



BETHEL SCHOOL BOARD MEETING

District Office – 4640 Barger Drive

Monday, December 10, 2018

6:30 p.m.

AGENDA

1. **Call to Order** **Debi Farr, Chair**
2. **Pledge of Allegiance** **Paul Jorgensen, Vice Chair**
3. **Approval of Minutes**
4. **Superintendent's Report**
 - A. Student Presentation, Willamette High School
 - B. Student Representative Reports, KHS and WHS
 - C. Sources of Strength, Brooke Cottle and schools
 - D. Special Education Report, Amy Tidwell
 - E. Financial Statement, Simon Levear
 - F. Legislative and School Finance Update
 - G.
5. **Delegations and Visitors**
6. **Consent Agenda**
Personnel Action Resolution No. 26
7. **Action Items**
 - A. Adopt Policies/ARs: DDC, EFAA, GBN, GCBDC, JHFF, JGDA, JHCC, JHCD/JHCDA-AR, JHFE-AR, and JO Resolution No. 27
 - B.
8. **Information and Discussion**
 - A. Retiree Open House, Tuesday, December 11, 2:00 – 4:00pm, District Office
 - B. WHS Leadership Senior Holiday Breakfast, Wednesday, December 12, 7:30am, WHS Cafeteria
 - C. 23rd Annual Airport Rotary Foundation Dinner & Auction, Friday, February 22, 5:30pm, Valley River Inn
 - D.
9. **Board Activity Update**
 - A.

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

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10. Review of Next Meeting: Monday, January 14, 2019

- A. Oregon School Board Appreciation Month
- B. Student Presentation, Shasta Middle School
- C. Student Representative Reports, KHS and WHS
- D. Fall Sports Review, Garron Lamoreau
- E. Equity Committee Update, Tina Gutierrez-Schmich
- F. Financial Statement, Simon Levear
- G. Adopt Budget Committee Calendar
- H. Legislative & School Finance Update
- I. Board Policies & Administrative Rules up for Periodic Review
- J.

11. Adjournment

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

OCTOBER 22, 2018

ATTENDANCE

Board Members: Alan Laisure, Greg Nelson, Dawnja Johnson, Rich Cunningham, and Vice Chair, Paul Jorgensen

Absent: Ginger Poage and Chair, Debi Farr

District staff, students, and community members identified: Superintendent Parra, Student Representative Indyanna Andres, Student Representative Cynthia Lopez, Remie Calalang, Simon Levear, Kee Zublin, Pat McGillivray, Mindy LeRoux, William Swift, Tasha Katsuda, Jenny Sink, Bobbi Derrickson, Shanna Bitikofer, Robin Hanson, and Jill Busby

CALL TO ORDER

Vice Chair Jorgensen called the October 22, 2018 meeting of the Board of Directors to order at 6:32 p.m.

PLEDGE OF ALLEGIANCE

Director Johnson led the Pledge of Allegiance.

ACTION ON MINUTES

Vice Chair Jorgensen presented the Minutes from the October 8, 2018 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

Director Cunningham arrived at approximately 6:35 p.m.

SUPERINTENDENT'S REPORT

Student Presentation, Fairfield Elementary School

Fairfield Principal Jenny Sink shared how celebrations at Fairfield have evolved into meaningful events inclusive of all students and families and connect Fairfield students with each other and to the community. Ms. Sink reviewed Fairfield's monthly Celebration Schedule for the 2018-19 school year and stated that she would like to return to a Board Meeting next spring with students so that they can share their experiences with Fairfield's celebrations.

KHS Student Representative Report, Indyanna Andres

Indyanna reported that over 80 pounds of kale was recently harvested on the Bethel Farm and that students from across the District enjoyed a kale dip made for Try it Thursday. Kalapuya students are almost finished with their 12 field trips. Food for Lane County will be hosting Family Food Fun Night. The senior cohort is currently focusing on student internships and completing FAFSA applications. Ms. Nussbaum is currently working with Mr. Weinberg's cohort and they are finishing the fall harvest on the Bethel Farm, as well as learning about issues related to climate change and mass imprisonment. Mr. Larson's cohort is studying photo journalism and starting to research non-profit organizations for their Community 101 project. Mr. Dambrov's cohort is harvesting honey and supporting the bees through their hibernation period. Mr. Zydyrn's cohort continues to study waterways and work with Lane County on wetland restoration and conservation.

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
OCTOBER 22, 2018

WHS Student Representative Report, Cynthia Lopez

Cynthia reported that the final football game of the season will be held this coming Friday night. The final volleyball game is tonight. The girls' soccer team will compete in play-off games and the boys' soccer team currently has the potential to compete in play-off games. In cross county Justyce Wierichs recently broke Willamette's 5K record with a time of 17:05. The Bethel Education Foundation breakfast went very well with Leadership students assisting. Morp, a casual version of prom, was very successful as a fundraiser for the senior graduation party. A winter formal might be planned this year as another fundraiser for the school. Rake and Run will be held November 2nd. Preparations for the Wolverine Pageant will start within the next couple of weeks. The upcoming Leadership Conference will be held in Seaside. A theater performance will be held in the auditorium November 15th, 16th, and 17th at 6:30 p.m. HOSA's Willamette chapter has been assisting with health screenings at the elementary schools. Parent-teacher conferences will be held November 7th and 8th.

