ~~physical~~ restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or ~~personnel~~ ~~staff~~ as a result of the use of ~~physical~~ restraint or seclusion;
7. The total number of students placed in restraint and/or seclusion more than 10 times in a school year ~~and an explanation of what steps have been taken by the district to decrease the use of~~ ~~physical~~ restraint and seclusion for each student;
8. The total number of ~~physical~~ restraint and seclusion incidents carried out by untrained individuals;

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BOARD OF EDUCATION POLICY STATEMENT

9. The demographic characteristics¹ of all students upon whom ~~physical~~-restraint and/or seclusion was imposed;
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the Board and to the public at the district's main office and on the district's website.

At least once each school year the guardians of students of the district public shall be notified about ~~as to~~ how to access the report.

The district shall investigate all complaints regarding the use of restraint and seclusion practices according to the procedures outlined in Board Policy KL – Public Complaints and KL-AR. The complaint procedure is available at the district's administrative office and is available on the home page of the district's website.

A The complainant, who is a student, ~~is~~ a parent or guardian of a student attending school in the district, or ~~is~~ a person who resides in the district, may appeal a district's final decision ~~by the Board~~ to the Deputy Superintendent of Public Instruction ~~as provided in OAR 581-002-0400~~ pursuant to OAR 581-002-0040581-022-2370.

The superintendent or designee shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of physical restraint or seclusion by district staff personnel.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 161.205](#)
[ORS 339.250](#)
[ORS 339.285](#)
[ORS 339.288](#)
[ORS 339.291](#)
[ORS 339.294](#)
[ORS 339.297](#)
[ORS 339.300](#)
[ORS 330.303](#)
[OAR 581-021-0061](#)
[OAR 581-021-0550](#)
[OAR 581-021-0553](#)
[OAR 581-021-0556](#)
[OAR 581-021-0559](#)
[OAR 581-021-0563](#)

¹ Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

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[OAR 581-021-0566](#)

[OAR 581-021-0568](#)

[OAR 581-021-0569](#)

[OAR 581-021-0570](#)

[OAR 581-022-2370](#)

[Bethel Administrative Rule KL: Complaint Procedure](#)

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Bethel School District #52
Administrative Rule

JGAB. USE OF PHYSICAL RESTRAINT AND SECLUSION

Adopted: 12/2019

GENERAL GUIDELINES

1. ~~Parents will be provided verbal written or electronic notification by the school staff following the use of physical restraint or seclusion by the end of the day the incident occurred.~~
2. ~~Parents will be provided written documentation of the incident within 24 hours that provides:~~
 - ~~A description of the physical restraint and/or seclusion;~~
 - ~~The date of the physical restraint or seclusion;~~
 - ~~The time the physical restraint or seclusion began and ended, and the location;~~
 - ~~A description of the student's activity that prompted the use of physical restraint or seclusion;~~
 - ~~The efforts used to de-escalate the situation and the alternatives to physical restraint or seclusion that were attempted;~~
 - ~~The names of personnel of the public education program who administered the physical restraint or seclusion;~~
 - ~~A description of the training status of the personnel who administered the physical restraint or seclusion, including any information that may need to be provided to the parent or guardian; and;~~
 - ~~Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.~~

General Guidelines Procedure

1. ~~If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically when physical restraint or seclusion was used on their student, by the end of the day on which the incident occurred.~~
2. ~~Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:~~
 - a. ~~Verbal or electronic notice of the incident by the end of the school day when the incident occurred.~~
 - b. ~~2. Parents will be provided written documentation of the incident within 24 hours that provides:~~
 - (1) ~~a. A description of the physical restraint and/or seclusion; including:~~
 - (a) ~~b. The date of the physical restraint or seclusion;~~
 - (b) ~~e. The times the physical restraint or seclusion began and ended; and~~
 - (c) ~~‡ The location of the incident;~~
 - (2) ~~‡ A description of the student's activity that prompted the use of physical restraint or seclusion;~~
 - (3) ~~e. The efforts used to de-escalate the situation and the alternatives to physical restraint or seclusion that were attempted;~~
 - (4) ~~‡ The names of personnel staff of the public education program district who administered the physical restraint or seclusion;~~
 - (5) ~~‡ A description of the training status of the personnel staff of the district who administered the physical restraint or seclusion, including any information that may need to be provided to the parent or guardian; and~~
 - (6) ~~h. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.~~
3. ~~If the physical restraint or seclusion was administered by a person without training, the administrator~~

