

BETHEL SCHOOL BOARD MEETING

District Office – 4640 Barger Drive

Monday, November 26, 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, 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. Financial Statement, Simon Levear
- G. Legislative and School Finance Update
- H. Policy & Administrative Rule Update, 1st Reading
 - a. JOB – Personally Identifiable Information – *No changes*
 - b. DDC – Native American Education Program Grants – Title VI Indian Education – *New policy*
 - c. EFAA – District Nutrition and Food Services – *Updated to reflect new language*
 - d. GBN – Sexual Harassment – *New policy*
 - e. GCBDC – Domestic Violence/Harassment/Sexual Assault/Stalking Leave – *Updated to reflect new language*
 - f. JHFF – Reporting Requirements Regarding Sexual Conduct with Students – *Updated to reflect new language*
 - g. JB – Title IX – Equal Educational Opportunity – *No changes*
 - h. JGDA – Discipline of Students with Disabilities – *Updated to reflect new language*
 - i. JHCC – Communicable Diseases – *Updated to reflect new language*
 - j. JHCD/JHCDA-AR – Medications – *Updated to reflect new language*
 - k. JHFE-AR – Reporting of Suspected Abuse of a Child – *Updated to reflect new language*
 - l. JO – Education Records/Records of Students with Disabilities – *Updated to reflect new language*

I.

5. Delegations and Visitors

6. Consent Agenda

Personnel Action

Resolution No. 21

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

November 26, 2018, Page 2 of 2

7. Action Items

- A. Adopt Policies GBNA, JB, and JOB Resolution No. 22
- B. *Yes/No/Abstain* OSBA Resolution 1 – Adopt the OSBA 2019-2020 Legislative Priorities and Policies Resolution No. 23
- C. *Yes/No/Abstain* OSBA Resolution 2 – Amend OSBA’s Bylaws Relating to Composition of the Board of Directors Resolution No. 24
- D. Extend Budget Committee Timeline Resolution No. 25
- E.

8. Information and Discussion

- A. Review OSBA Convention Learnings
- B. Retiree Open House – Tuesday, December 11, 2:00 – 4:00pm, District Office
- C. 23rd Annual Airport Rotary Foundation Dinner & Auction, Friday, February 22, 5:30pm, Valley River Inn
- D.

9. Board Activity Update

- A.

10. Review of Next Meeting: Monday, December 10, 2018

- A. Student Presentation, Willamette High School
- B. Student Representative Reports, KHS and WHS
- C. Equity Committee Update, Tina Gutierrez-Schmich
- D. Sources of Strength, Brooke Cottle and schools
- E. Financial Statement, Simon Levear
- F. Legislative & School Finance Update
- G. Board Policies Up for Periodic Review
- H.

11. Adjournment

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

OCTOBER 8, 2018

ATTENDANCE

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

Absent: Ginger Poage

District staff, students, and community members identified: Superintendent Parra, Student Representative Indyanna Andres, Student Representative Cynthia Lopez, Remie Calalang, Amy Tidwell, Simon Levear, Kee Zublin, Pat McGillivray, Mindy LeRoux, Stefan Aumack, Bob Beals, Senator James Manning, Lawanda Manning, William Swift, Bobbi Derrickson, Shanna Bitikofer, and Jill Busby

CALL TO ORDER

Chair Farr called the October 8, 2018 meeting of the Board of Directors to order at 6:33 p.m.

PLEDGE OF ALLEGIANCE

Vice Chair Jorgensen led the Pledge of Allegiance.

ACTION ON MINUTES

Chair Farr presented the Minutes from the September 24, 2018 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

SUPERINTENDENT'S REPORT

Safe Routes to School, Bob Beals

Safe Routes to School Coordinator Bob Beals provided an overview of the Safe Routes to School (SRTS) program in Bethel. Mr. Beals shared the six E's related to SRTS: Equity, Education, Encouragement, Enforcement, Evaluation, and Engineering, and described how the six E's are being implemented in the District. Mr. Beals answered questions from the Board and discussed intersections and streets that are a concern for pedestrians. Mr. Beals also distributed copies of a brochure titled *Moving Ahead Streets and Places Reimagined, Executive Summary September 2018* for Board members to review.