Financial Statement, Simon Levear

Business Services Director Simon Levear reviewed the September 2018 financial statement showing an estimated Ending Fund Balance of \$6,435,690. Mr. Levear and the Board discussed the Comcast settlement and property taxes generated from new building permits within District boundaries.

Legislative and School Finance Update

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

Policy Update, 2nd Reading

Superintendent Parra reported on the following Board Policy:

GBNA – Harassment, Including Intimidation, Hazing, Menacing, Bullying, and Cyberbullying
 (Employee) – *New Policy (replaces GBN)*

DELEGATIONS AND VISITORS

None

CONSENT AGENDA

Resolution No. 19 – Personnel Action

Motion: Rich Cunningham moved, Alan Laisure seconded, to approve the Consent Agenda as specified below:

#	Name	Type	Description
1.	Belisle, Connor	Hire for 2018-19	Offer Extra Duty Contract for Athletics Supervisor @ Willamette.
2.	Hammett, Timothy	Temporary Hire for 2018-19	Offer Temporary Contract for 1.0 FTE Extended Resource Room Teacher Grades 1-3 @ Meadow View; Replaces: Meg Fox; Start Date: 10/8/2018.

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

OCTOBER 22, 2018

3.	Higbee, Ereanna	Hire for 2018-19	Offer Extra Duty Contract for Athletics Supervisor @ Willamette.
4.	Gardner, Autumn	Resignation/Retirement/Rehire	Accept resignation effective 12/1/2018 to enter retirement. Offer Temporary 1.0 FTE Contract from 12/3/2018 through the end of the 2018-19 school year; Position Held: 7 th Grade Math Teacher @ Shasta; 18 years at Bethel.
5.	Moro, Lena	Hire for 2018-19	Offer Extra Duty Contract for Athletics Supervisor @ Willamette.
6.	Wicks, Stacie	Additional Hours for 2018-19	Offer Temporary Contract for Additional .25 FTE Music Teacher @ Fairfield; Total: 1.0 FTE.

Motion Passed, 5-0

Absent: Debi Farr and Ginger Poage

ACTION ITEMS

Resolution No. 20 – Adopt Policy CCG

Motion: Dawnja Johnson moved, Greg Nelson seconded, to adopt the following policy:

CCG – Evaluation of Administrators

Motion Passed, 5-0

Absent: Debi Farr and Ginger Poage

INFORMATION AND DISCUSSION

A. OSBA Annual Convention, November 8-11, Portland Marriott Downtown Waterfront

Director Laisure inquired whether staffing has been adjusted at any of the schools based on enrollment. Superintendent Parra stated that staffing was minimally adjusted after enrollment was reviewed at each of the schools. At this time, all schools are staffed correctly or over-staffed, based on student FTE. Superintendent Parra also noted that staffing is not typically reduced at this point in the year when a building is over-staffed.

BOARD ACTIVITY UPDATE

None

REVIEW OF NEXT MEETING: MONDAY, NOVEMBER 26, 2018

- A. Student Presentation, Danebo Elementary School
- B. Student Representative Reports, KHS and WHS
- C. School and District Report Cards, Kee Zublin and Tasha Katsuda
- D. Chronic Absenteeism, Kee Zublin and Tasha Katsuda
- E. CTE Revitalization, Brady Cottle, Natalie Oliver, Erika Case, and Jill Robinson-Wolgamott
- F. Budget Committee Interviews and Appointments, Positions 1, 2, and 5

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

OCTOBER 22, 2018

- G. Financial Statement, Simon Levear
- H. OSBA Election
- I. Legislative & School Finance Update
- J. Board Policies Up for Periodic Review

ADJOURNMENT

There being no further business to bring before the Board, Vice Chair Jorgensen adjourned the meeting at 7:10 p.m.

Clerk – Chris Parra

jcb

Chair – Debi Farr

Bethel School District GENERAL FUND
Revenue and Expenditure Summary/Projection (unaudited)
Fiscal Year 2018/2019