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~~district will provide that information along with~~ ensure written notice is issued to the parent or guardian of the student that includes the lack of training, ~~along with~~ and the reason why a person without training administered the physical restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

4. An administrator will be notified as soon as possible ~~practicable~~ whenever physical restraint and/or seclusion has been used.
5. If ~~physical~~ restraint or seclusion continues for more than 30 minutes, the student must be provided with adequate access to bathroom and water every 30 minutes. If physical restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the ~~district public education program~~ must provide written authorization for the continuation of the ~~physical~~ restraint or seclusion, including providing documentation for the reason the ~~physical~~ restraint or seclusion must be continued. Whenever ~~physical~~ restraint or seclusion extends beyond 30 minutes, ~~personnel~~ staff of the district will immediately attempt to verbally or electronically notify a ~~guardian~~ parent.
3. A district ~~Physical~~ Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:
 - a. Name of the student;
 - b. Name of staff member(s) administering the restraint or seclusion;
 - c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
 - d. Location of the restraint or seclusion;
 - e. A description of the restraint or seclusion;
 - f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
 - g. A description of the behavior that prompted the use of restraint or seclusion;
 - h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
 - i. Information documenting parent or guardian contact and notification.
- ~~4.6.~~ A documented debriefing meeting must be held within two school days after the use of physical restraint or seclusion; any employee involved in the physical restraint or seclusion must be included in the debriefing meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
- ~~2.7.~~ If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
- ~~3.8.~~ If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, or to the union representative for the affected person, if applicable.
- ~~4.9.~~ The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.
- ~~10.~~ A district ~~Physical Restraint or Seclusion Report must be completed and copies provided to the following: IEP/504 case manager, building administrator, and Director of Special Services at the District office to be used for the annual review process.~~

~~—————~~ The completed Physical Restraint or Seclusion Report must include the following:

- ~~1.~~ Name of the student

Bethel School District #52
Administrative Rule

2. ~~Name of the staff member(s) administering the physical restraint or seclusion;~~
3. ~~Date of the physical restraint or seclusion and the time the physical restraint or seclusion began and ended;~~
4. ~~Location of the physical restraint or seclusion;~~
5. ~~A description of the physical restraint or seclusion;~~
6. ~~A description of the student's activity immediately preceding the behavior that prompted the use of physical restraint or seclusion;~~
7. ~~A description of the behavior that prompted the use of physical restraint or seclusion;~~
8. ~~Efforts to de-escalate the situation and alternatives to physical restraint or seclusion that were attempted;~~
9. ~~Information documenting parent contact and notification; and,~~
10. ~~A summary of the debriefing notes.~~

Physical Restraint and seclusion as a part of a behavior support plan in the student's Individual Education Program (IEP) or Section 504 plan:

1. Parent participation in the development of the plan is required.
2. The IEP team that develops the behavior support plan shall include knowledgeable and trained staff personnel, including a behavior specialist and a district representative who is knowledgeable about physical restraint training and practices in the district.
3. Prior to the implementation of any behavior support plan that includes physical restraint and/or seclusion, a functional behavior assessment must be completed. The assessment plan must include an individual threshold for reviewing the plan.
4. ~~When a behavior support plan includes physical restraint and or seclusion, the plan must include an individual threshold (number of incidents within a specific time period) for reviewing the plan.~~
5. When a behavior support plan includes physical restraint or seclusion, the parents will be provided a copy of the district Physical Restraint and Seclusion Policy at the time the plan is developed.

Use of physical restraint and/or seclusion in an emergency by school administrator, staff or volunteer to maintain order or prevent a student from harming his/herself/themself, other students or school staff.

Use of physical restraint and/or seclusion under these circumstances with a student who does not have physical restraint and/or seclusion as a part of their IEP or Section 504 plan, is subject to all of the requirements established by Board policy and this administrative regulation with the exception of those specific to plans developed in an IEP or 504 plan.