Chair Farr acknowledged Senator and Lawanda Manning's presence at the Board Meeting and thanked Senator Manning for his support of the transportation bill, which designates funds to Safe Routes to School programs.

Oath of Office, KHS Student Representative to the Board: Indyanna Andres; and WHS Student Representative to the Board: Cynthia Lopez

Superintendent Parra welcomed Indyanna Andres and Cynthia Lopez. Indyanna and Cynthia each took the oath and were officially sworn in as Student Representatives to the Board of Directors for the 2018-19 school year.

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

OCTOBER 8, 2018

WHS Student Representative Report, Cynthia Lopez

Cynthia reported on the Willamette Prep Academy and the Willamette T-Crew transition club, both directed at assisting freshmen students transitioning to high school. Homecoming was a huge success this year. Tickets for the dance were sold-out and many students stayed until the end of the event. This coming Friday night's football game is designated as "Senior Night." Morp, a casual version of prom, will also be held this coming Friday night and will be a fundraiser for this year's senior graduation party. Last weekend Willamette's marching band placed 2nd in percussion at a competition in Hillsboro. A theater performance will take place later this fall.

KHS Student Representative Report, Indyanna Andres

Indyanna reported on recent events at the Bethel Farm and Kalapuya's GED program. Mr. Larson's cohort is studying journalism and researching breaking news. Ms. Olsen's cohort is studying vintage board games to identify how success and happiness have been determined historically and how that has changed. Ms. Olsen's cohort is also working and volunteering with local agencies to look deeper into homelessness in Eugene. Mr. Weinberg's cohort is studying wind energy and recently took a tour of Lookout Point Dam. Mr. Seymour's cohort is learning about ancestry and culture, and is working on a project called "Where I'm From." Mr. Dambrov's cohort is working on the Bethel Farm and studying plant genetics and mutations. Many students in Ms. Stroup and Ms. Zimmer's senior cohort have been placed in internships. The senior cohort is also becoming familiar with Lane Community College. Mr. Zydyrcn's cohort is studying waterways and recently returned from a 3-day canoeing trip up the Willamette River. Mr. Zydyrcn's cohort is also working with Lane County studying wetland restoration and conservation.

The Board welcomed Cynthia and Indyanna and complimented them on their presentations.

Legislative and School Finance Update

Superintendent Parra provided an update on PERS rates for the 2019-21 biennia and distributed copies of an OSBA article titled *PERS Individual Employer Rates Show Another Significant Increase*, dated October 3, 2018. In addition, Superintendent Parra shared themes of what the Joint Legislative Committee on Student Success has heard from communities around the state.

Policy Update, 1st Reading

Superintendent Parra reported on the following Board Policies:

CCG – Licensed Evaluation - Administrators - *Updated to reflect new language*

GBNA – Harassment, Including Intimidation, Hazing, Menacing, Bullying, and Cyberbullying

(Employee) – *New Policy (replaces GBN)*

DELEGATIONS AND VISITORS

None

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

OCTOBER 8, 2018

CONSENT AGENDA

Resolution No. 18 – Personnel Action

Motion: Greg Nelson moved, Alan Laisure seconded, to approve the Revised Consent Agenda as specified below:

#	Name	Type	Description
1.	Boorman, Christina	Temporary Hire for 2018-19	Offer Temporary Contract for .17 FTE Zero Period/Band/Choir Teacher @ Cascade.
2.	Dillow, Josh	Temporary Hire for 2018-19	Offer Temporary Contract for .17 FTE Zero Period/Band/ Choir Teacher @ Meadow View.
3.	Fitch, David	Temporary Hire for 2018-19	Offer Temporary Contract for .17 FTE Zero Period/Choir Teacher @ Shasta.
4.	Martins, Tony	Additional Hours for 2018-19	Offer Temporary Contract for Additional .5 FTE GED Teacher @ Kalapuya; Total: 1.0 FTE.
5.	Reetz, Michael	Temporary Hire for 2018-19	Offer Temporary Contract for .17 FTE Zero Period/ Choir Jazz Band Teacher @ Shasta.
6.	Sams, Grant	Hire for 2018-19	Offer Extra Duty Contract for Athletics Supervisor @ Willamette.
7.	Wagner, Lindsay	Hire for 2018-19	Offer Extra Duty Contract for Assistant Track Coach @ Willamette.