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

	Actual	Actual	Actual	Actual	Preliminary	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	2018/2019	Budget	YTD	YTD	Variance	
	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	Totals	ADOPTED BUDGE	Variance	Actual	Projected		
REVENUES																			
LOCAL SOURCES:																			
Current year's levy* R1111	0	0	0	0	9,612,591	5,436,826	296,564	125,368	345,525	48,724	59,297	344,426	16,269,320	15,831,345	437,975	9,612,591	9,174,615	437,975	
Prior years' taxes* R1112 & 1190 & 1200	0	0	424,319	30,171	34,067	4,880	5,144	5,662	-1,170	5,019	5,521	7,638	521,251	58,000	463,251	488,557	25,306	463,251	
Tuition from other Districts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Investment earnings R1510	29,263	33,200	33,670	38,432	35,120	9,996	11,372	10,426	13,972	11,888	14,314	9,332	250,985	110,000	140,985	169,685	28,700	140,985	
Misc. local sources R1910 & R1940 & R196	164	3,315	4,494	74,476	-125	370	-797	601	828	1,828	-24	17,318	102,450	44,300	58,150	82,325	24,175	58,150	
Subtotal	29,427	36,515	462,483	143,079	9,681,652	5,452,072	312,282	142,056	359,155	67,460	79,109	378,715	17,144,006	16,043,645	1,100,361	10,353,158	9,252,796	1,100,361	
INTERMEDIATE SOURCES:																			
County School Fund* R2101	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000	60,000	0	0	0	0	
Subtotal	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000	60,000	0	0	0	0	
STATE SOURCES:																			
SSF- Current Year R3101	6,285,245	3,140,734	3,140,734	3,140,734	3,151,746	3,034,319	3,034,319	3,034,319	3,137,161	3,160,249	3,541,380	2	37,800,941	37,150,756	650,185	18,859,191	18,209,007	650,185	
Common School Fund* R3103	0	0	0	0	0	0	0	276,276	0	0	0	276,276	552,553	552,553	0	0	0	0	
High Cost Disability	0	0	0	0	0	0	0	0	0	0	18,000	0	18,000	18,000	0	0	0	0	
Other State Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	6,285,245	3,140,734	3,140,734	3,140,734	3,151,746	3,034,319	3,034,319	3,310,596	3,137,161	3,160,249	3,559,380	276,279	38,371,493	37,721,309	650,185	18,859,191	18,209,007	650,185	
FEDERAL SOURCES:																			
Other Federal Grants 4700	0	0	0	4,639	0	-4,639	0	0	0	0	0	0	0	0	0	4,639	0	4,639	
Federal Forest Fees* R4801	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	0	0	0	4,639	0	-4,639	0	0	0	0	0	0	0	0	0	4,639	0	4,639	
OTHER RESOURCES:																			
Interfund Transfers In R5200	0	0	223,166	0	0	1,019	0	0	0	0	0	14,031	238,216	15,050	223,166	223,166	0	223,166	
Sale of or Comp for loss of asset	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Beginning fund balance R5400	7,991,320	0	0	0	0	0	0	0	0	0	0	0	7,991,320	6,862,062	1,129,258	7,991,320	6,862,062	1,129,258	
Subtotal	7,991,320	0	223,166	0	0	1,019	0	0	0	0	0	14,031	8,229,536	6,877,112	1,352,424	8,214,486	6,862,062	1,129,258	
Total, monthly revenues	14,305,992	3,177,249	3,826,383	3,288,451	12,833,398	8,482,771	3,346,602	3,452,652	3,496,315	3,227,709	3,638,488	729,025	63,805,035						
EXPENDITURES																			
Salaries- 100	372,474	575,280	2,371,289	2,425,783	2,417,440	2,482,701	2,370,293	2,527,626	2,476,977	2,429,011	2,570,367	5,800,732	28,819,972	28,882,160	-62,188	8,162,265	8,224,454	(62,188)	
Employee benefits- 200	292,404	421,624	1,466,425	1,731,247	1,543,393	1,820,285	1,684,520	1,804,647	1,778,214	1,747,051	1,829,917	3,591,206	19,710,934	20,194,172	-483,238	5,455,094	5,938,332	(483,238)	
Purchased services- 300	262,336	245,672	46,640	605,077	373,554	544,466	574,419	404,553	488,746	510,324	507,862	1,023,916	5,587,566	5,730,599	-143,033	1,533,280	1,676,313	(143,033)	
Supplies- 400	61,828	72,596	60,698	63,234	69,061	64,389	44,096	45,853	104,320	76,693	113,179	102,563	878,508	981,446	-102,937	327,416	430,353	(102,937)	
Capital outlay- 500	7,500	0	0	0	0	0	0	0	0	0	0	0	7,500	0	7,500	7,500	0	7,500	
Insurance/Dues/Other- 600	391,645	25,824	39,034	1,380	177	4,423	3,707	-9,092	1,533	2,578	2,964	380	464,553	449,479	15,074	458,060	442,985	15,074	
Interfund Transfers	120,000	0	0	0	0	0	0	59,489	0	0	0	317,671	497,160	496,137	1,023	120,000	118,977	1,023	
Contingency														2,968,073					
Total, monthly expend.	1,508,187	1,340,996	3,984,085	4,826,721	4,403,625	4,916,264	4,677,036	4,833,074	4,849,791	4,765,656	5,024,288	10,836,468	55,966,193	59,702,066	-767,800	16,063,615	16,831,415	(767,800)	
Month-end Fund Balance	12,797,805	14,634,058	14,476,355	12,938,085	21,367,858	24,934,365	23,603,931	22,223,508	20,870,033	19,332,086	17,946,286	7,838,842	7,838,842	1,000,000					

Bethel School District GENERAL FUND
 Revenue and Expenditure Summary/Projection (unaudited)
 Fiscal Year 2018/2019

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

Prior Months Actuals	Current Month Priliminary Nov 2018	Future Months Projected	Projected 2018/2019 Totals	2018/2019 ADOPTED BUDGE	Budget Variance	YTD Actual Nov 2018	YTD Projected Nov 2018	Variance
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REVENUES

LOCAL SOURCES:

Current year's levy* R1111	0	9,612,591	6,656,729	16,269,320	15,831,345	437,975	9,612,591	9,174,615	437,975
Prior years' taxes* R1112 & 1190 & 1200	454,490	34,067	32,694	521,251	58,000	463,251	488,557	25,306	463,251
Tuition from other Districts	0	0	0	0	0	0	0	0	0
Investment earnings R1510	134,565	35,120	81,300	250,985	110,000	140,985	169,685	28,700	140,985
Misc. local sources R1910 & R1940 & R196	82,450	-125	20,125	102,450	44,300	58,150	82,325	24,175	58,150
Subtotal	671,505	9,681,652	6,790,849	17,144,006	16,043,645	1,100,361	10,353,158	9,252,796	1,100,361

INTERMEDIATE SOURCES:

County School Fund* R2101	0	0	60,000	60,000	60,000	0	0	0	0
Subtotal	0	0	60,000	60,000	60,000	0	0	0	0

STATE SOURCES:

SSF- Current Year R3101	15,707,446	3,151,746	18,941,749	37,800,941	37,150,756	650,185	18,859,191	18,209,007	650,185
Common School Fund* R3103	0	0	552,553	552,553	552,553	0	0	0	0
High Cost Disability	0	0	18,000	18,000	18,000	0	0	0	0
Other State Funds	0	0	0	0	0	0	0	0	0
Subtotal	15,707,446	3,151,746	19,512,302	38,371,493	37,721,309	650,185	18,859,191	18,209,007	650,185

FEDERAL SOURCES:

Other Federal Grants 4700	4,639	0	-4,639	0	0	0	4,639	0	4,639
Federal Forest Fees* R4801	0	0	0	0	0	0	0	0	0
Subtotal	4,639	0	-4,639	0	0	0	4,639	0	0

OTHER RESOURCES:

Interfund Transfers In R5200	223,166	0	15,050	238,216	15,050	223,166	223,166	0	223,166
Sale of or Comp for loss of asset	0	0	0	0	0	0	0	0	0
Beginning fund balance R5400	7,991,320	0	0	7,991,320	6,862,062	1,129,258	7,991,320	6,862,062	1,129,258
Subtotal	8,214,486	0	15,050	8,229,536	6,877,112	1,352,424	8,214,486	6,862,062	1,129,258

Total, monthly revenues 63,805,035

EXPENDITURES

Salaries- 100	5,744,825	2,417,440	20,657,706	28,819,972	28,882,160	-62,188	8,162,265	8,224,454	(62,188)
Employee benefits- 200	3,911,701	1,543,393	14,255,840	19,710,934	20,194,172	-483,238	5,455,094	5,938,332	(483,238)
Purchased services- 300	1,159,725	373,554	4,054,286	5,587,566	5,730,599	-143,033	1,533,280	1,676,313	(143,033)
Supplies- 400	258,355	69,061	551,092	878,508	981,446	-102,937	327,416	430,353	(102,937)
Capital outlay- 500	7,500	0	0	7,500	0	7,500	7,500	0	7,500
Insurance/Dues/Other- 600	457,883	177	6,493	464,553	449,479	15,074	458,060	442,985	15,074
Interfund Transfers	120,000	0	377,160	497,160	496,137	1,023	120,000	118,977	1,023
Contingency	0	0	0	0	2,968,073				

Total, monthly expend. 11,659,990 4,403,625 39,902,578 55,966,193 59,702,066 -767,800 16,063,615 16,831,415 (767,800)

Month-end Fund Balance 7,838,842 1,000,000



December 10, 2018

RESOLUTION NO. 18-19: 26

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.	Bunker, Phillip	Hire for 2018-19	Offer Extra Duty Contract for After-School CTE Culinary Instructor @ Cascade.
2.	DelSol, Olive	Temporary Hire/Hire for 2018-19	Offer Temporary Contract for .4 FTE Music Teacher @ Danebo; Replaces: Lisa Marxer; Start Date: 12/10/2018; and Offer Extra Duty Contracts for After-School CTE Digital Design Instructor @ Shasta and Prairie Mountain, and Music Director @ Danebo.
3.	Lindskog, Tom	Hire for 2018-19	Offer Extra Duty Contract for CTE Metals and Electric Car Instructor @ Willamette.
4.	McGowan, Chris	Hire for 2018-19	Offer Extra Duty Contract for CTE Robotics Instructor @ Willamette.
5.	Meusec-Thompson, Lacey	Infant Care Leave	Approve 1.0 FTE Infant Care Leave beginning 12 weeks from February 2, 2019, through the end of the 2018-19 school year; Position: PE Teacher @ Willamette.
6.	Ruiz-Henry, Carlos	Hire for 2018-19	Offer Extra Duty Contract for Assistant Boys Basketball Coach @ Willamette.
7.	Taramasco, Anthony	Resignation	Accept Resignation effective 12/7/2018; Position Held: .6 FTE Counselor @ Danebo; 3 months at Bethel.
8.	Wright, Eric	Hire for 2018-19	Offer Extra Duty Contract for After-School CTE Robotics Instructor @ Meadow View.