Procedures for all students

1. ~~Except in the case of an emergency, only staff current in the required training in accordance with the district designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.~~
2. ~~In an emergency, a school administrator, teacher, school employee, or volunteer may use physical restraint and/or seclusion as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily to the student or to others.~~
3. ~~Staff will continuously monitor a student's status during any physical restraint and/or seclusion.~~
4. ~~Any room used for seclusion of a student will allow staff full view of the student in all areas of the room. The room must be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.~~

Bethel School District #52
Administrative Rule

5. ~~If physical restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If physical restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes an administrator for the public education program must provide written authorization for the continuation of the physical restraint or seclusion, including providing documentation for the reason the physical restraint or seclusion must be continued. Whenever physical restraint or seclusion extends beyond 30 minutes, personnel of the district will immediately attempt to verbally or electronically notify a parent.~~



November 18, 2019

RESOLUTION NO. 19-20: 19

RESOLUTION: CONSENT AGENDA/PERSONNEL ACTION

The Board of Directors, School District No. 52, Lane County, approves personnel action involving licensed employees and extra duty contracts at each regularly scheduled School Board meeting. If the Board of Directors would like to discuss any of these recommendations in executive session, the employee should be identified by the number preceding the name and it will be withdrawn pending further instruction from the Board. Remie Calalang is available for questions.

RECOMMENDATION:

It is recommended that the School Board approve the Consent Agenda as reflected in this resolution and any addendum presented along with this resolution.

#	Name	Type	Description
1.	Castillo, Lara	Resignation/Retirement/Rehire	Accept resignation effective 12/31/2019 to enter retirement. Offer Temporary 1.0 FTE Contract from 1/1/2020 through the end of the 2019-20 school year; Position Held: 4 th Grade Teacher @ Irving; 31 years at Bethel.
2.	Manley, Clair	Resignation	Accept resignation effective 11/20/2019; Position held: 3 rd Grade Teacher @ Meadow View; 12 years at Bethel.
3.	Oliver, Natalie	Resignation	Accept resignation effective 7/30/2019; Position held: Principal @ Cascade; 9 years at Bethel.
4.	Page, Ashley	Additional Hours for 2019-20	Offer Temporary Contract for Additional .5 FTE 1 st Grade Facilitating Teacher @ Prairie Mountain; Total: 1.0 FTE.
5.	Slagle, Karlie	Hire for 2019-20	Offer Extra Duty Contract for Green Teacher Leader @ Shasta.
6.	Stephens, Kyle	Hire for 2019-20	Offer Extra Duty Contract for Assistant Basketball Coach @ Willamette.
7.	Timm, Kristi	Hire for 2019-20	Offer Extra Duty Contract for Varsity Cheer Coach @ Willamette.
8.	Tompkins, Jenny	Resignation	Accept resignation effective 1/7/2020; Position held: Extended Resource Room Teacher @ Meadow View; 6 months at Bethel.

Recommended by: Remie Calalang, Human Resources Director

ATTEST _____
Clerk – Chris Parra

Chair – Paul Jorgensen

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Rich Cunningham				
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaitis				



November 18, 2019

RESOLUTION NO. 19-20: 20

Relevant Data:

Between November 12, 2019 and December 13, 2019, School Boards across the state may take official action on Oregon School Boards Association Board Positions.

Elections:

OSBA Board of Directors Position 6:
Sherry Duerst-Higgins, South Lane 45J/Lane ESD
Mark Boren, Fern Ridge 28J
Linda Hamilton, Lane ESD

BE IT RESOLVED, the Board of Directors of Lane County School District No. 52 hereby **APPROVES / OPPOSES / ABSTAINS.**

It is further recommended that the Board direct the Superintendent or designee to submit this vote to OSBA no later than 5:00 p.m. on December 13, 2019.

ATTEST _____
Clerk – Chris Parra

Chair – Paul Jorgensen

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaitis				
Rich Cunningham				

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November 18, 2019

RESOLUTION NO. 19-20: 21

Relevant Data:

Between November 12, 2019 and December 13, 2019, School Boards across the state may take official action on Oregon School Boards Association Legislative Policy Committee Positions.

Elections:

OSBA Legislative Policy Committee Position 6:
Leonora Kent/Lane ESD
Judy Newman, Eugene 4J
Guy Rosinbaum, Siuslaw 97J

BE IT RESOLVED, the Board of Directors of Lane County School District No. 52 hereby **APPROVES / OPPOSES / ABSTAINS**.

It is further recommended that the Board direct the Superintendent or designee to submit this vote to OSBA no later than 5 p.m. on December 13, 2019.

ATTEST _____
Clerk – Chris Parra

Chair – Paul Jorgensen

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaitis				
Rich Cunningham				

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November 18, 2019

RESOLUTION NO. 19-20: 22

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County, hereby makes the following appointments to the Budget Committee:

Position 3 _____ 3-year term

Position 6 _____ 3-year term

Position 7 _____ 1-year term

ATTEST _____
Clerk – Chris Parra

_____ Chair – Paul Jorgensen

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaitis				
Rich Cunningham				