Motion Passed, 6-0

Absent: Ginger Poage

ACTION ITEMS

None

INFORMATION AND DISCUSSION

- A. BEF Breakfast at Bethel, Friday, October 12, 7am - 8am, Meadow View School
- B. OSBA Annual Convention, November 8-11, Portland Marriott Downtown Waterfront

BOARD ACTIVITY UPDATE

- A. Director Johnson shared photos from KITS graduation and Oregon Harvest Day, and expressed how much fun she had at both events.
- B. Director Laisure stated that he enjoyed attending EWEB’s Community Resiliency Demonstration and shared that EWEB did a great job educating community members on the emergency water station at the Bethel Farm. Superintendent Parra shared the KEZI news story on EWEB’s Community Resiliency Demonstration at Bethel Farm. Close to 200 free 3-gallon water jugs were distributed to community members at the event.
- C. Director Laisure also shared photos from the Civic Stadium Alliance Ground Breaking and expressed how much he enjoyed attending the event. Superintendent Parra shared KEZI’s news coverage on the ground breaking ceremony at Civic Park.

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

OCTOBER 8, 2018

REVIEW OF NEXT MEETING: MONDAY, OCTOBER 22, 2018

- A. Student Presentation, Fairfield Elementary School
- B. Student Representative Reports, KHS and WHS
- C. Chronic Absenteeism, Kee Zublin and Tasha Katsuda
- D. Financial Statement, Simon Levear
- E. Legislative & School Finance Update
- F. Board Policies Up for Periodic Review