Recommended by: Remie Calalang, Human Resources Director

ATTEST _____
Clerk – Chris Parra

Chair – Debi Farr

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				
Ginger Poage				



December 10, 2018

RESOLUTION NO. 18-19: 27

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County,
 hereby adopts the following Board Policies and Administrative Rules:

- DDC:** Native American Education Program Grants – Title VI Indian Education
- EFAA:** District Nutrition and Food Services
- GBN:** Sexual Harassment
- GCBDC:** Domestic Violence/Harassment/Sexual Assault/Stalking Leave
- JHFF:** Reporting Requirements Regarding Sexual Conduct with Students
- JGDA:** Discipline of Students with Disabilities
- JHCC:** Communicable Diseases - Students
- JHCD/JHCDA-AR:** Medications
- JHFE-AR:** Reporting of Suspected Abuse of a Child
- JO:** Education Records/Records of Students with Disabilities

ATTEST _____
 Clerk – Chris Parra

 Chair – Debi Farr

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

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

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Native American Education Program Grants – Title VI Indian Education**

Policy Number: **DDC** Effective Date: **12/2018**

Date of Original Policy and Revisions: **New Policy**

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

Date of Next Review: **12/2021**

POLICY

The district may submit a grant application for the purpose of receiving federal funds to support Native American Education Program efforts.

The application should include a description of the comprehensive program for meeting the language and cultural needs of Indian children that includes:

1. How the program will offer programs and activities to meet the culturally related academic needs of Indian students;
2. Is consistent with the State, tribal and local plans;
3. Includes academic content and student academic achievement goals for identified children, and benchmarks for attaining goals that are based on the Oregon Department of Education's (ODE) academic standards and content and student academic achievement standards adopted under Title I for all students;
4. Explains how Federal, State and local programs, especially programs carried out under Title I, will meet the needs of Indian students;
5. Demonstrates how funds will be used for the activities described above;
6. Describes the professional development opportunities that will be provided, as needed, to ensure that:
 - a. Teachers and other school professionals who are new to the Indian community are prepared to work with Indian children; and
 - b. All teachers involved in programs are properly trained to carry out such programs; and
7. Describes how the district will:
 - a. Periodically assess the progress of all Indian children enrolled in district schools, including Indian children who do not participate in programs assisted;
 - b. Provide results of each assessment to the committee described below, to the community served by the district and to the Indian tribes whose children are served by the district; and
 - c. Provide communication of responses to findings of any previous assessments, similar to the assessments described above.
8. Describes the process the district used to meaningfully collaborate with Indian tribe(s) located in the community in a timely, active and ongoing manner in the development of the comprehensive program and the actions taken as a result of such collaboration.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

The district programs and activities shall be developed in consultation with and the written approval of a committee consisting of parents of Indian children and teachers, and when appropriate, Indian students at the secondary level. A majority of committee members shall be parents of Indian children.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Legal Reference(s):

Every Student Succeeds Act of 2015, 20 U.S.C. § 7424.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **District Nutrition and Food Services**

Policy Number: **EFAA** Effective Date: **12/2018**

Date of Original Policy and Revisions: **6/13, 7/15**

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

Date of Next Review: **12/2021**

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the district to receive reimbursement for all meals that meet program requirements and to earn USDA food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the Superintendent or other school official with authority to obligate the district to legally binding contracts, subject to annual ODE renewal and will include, at the district's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and the Special Milk Program (SMP). The district recognizes that meals and snacks served by the district will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the district that it will follow all Child Nutrition Program regulations for which the district is approved to operate:

1. Free and reduced price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal Pattern and nutrition content of meals served;
5. Use and control of USDA foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections;
8. Nutrition standards for foods and beverages sold to students.

The Superintendent or designee will develop an administrative regulation as necessary to implement this policy and meet the requirements of state and federal law. The regulations will be reviewed and adopted by the Board as required by law.

END OF POLICY

Legal Reference(s):
[ORS.327.520 - 327.535](#)
[ORS 336.423](#)
[OAR 581-022-1530\(2\)](#)

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[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

[Bethel Administrative Rule EFAA: District Nutrition and Food Services](#)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1758, 1760

National School Lunch Program 7 C.F.R. Part 210

U.S.D.A. Instruction 113-1 Civil Rights

Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250

Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200.

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

Subject: Sexual Harassment

Policy Number: GBN Effective Date: 12/2018

Date of Original Policy and Revisions: New Policy

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

Date of Next Review: 12/2021

POLICY

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

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

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

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of

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

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, staff members or third parties who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer or Superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate District official.

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

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

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

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

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

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

The Superintendent or designee will establish a process of reporting incidents of sexual harassment.

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BOARD OF EDUCATION POLICY STATEMENT

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Legal Reference(s):

[ORS 243.706](#)

[ORS 342.700](#)

[ORS 342.704](#)

[ORS 342.708](#)

[ORS 342.850](#)

[ORS 342.865](#)

[ORS 659.850](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

HB 4150 (2018)

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

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

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

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

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Domestic Violence/Harassment/Sexual Assault/Stalking Leave

Policy Number: GCBDC Effective Date: 12/2018

Date of Original Policy and Revisions: 12/13, 2/18

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

Date of Next Review: 12/2021

DEFINITIONS

1. “Covered employer” means an employer who employs six or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.
2. “Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault; or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.
3. “Protective order” means an order authorized by ORS 30.866, 107.095(1)(c), 107.700 to 107.735, 124.005 to 124.040 or 163.730 to 163.750 to 163.750 or any other order that restrains an individual from contact with an eligible employee or the employee’s minor child or dependent.
4. “Victim of domestic violence” means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.
5. “Victim of harassment” means an individual against whom harassment has been committed as describe in ORS 166.065 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.
6. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525 or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.
7. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732 or an individual designated as a victim of stalking by rule adopted under ORS 695A.805 or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.
8. “Victim services provider” means a prosecutor-based victims assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault of stalking.

A district (covered employer) shall allow an (eligible) employee to take reasonable leave for any of the following reasons:

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1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking.
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent.
3. To obtain or assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking.
4. To obtain services from a victim service provider for the eligible employee or the employee's minor child or dependent.
5. To relocate or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child/dependent.

The district may limit the amount of leave, if the employee's leave creates an undue hardship on the district.

The district shall not deny leave to an employee or discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regards to promotion, compensation or other terms, conditions or privileges of employment as a result of taking such leave.

The employee shall give the district reasonable advanced notice of the employee's intent to take leave unless giving advance notice is not feasible.

The district may require the employee to provide certification that:

1. The employee or minor child/dependent is a victim of domestic violence, harassment, sexual assault or stalking; and
2. The leave is taken for one of the identified purposes in this policy.

Sufficient certification includes:

1. A copy of a police report indicating the employee or child/dependent was a victim of domestic violence, harassment, sexual assault or stalking.
2. A copy of a protective order or other evidence from a court, administrative agency or attorney that the employee appeared in or was preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault or stalking.

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3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy or a victim service provider that the employee/child/dependent was undergoing counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking.

All records and information kept by the district regarding the employees leave, including the request or obtaining of leave is confidential and may not be release without the expressed permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

The employee may use all paid accrued leave, including personal, sick and vacation leave. The employee may choose the order in which paid accrued leave is to be used when more than one type of paid leave is available.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 192.355\(38\)](#)

[ORS 659A.270 to-659A.290](#)

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

Subject: Reporting Requirements Regarding Sexual Conduct with Students

Policy Number: JHFF Effective Date: 12/2018

Date of Original Policy and Revisions: 12/09, 12/11, 1/14

Cancels Policy No.: NA Dated: _____

Date of Next Review: 12/2021

POLICY

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

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

Any District employee, contractor or agent of the District or volunteer who has reasonable cause to believe that another District employee, contractor, or agent of the District or volunteer has engaged in sexual conduct with a student must immediately notify a District administrator or supervisor.

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

If, following the investigation, the report is substantiated, the District will inform the District employee, contractor or agent of the District that the report has been substantiated and provide information regarding the appeal process. If the District employee, contractor or agent of the District decides not to appeal the determination, or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file or in the administrative file for the contractor or agent of the District. The employee, contractor or agent of the District will be notified that this information may be disclosed to a potential employer. The District will not serve as a reference for a contractor or agent of the District that has a substantiated report.

The District will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the Human Resources Director will follow

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

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BOARD OF EDUCATION POLICY STATEMENT

upon receipt of a report. In the event the designated person is the suspected perpetrator, the Superintendent shall receive the report. If the Superintendent is the alleged perpetrator, the Board chair shall receive the report. When the Human Resources Director takes action on the report, the person who initiated the report must be notified.

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

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

Educational providers shall follow hiring and reporting procedures, as outlined in [ORS 339.374](#), for all District employees.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 339.370](#) to-339.400

[ORS 418.746](#) to-418.751

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

Every Student Succeeds Act, 20 U.S.C. § 7926 (2012).

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

Subject: Discipline of Students with Disabilities

Policy Number: JGDA Effective Date 12/2018

Date of Original Policy and Revisions: 2/08, 4/10, 4/14

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 12/2021

POLICY

When considering student disciplinary procedures that may result in removal of the student, the district follows all special education procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) if:

1. The student is eligible for special education services;
2. The student is not yet identified as a student with a disability, but the district had knowledge that the student had a disability and may need special education.

For a violation of a code of conduct, the district may remove a student with a disability from a current educational placement to an appropriate interim alternative educational setting, another setting, or suspension, for up to 10 school days in a school year to the same extent, and with the same notice, as for students without disabilities, if the removals do not constitute a pattern. The district may remove a student with disabilities for additional periods of up to 10 days if the removals do not constitute a pattern. The determination regarding whether a series of removals constitutes a pattern is subject to review in an expedited due process hearing.

Disciplinary removal of a student with a disability constitutes a change in the student's educational placement when the removal is for more than 10 consecutive school days, or the removal is for more than 10 cumulative school days and constitutes a pattern of removals. When considering whether to order a disciplinary change of placement, the district may consider any unique circumstances on a case-by-case basis. Any decision to initiate a disciplinary change in placement requires a determination of whether the conduct leading to the disciplinary removal was caused by, or was substantially related to, the student's disability or was a direct result of the district's failure to implement the student's IEP.

For a violation involving drugs, weapons or the infliction of serious bodily injury, the district may remove a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days in a school year without regard to whether the behavior is a manifestation of the student's disability. This removal is considered a change in placement.

The district will provide educational services to a student who is suspended or expelled for more than 10 school days in a school year. These services may be provided in a different location or interim alternative educational setting as determined by the IEP and placement teams.

REPORTS

None.