ADJOURNMENT

There being no further business to bring before the Board, Chair Farr adjourned the meeting at 7:46 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	Preliminary	Projected	Projected	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	9,174,615	5,436,826	296,564	125,368	345,525	48,724	59,297	344,426	15,831,345	15,222,447	608,898	0	0	0	0	
Prior years' taxes* R1112 & 1190 & 1200	0	0	424,319	30,171	7,255	4,880	5,144	5,662	-1,170	5,019	5,521	7,638	494,439	58,000	436,439	454,490	18,051	436,439	0	
Tuition from other Districts	0	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	6,052	9,996	11,372	10,426	13,972	11,888	14,314	9,332	221,917	110,000	111,917	134,565	22,648	111,917	0	
Misc. local sources R1910 & R1940 & R196	164	3,315	4,494	74,476	771	370	-797	601	828	1,828	-24	17,318	103,346	44,300	59,046	82,450	23,404	59,046	0	
Subtotal	29,427	36,515	462,483	143,079	9,188,694	5,452,072	312,282	142,056	359,155	67,460	79,109	378,715	16,651,047	15,434,747	1,216,300	671,505	64,102	607,403	0	
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	0	
Subtotal	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000	60,000	0	0	0	0	0	
STATE SOURCES:																				
SSF- Current Year R3101	6,285,245	3,140,734	3,140,734	3,140,734	3,034,239	3,034,319	3,034,319	3,034,319	3,137,161	3,160,249	3,541,380	2	37,683,435	37,167,223	516,212	15,707,446	15,174,767	532,679	0	
Common School Fund* R3103	0	0	0	0	0	0	0	276,276	0	0	0	276,276	552,553	678,627	-126,074	0	0	0	0	
High Cost Disability	0	0	0	0	0	0	0	0	0	0	18,000	0	18,000	80,000	-62,000	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	0	
Subtotal	6,285,245	3,140,734	3,140,734	3,140,734	3,034,239	3,034,319	3,034,319	3,310,596	3,137,161	3,160,249	3,559,380	276,279	38,253,987	37,925,850	328,137	15,707,446	15,174,767	532,679	0	
FEDERAL SOURCES:																				
Other Federal Grants 4700	0	0	0	4,639	-4,639	0	0	0	0	0	0	0	0	0	0	0	4,639	0	4,639	0
Federal Forest Fees* R4801	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	0	0	0	4,639	-4,639	0	0	0	0	0	0	0	0	0	0	0	4,639	0	4,639	0
OTHER RESOURCES:																				
Interfund Transfers In R5200	0	0	223,166	0	0	1,019	0	0	0	0	0	14,031	238,216	350,000	-111,784	223,166	0	223,166	0	
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	0	
Beginning fund balance R5400	7,991,320	0	0	0	0	0	0	0	0	0	0	0	7,991,320	4,457,000	3,534,320	7,991,320	6,862,062	1,129,258	0	
Subtotal	7,991,320	0	223,166	0	0	1,019	0	0	0	0	0	14,031	8,229,536	4,807,000	3,422,536	8,214,486	6,862,062	1,129,258	0	
Total, monthly revenues	14,305,992	3,177,249	3,826,383	3,288,451	12,218,295	8,487,410	3,346,602	3,452,652	3,496,315	3,227,709	3,638,488	729,025	63,194,571	58,227,597	4,966,974	24,598,075	22,100,931	2,269,339	0	
CUMULATIVE RESOURCES	14,305,992	17,483,241	21,309,624	24,598,075	36,816,370	45,303,780	48,650,381	52,103,033	55,599,349	58,827,057	62,465,546	63,194,571	63,194,571	58,227,597	4,966,974	24,598,075	22,100,931	2,269,339	0	
EXPENDITURES																				
Salaries- 100	372,474	575,280	2,371,289	2,425,783	2,571,933	2,482,701	2,370,293	2,527,626	2,476,977	2,429,011	2,570,367	5,800,732	28,974,465	27,091,600	1,882,865	5,744,825	5,652,520	92,305	0	
Employee benefits- 200	292,404	421,624	1,466,425	1,731,247	1,810,065	1,820,285	1,684,520	1,804,647	1,778,214	1,747,051	1,829,917	3,591,206	19,977,606	19,365,580	612,026	3,911,701	4,128,268	(216,566)	0	
Purchased services- 300	262,336	245,672	46,640	605,077	452,950	544,466	574,419	404,553	488,746	510,324	507,862	1,023,916	5,666,962	5,734,730	-67,768	1,159,725	1,223,363	(63,637)	0	
Supplies- 400	61,828	72,596	60,698	63,234	86,346	64,389	44,096	45,853	104,320	76,693	113,179	102,563	895,794	966,942	-71,148	258,355	344,007	(85,652)	0	
Capital outlay- 500	7,500	0	0	0	0	0	0	0	0	0	0	0	7,500	320,000	-312,500	7,500	0	7,500	0	
Insurance/Dues/Other- 600	391,645	25,824	39,034	1,380	2,842	4,423	3,707	-9,092	1,533	2,578	2,964	380	467,219	405,683	61,536	457,883	440,143	17,740	0	
Interfund Transfers	120,000	0	0	0	0	0	0	59,489	0	0	0	317,671	497,160	442,730	54,430	120,000	118,977	1,023	0	
Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0	3,658,848	0	0	0	0	0	
Total, monthly expend.	1,508,187	1,340,996	3,984,085	4,826,721	4,924,137	4,916,264	4,677,036	4,833,074	4,849,791	4,765,656	5,024,288	10,836,468	56,486,705	57,986,112	2,159,441	11,659,990	11,907,278	(247,288)	0	
CUMULATIVE EXPENDITURES	1,508,187	2,849,183	6,833,269	11,659,990	16,584,127	21,500,392	26,177,427	31,010,502	35,860,292	40,625,948	45,650,237	56,486,705	56,486,705	57,986,112	2,159,441	11,659,990	11,907,278	(247,288)	0	
Month-end Fund Balance	12,797,805	14,634,058	14,476,355	12,938,085	20,232,243	23,803,388	22,472,954	21,092,531	19,739,056	18,201,109	16,815,309	6,707,865	6,707,865	1,000,000	0	0	0	0	0	

This page intentionally left blank.