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

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

ORS 326.565	OAR 581-015-2400
ORS 326.575	OAR 581-015-2405
ORS 336.187	OAR 581-015-2410
ORS 339.240	OAR 581-015-2415
ORS 339.250	OAR 581-015-2420
ORS 339.252	OAR 581-015-2425
ORS 339.260	OAR 581-015-2430
ORS 343.177	OAR 581-015-2435
	OAR 581-015-2440

Individuals with Disabilities Education Act (IDEA, 20 U.S.C. § 1415 (k) (2006).

Assistance to States for the Education of Children with Disabilities, 34 CFR § 300.507 and § 300.508(a)-(c); §§ 300.510 - 300.514; §§ 300.530 - 300.536.

[Bethel Administrative Rule JGDA: Discipline of Students with Disabilities](#)

Subject: Communicable Diseases - Students
Policy Number: JHCC Effective Date: 12/2018
Date of Original Policy and Revisions: 1/08, 4/10, 4/14
Cancels Policy No.: _____ Dated: _____
Date of Next Review: 12/2021

POLICY

The District shall provide reasonable protection against the risk of exposure to communicable diseases for students.

Reasonable protection from communicable disease is generally attained through immunization, exclusion for other measures as provided by law, by local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

When an administrator has reason to suspect that a student has or has been exposed to any restrictable disease for which the student is required to be excluded under this policy, the administrator involved shall exclude the student from school and if the disease is a reportable disease, will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

The District may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The District will include as a part of its emergency plan a description of the actions to be taken by District personnel in the case of a declared public health emergency, or other catastrophe that disrupts District operations.

The District shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law.

The Superintendent or designee will develop administrative regulations necessary to implement this policy.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 431.150 to -431.157](#)

[ORS 433.001 to -433.526](#)

[OAR 333-018](#)

[OAR 333-019-0010](#)

[OAR 333-019-0014](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2220](#)

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OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2017).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2017); Family Educational Rights and
Privacy, 34 C.F.R. Part 99 (2017).

Bethel School District #52
Administrative Rule

JHCD/JHCDA. Medications
Adopted: 3/2018, 12/2018

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

1. Definitions

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

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

Bethel School District #52
Administrative Rule

2. Designated Staff/Training

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

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

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

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

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

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health Authority;

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Administrative Rule

- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the District;
- d. The District will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to possible triggers, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

5. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the District and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or-schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.
 - c) The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.
 - (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:
 - a) The nonprescription medication is necessary for the student to remain in school;
 - b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;

The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:

- (i) Name of the student;

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

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

- c) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.
- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy. It will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from the school or a school-sponsored activity. It will also include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. It is the student's parent or guardian's, or the student's (if the student is allowed to seek medical care without parental consent), responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- d. It is the student's parent or guardian's, or the student's (if the student is allowed to seek medical care without parental consent), responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;

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- f. Any error in administration of a medication will be reported to the parent or guardian immediately (except where a student is allowed to seek medical care without parental consent), and documentation will be made on the District's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
 - g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the District.
6. Administration of Medication by a Student to Themselves
- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - a) A permission form from a parent or guardian (except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675) and other documentation requested by the District must be submitted for self-medication of all prescription medications;
 - b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting.
 - (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - a) The written permission of the student's parent or guardian (except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675);
 - b) The student's name affixed to the manufacturer's original container; and
 - c) The permission to self-administer medication from a building administrator.
 - (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:

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- a) The written permission of the student's parent or guardian (except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675);
 - b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.
 - b. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
 - c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
 - d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
 - e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
 - f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the District;
 - g. Permission for a student to administer medication to themselves may be revoked if the student violates the Board policy and/or this administrative regulation;
 - h. A student may be subject to discipline, up to and including expulsion, as appropriate;
 - i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.
7. Handling, Monitoring, and Safe Storage of Medication Supplies for Administering Medication to Students
- a. Medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school in its original container, accompanied by the permission form and written instructions, as required above.
 - b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another District employee upon receipt, documented in the student's medication log and routinely monitored during

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storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.

- c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
- d. Medication will be secured as follows:
 - 1) Non-refrigerated medications will be stored in a locked cabinet, drawer or box;
 - 2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication;
 - 3) Access to medication storage keys will be limited to the principal and designated personnel.
- e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.

8. Emergency Response

- a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from District-administered medication or from student self-medication or allergic reactions. The parent or guardian, school nurse and principal will be notified immediately.
- b. Minor adverse reactions that result from District-administered medication or from student self-medication will be reported to the parent or guardian immediately (except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675).
- c. Any available District staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

9. Special Guidelines

- a. District Registered Nurses may administer the following over-the-counter (OTC) medications as listed in Bethel Health Services protocol, as stated in guidelines issued by the Medical Director: Acetaminophen, Ibuprofen, Diphenhydramine, and Calcium Carbonate. All efforts will be made to contact parent/guardian prior to administering these medications.
- b. Designated staff at Willamette High School and Kalapuya High School may administer acetaminophen, as stated in Bethel Health Services protocol, with a signed parent/guardian permission form.
- c. The health assistant may administer a one-time dose of an approved OTC medication with

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parent/guardian and District Registered Nurse permission. A permission form will be sent home requesting that the parent/guardian supply the school with a written authorization and the OTC medication.

10. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian (or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675) at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a non-recoverable fashion as follows:

- (1) Medication will be removed from its original container and personal information will be destroyed;
- (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and
- (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
- (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

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

Other medication will be disposed of in accordance with established training procedures including sharps and glass.

- b. All prescription medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 11, below.

11. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student administered medication by the District. The medication log will include, but not be limited to:

- (1) The name of the student, name of medication, dosage, method of administration, date, and time of administration, frequency of administration and the name of the person administering the medication;
- (2) Student refusals of medication;
- (3) Errors in administration of medication;
- (4) Incidents of emergency and minor adverse reaction by a student to medication;
- (5) Discrepancies in medication supply;
- (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.

- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education record file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).

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- c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and his/her parents or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

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JHFE. REPORTING OF SUSPECTED ABUSE OF A CHILD

Adopted: 4/2018, 12/2018

Who Reports

Any district employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The district employee should also immediately inform his/her supervisor, principal or superintendent. If known, such report shall contain the names and addresses of the child and the parents of the child, or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator. The Office of Senior and Disabled Services (Oregon Department of Human Services) or local law enforcement shall be contacted for students with disabilities who are over the age of 18. Any school volunteer having reasonable cause to believe that any child with whom the volunteer comes in contact has suffered abuse is expected to report this belief to the school employee with whom the volunteer works or the school principal.

Abuse of a child by District employees will not be tolerated. As District employees are subject to District policy and this accompanying administrative rule, if a District employee is a suspected abuser, reporting requirements remain the same.

The Superintendent or designee shall receive reports of abuse of a child by school employees and specify the procedures to be followed upon receipt of an abuse of a child report.

Content of Report

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

1. The name and position of the person making the report;
2. The names and addresses of the child and of the parents of the child or other persons responsible for the child's care and the age of the child;
3. The name and position of any witness to the report;
4. A description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser;
5. A description of how the report was made (i.e., phone or other method);
6. The name of the agency and individual who took the report;
7. The date and time that the report was made; and
8. The names of persons who received a copy of the written report.

The written record of the abuse report shall not be placed in the student's educational record. The school district shall maintain records of each reported incident of abuse of a child, action taken by the school district, and any findings as a result of the report.

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

Definitions

Oregon law recognizes these types of abuse:

- a. Physical;
- b. Neglect;
- c. Mental injury;
- d. Threat of harm;
- e. Sexual abuse and sexual exploitation.

“Child” means an unmarried person who is under 18 years of age.

Failure to Comply

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

Confidentiality of Records

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

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

Cooperation with Investigator

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials, as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator, unless the school administrator is the subject of the investigation. When an administrator or designee is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (see Abuse of a Child Investigations Conducted on District Premises). The administrator or designee should not deny

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the interview based on the investigator's refusal to sign the form. If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification, the administrator shall refuse access to the student.

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

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents;
3. The principal or representative shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Child Abuse Investigations Conducted on District Premises

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

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

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

Investigator Name (Printed)

Name of Agency

Name of Worker's/Investigator's Supervisor

Supervisor Contact Information

Investigator Position and Badge or ID Number

Student Name

School

Investigator Signature

Date

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

FOR COMPLETION BY DISTRICT STAFF

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

Name of Administrator Notified

Name of Office Staff Involved

Name of Participating Administrator

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

- Copy sent to Special Services Director

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Education Records / Records of Students with Disabilities

Policy Number: JO Effective Date: 12/2018

Date of Original Policy and Revisions: 1/84, 9/95, 5/00, 2/08, 7/08, 4/10, 12/13, 5/14

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 12/2021

POLICY

Education records are those records maintained by the District that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in their educational development by providing pertinent information for the student, their teachers and their parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post high school education.

The District shall maintain confidential education records of students in a manner that conforms with state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate, verifiable, and should have a direct and significant bearing upon the student's educational development.

The District annually notifies parents/guardians or adult students that it forwards education records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.

The District shall comply with a request from parents/guardians or an adult student to inspect and review records without unnecessary delay. The District provides to parents/guardians of a student with a disability, or to an adult student with a disability, the opportunity at any reasonable time to examine all of the records of the District pertaining to the student's identification, evaluation, educational placement, and free appropriate public education. The District provides parents/guardians or an adult student, on request, a list of the types and locations of education records collected, maintained, and used by the District.

Regarding records to be released to District officials within the agency, the District's notice includes criteria for determining legitimate educational interest and the criteria for determining which school officials have legitimate educational interests.

School officials may also include a volunteer or contractor who performs an institutional service on behalf of the school.

The District annually notifies parents/guardians and adult students of what it considers to be directory information and the disclosure of such.

The District shall give full rights to education records to either parent/guardian, unless the District has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18 those rights transfer to the student.

A copy of this policy and administrative regulation shall be made available upon request by parents/guardians and students 18 years or older or emancipated.

BETHEL SCHOOL DISTRICT #52
BOARD OR EDUCATION POLICY STATEMENT

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

ORS 107.154

ORS 326.565

ORS 326.575

ORS 339.270

ORS 343.177(3)

OAR 166-400-0010 to 166-450-0010

OAR 581-021-0220 to – 0430

OAR 581-022-1660

OAR 581-022-1670

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.501 (2006).

Bethel Administrative Rule JO: Education Records – Records of Students with Disabilities