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

Subject: **Personally Identifiable Information**

Policy Number: **JOB** Effective Date: **11/2018**

Date of Original Policy and Revisions: **6/14**

Cancels Policy: _____ Dated: _____

Date of Next Review: **11/2021**

POLICY

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number or student ID number or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;
6. Other information alone or in combination that would make the student's identity easily traceable;
7. Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

Prior Consent to Release

Personally identifiable information will not be released without prior signed and dated consent of the parent, student 18 years of age or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

Exceptions to Prior Consent

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district, state regional program or institution of postsecondary education where the student seeks or intends to enroll;

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

4. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of, or compliance with federal or state supported education programs or the enforcement of or compliance with federal or state regulations;
5. To personnel determining a financial aid request for the student;
6. To personnel conducting studies for or on behalf of the district;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 years of age or older or emancipated;
12. Because information has been identified as “directory information;”
13. To the courts when legal action is initiated;
14. To a court and state and local juvenile justice agencies;
15. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
16. To a caseworker or other representative of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student including educational stability of children in foster care.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES/COMMENTS

Legal Reference(s):

ORS 30.864	ORS 336.187
ORS 107.154	OAR 581-015-2000
ORS 326.565	OAR 581-021-0220 to 0430
ORS 326.575	OAR 581-022-1660

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

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).
No Child Left Behind Act of 2001, 20 U.S.C. § 7908 (2006).

This page intentionally left blank.

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 **NSLP regulations regarding: 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 regulations** 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\(2\)](#)

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

[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. ~~1751 §§ 203, 205-~~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

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

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.

**BETHEL SCHOOL DISTRICT #52
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).

This page intentionally left blank.

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 ~~worked an average of more than 25 hours per week for a covered employer for at least 180 days immediately before the date the employee has taken leave and 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 ~~of~~ 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 166.805~~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:

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

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 victims services providers for the eligible employee or the employees 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 ~~their~~ 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.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy or a victims services 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 ~~any~~ **all** paid accrued ~~vacation leave or may use any other paid leave that is offered by the district in lieu of vacation 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 192.502355\(38\)](#)

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

[ORS 659A.885](#)

This page intentionally left blank.

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

Bethel School District seeks to maintain a safe learning environment for all students. Sexual conduct by district/school employees, as defined by Oregon law, will not be tolerated. All district employees are subject to this policy.

Sexual conduct 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 ~~(a)~~ is sexual in nature; ~~(b)~~ is directed toward a kindergarten through grade 12 student; ~~(c)~~ unreasonably interferes with a student’s educational performance; ~~or~~ ~~(d)~~ 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, ~~and an investigation is conducted~~, 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 ~~school~~ 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 employee decides not to appeal the determination, or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file 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

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

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

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 district Human Resources Director will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the Superintendent or designee shall receive the report. If the Superintendent is the alleged perpetrator, the Board chair shall receive the report. When the district 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: **Title IX - Equal Educational Opportunity**

Policy Number: **JB** Effective Date: **11/2018**

Date of Original Policy and Revisions: **7/75, 1/84, 9/94, 5/00, 4/07, 12/09, 1/14**

Cancels Policy: _____ Dated: _____

Date of Next Review: **11/2021**

POLICY

Notice of Intent to Comply with Title IX

It is hereby made known, as a matter of public information, that Bethel School District Number 52 intends to comply with Title IX of the Public Law 93-568, effective on the date of July 21, 1975.

The school district will neither eliminate nor refuse admission to any person from any educational program or activity or discriminate in any way through employment practices on the basis of sex.

There will be a designated person to coordinate the efforts of the District to comply with and carry out the District's responsibility under the law.

The individual student, staff member, or patron who feels there exists discrimination based upon sex should submit in writing to the appropriate building principal a statement of the problem and the remedy sought. The grievance must be signed and include address and telephone number of the grievant.

Within twenty (20) days of the receipt of the grievance, the building principal will meet with the parties involved and attempt to resolve the issues. If the grievance is not resolved to the grievant's satisfaction within the twenty (20) day time limit, the grievance may be forwarded to the Office of the Superintendent.

Student Grievance Guidelines

No person enrolled in Bethel Schools shall be subjected to discrimination in any education programs, or activities or employment opportunities administered or authorized by the District Board of Education.

As used in these guidelines, "discrimination" means any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminating in operation, either of which is based on age, handicap, national origin, race, marital status, religion or sex.

Bethel Schools will provide students a learning climate in which rights and responsibilities are equally protected and emphasized.

Bethel Schools will provide physical facilities within the school plant to assure equal opportunity to participate in school courses.

Bethel Schools will select instructional and guidance materials that do not result in discrimination.

Bethel Schools will provide for equal and impartial educational treatment and opportunities in all aspects of the school curriculum and school and inter-school activities for all students without discrimination.

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

Bethel Schools' procedure of admission to and retention in the schools shall not result in discrimination against any student.

Bethel Schools, in determining which school and inter-school activities will be provided, will consider the needs of all students without discrimination. Complaint procedure guidelines are available upon request.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Public Law 93-568

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

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 receiving IEP services;
2. For the 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 needed 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.

ATTACHMENTS

None.

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

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 Board of Directors takes its responsibility seriously to provide a safe and healthy environment for students, employees, and patrons. In adopting this policy, the Board has attempted to balance the following interests:

- The rights of an individual who may be infected with a communicable disease, with the rights of other persons to a safe and healthy environment;
- The rights of an individual to confidentiality, with the need of others to have information about who may be infected;
- The fact that the district may know the identity of a few infected students, with the knowledge that the district will not know the identity of most infected persons; and,
- The public concern about the spread of disease, with established medical knowledge about how the diseases are spread.

The District shall provide reasonable protection for students against the risk of exposure to communicable diseases for students. The district will follow the Oregon Department of Education and the state and local health authorities' rules and regulations pertaining to communicable diseases.

Reasonable protection from communicable disease is generally attained shall be through immunization, exclusion for other measures as provided for in by Oregon Revised Statutes and rules of the county 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 generally will not be provided to students excluded under this policy unless otherwise as required by law.

Where the district knows When an administrator has reason to suspect that a student is infected by any communicable has or has been exposed to any restrictable disease for which the student would not is required to be excluded under this policy, the school 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 the 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 infected student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting. A student shall continue in the alternative setting, if provided, until such time that:

- The district determines that the student presents no unreasonable risk of infection to the other students and bears no unreasonable risk of opportunistic infections; or,
- The student is ordered to be returned to the classroom by a court or other authority of competent jurisdiction.

The District will include as a part of its emergency procedure plan a description of the actions to be taken by District personnel in the case of pandemic flu outbreak, 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 the overall intent of this policy 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 433.255](#)

[ORS 433.260](#)

[ORS 431.035\(5\)2\(e\)](#)

[HB 2185 \(2007\)](#)

[OAR 437-002-0360](#)

[OAR 581-022-0705](#)

[Bethel Administrative Rule JHCC: Communicable Diseases](#)

[ORS 431.035150 to -431.530157](#)

[ORS 433.255](#)

[ORS 433.260](#)

[ORS 433.001 to -433.526](#)

[OAR 333-018](#)

[OAR 333-019-0010\(5\)](#)

[OAR 333-019-0014](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-07052220](#)

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

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).

This page intentionally left blank.

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;

Bethel School District #52
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;

**Bethel School District #52
Administrative Rule**

- (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;

Bethel School District #52
Administrative Rule

- 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:

Bethel School District #52
Administrative Rule

- 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

Bethel School District #52
Administrative Rule

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

Bethel School District #52
Administrative Rule

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).

Bethel School District #52
Administrative Rule

- 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.

This page intentionally left blank.

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.

Bethel School District #52
Administrative Rule

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

Bethel School District #52
Administrative Rule

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. ~~An investigation of a report of abuse of a child may be conducted on school premises by an investigator from the Department of Human Services (DHS) or a law enforcement agency 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.

Bethel School District #52
Administrative Rule

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 Copy sent to Special Services Director

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

- Copy sent to Special Services Director

The investigator shall be advised by a school administrator or a school staff member of a child's disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator's discretion, be present to facilitate the investigation.

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

**Bethel School District #52
Administrative Rule**

Worker/Investigator Badge or ID Number _____ Name of Agency _____

Name of Worker's/Investigator's Supervisor _____ Supervisor Contact Information _____

Investigator Signature _____ Date _____

FOR COMPLETION BY DISTRICT STAFF

Name of Administrator Notified _____ Student unavailable for interview
 Student refused interview
 Administrator participated in interview

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

Copy sent to Special Services Director

This page intentionally left blank.

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 his/her their educational development by providing pertinent information for the student, his/her their teachers and his/her 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 OF 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



November 26, 2018

RESOLUTION NO. 18-19: 21

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.	Baker, Joan	Temporary Hire for 2018-19	Offer Temporary Contract for .4 FTE Facilitating Teacher @ Fairfield; Start Date: 11/9/2018.
2.	Footlik, Samantha	Hire for 2018-19	Offer Extra Duty Contract for Jumps Track Coach @ Willamette.
3.	Greydanus, Marty	Resignation/Retirement/Rehire	Accept resignation effective 11/30/2018 to enter retirement. Offer Temporary 1.0 FTE Contract from 12/3/2018 through the end of the 2018-19 school year; Position Held: 8 th Grade Science Teacher @ Shasta; 20 years at Bethel.
4.	Griesi, Misty	Temporary Hire for 2018-19	Offer Temporary Contract for .17 FTE Elective @ Willamette from 2/4/2019 through 6/14/2019.
5.	Luhman, John	Resignation/Retirement/Rehire	Accept resignation effective 1/31/2019 to enter retirement. Offer Temporary 1.0 FTE Administrator Contract from 2/1/2019 through the end of the 2018-19 school year; Position Held: Principal @ Clear Lake; 17 years at Bethel.
6.	Palaniuk, Tiffany	Resignation	Accept resignation effective 1/11/2019; Position Held: English Language Development Teacher @ Prairie Mountain; 1 year at Bethel.

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				



November 26, 2018

RESOLUTION NO. 18-19: 22

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

GBNA: Harassment, Including Intimidation, Hazing, Menacing, Bullying, and
Cyberbullying (Employee)
JB: Title IX – Equal Educational Opportunity
JOB: Personally Identifiable Information

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				

This page intentionally left blank.

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

Subject: Harassment, Including Intimidation, Hazing, Menacing, Bullying, and Cyberbullying
(Employee)

Policy Number: GBNA Effective Date: 11/2018

Date of Original Policy and Revisions: 10/18

Cancels Policy No.: GBN Dated: 12/88, 11/93, 12/95, 1/99, 6/99, 1/00, 6/01, 10/06, 2/09, 10/11, 4/15

Date of Next Review: 11/2021

POLICY

Harassment, including intimidation, hazing, menacing, bullying, and cyberbullying will not be tolerated in the Bethel School District, on the area immediately adjacent to school grounds, on school-provided transportation or at any official school bus stop, activity, program, event, internship, or trip sponsored by the district. Additionally, incidents of harassment, including intimidation, hazing, menacing, bullying, and cyberbullying that interfere with or disrupt the educational process are prohibited.

This policy gives notice to all employees that all harassment, including intimidation, hazing, menacing, bullying, and cyberbullying allegations shall be investigated and dealt with quickly and effectively.

A learning and working environment, free from harassment, including intimidation, bullying, and cyberbullying, shall be available to all employees, volunteers, and district representatives in the Bethel School District.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, including intimidation and bullying, is defined as unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature. Harassment is often related to the protected class status of a person. "Protected class" means a group of persons distinguished or perceived to be distinguished by disability, race (see Policy JFCFA – Racial Harassment), color, national origin, ethnicity, cultural background, religion, veterans' status, genetic information, sex, gender¹, sexual orientation², age, marital status, socioeconomic status, source of income, familial status, physical characteristic, or linguistic characteristics of a national origin group. Harassment includes any act that substantially interferes with an employee's, volunteers, or district representative's benefits, opportunities, and performance, or that has the effect of:

- Physically harming a person or endangering someone's property
- Knowingly placing someone in reasonable fear of physical harm to the person or damage to the person's property
- Creating a hostile work environment

Hazing

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student, staff, or volunteer for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored/work activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced

¹ *Gender refers to gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated within the individual's sex at birth.*

² *"Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, or bisexuality.*

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of an employee or volunteer); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.

Menacing

Menacing includes, but is not limited to, any act intended to place a student, school employee, volunteer, district representative or parent/guardian in fear of imminent serious physical injury.

Cyberbullying

“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio, game, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true, false, or misrepresented identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Use of personal communication devices or district property to harass another is prohibited.

Examples of cyberbullying include but are not limited to the following:

- sending or posting mean, vulgar, or threatening messages or images;
- posting sensitive, private information about another person; or,
- targeted use of computer viruses to intentionally degrade, disrupt, or damage another person's files or equipment.

Process and Consequences (See Administrative Rule GBNA: Harassment, including Intimidation, Bullying, and Cyberbullying – Employee, for complaint procedures)

Any employee, volunteer, or district representative who violates policy GBNA, or who witnesses and fails to report such violation as soon as possible, shall be subject to appropriate disciplinary action.

1. Employees, volunteers, or other district representatives who perceive that they are the object of harassment, including intimidation, bullying, or cyberbullying shall, at the earliest opportunity, report the incident to a building or central office administrator, unless the Superintendent is the alleged perpetrator and then it shall be reported to the Board Chair who shall consult the district's legal counsel. If the allegation is reported to the building administrator, that administrator shall notify the Superintendent or designee. The allegation, unless leveled against the Superintendent, shall be investigated by the building administrator and a central office administrator, and discipline shall be enforced as it is necessary. If the complaint is found to be without merit, or cannot be substantiated, all parties shall be so notified.
2. Individuals determined to be guilty of harassment, including intimidation, bullying, or cyberbullying, shall have the right to appeal the determination to the Superintendent and the Board of Directors.

REPORTS

None.

ATTACHMENTS

None.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

END OF POLICY

REFERENCES / COMMENTS

Title VII of the Civil Rights Act of 1964

This policy complies with the recommendation put forth by the Board of Directors' Legal Counsel.

[Policy AC](#) – Nondiscrimination

[Policy JFCFA](#) – Racial Harassment

[Administrative Rule GBNA](#)–Harassment, Including Intimidation, Bullying, and Cyberbullying - Employee

[Administrative Rule KL](#) – Complaint Procedure

This page intentionally left blank.



November 26, 2018

RESOLUTION NO. 18-19: 23

Relevant Data:

Between November 12, 2018 and December 14, 2018, School Boards across the state may take official action on Oregon School Boards Association Resolution 1:

Resolution:

Adopts the OSBA 2019-2020 Legislative Priorities and Policies as recommended by the Legislative Policy Committee.

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

It is further recommended that the Board direct the Superintendent or designee to submit this vote at OSBA's E-Voting Center no later than 5:00 p.m. on December 14, 2018.

ATTEST _____

Clerk – Chris Parra

Chair – Dawnja Johnson

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				

This page intentionally left blank.



November 26, 2018

RESOLUTION NO. 18-19: 24

Relevant Data:

Between November 12, 2018 and December 14, 2018, School Boards across the state may take official action on Oregon School Boards Association Resolution 2:

Resolution:

Amends Oregon School Boards Association's bylaws relating to composition of the OSBA Board of Directors by designating the Oregon School Board Members of Color Caucus a voting seat on the OSBA Board of Directors and Legislative Policy Committee.

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

It is further recommended that the Board direct the Superintendent or designee to submit this vote at OSBA's E-Voting Center no later than 5:00 p.m. on December 14, 2018.

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				

This page intentionally left blank.



November 26, 2018

RESOLUTION NO. 18-19: 25

BE IT RESOLVED, that the Board of Directors, Bethel School District No. 52, Lane County, hereby extends the application period for the following open positions on the Budget Committee. Applications must be submitted to the Bethel District Office by _____, at 4:00pm. Appointments will be made at a future Board of Directors meeting.

POSITION	CURRENT MEMBER	TERM
#1	James Manning, Jr. (open)	3-year
#2	Tai Pruce-Zimmerman (open)	3-year
#5	Carrie Paul (open)	3-year

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				