

Mapleton School District #32
School Board Meeting
October 19, 2022

6:00 p.m. Mapleton High School- on YouTube: <https://youtu.be/GBhliSqePu0>

Our mission is to provide a safe learning environment where students are encouraged and empowered to reach their educational and personal potential. We strive to base all of our decisions on what is best for students.

1. Opening Ceremony
2. Flag Salute
3. Review of the Agenda
4. Public Comment – Submit form BDDH-AR from Board Policy for prior approval
 - 4.1. The School Board is interested in hearing from the public and will do so at this time on the agenda. The Board requests that patrons limit their comments to five minutes. Please state your name and physical address for the record. If a response to your concern requires action of the School Board or a gathering of information, it may be placed on a future agenda. Personnel matters may not be discussed in public at a Board meeting. Patrons who have personnel concerns should share them directly with the Superintendent.
5. District Reports
 - 5.1. MS/HS-Superintendent
 - 5.1.1.Division 22 Standards
 - 5.2. Elementary
 - 5.3. Finance/Tech/Facilities Report and Documentation
6. Consent Agenda
 - 6.1. Payroll Check Register
 - 6.2. Accounts Payable Check Register
 - 6.3. Prior Month's Minutes
7. Action Items
 - 7.1. JHCD/JHCDA, JHCD/JHCDA-AR
8. Discussion Items
 - 8.1.1.Mapleton Pool Building
 - 8.1.2.Community Engagement
 - 8.1.3.State Testing
 - 8.1.4.Equity Committee
 - 8.1.5.Board goals for the school year
9. Public Comment on Items not on the agenda- Submit form BDDH-AR from Board Policy for prior approval
 - 9.1. The School Board is interested in hearing from the public and will do so at this time on the agenda. The Board requests that patrons limit their comments to five minutes. Please state your name and physical address for the record. If a response to your concern requires action of the School Board or a gathering of information, it may be placed on a future agenda. Personnel matters may not be discussed in public at a Board meeting. Patrons who have personnel concerns should share them directly with the Superintendent.
10. Comments from the Board
11. Adjournment

Board Goals

1. In the ever-changing COVID-19 environment, the district will remain flexible and forward thinking, creating a positive environment for learning in all forms.
2. Support engagement, build connections and focus on community with and between staff, students, parents, residents.
3. Support district staff efforts to continually improve classroom instruction and student success in all modes of learning.
4. Exercise Open and Transparent District Communications. Honor the public's right to know about process, decisions and outcomes through timely and easy access to information. Welcome the public's participation in the deliberative process.

MAPLETON SCHOOL DISTRICT 32
GENERAL LEDGER September 30, 2022

Fund Title	Fund No.	A100 Student Body	A101 Checking		A105 LGIP				Fund Totals
General	100		-\$208,741.16		\$2,564,061.38				\$2,355,320.22
SRSA	204		-\$1,500.98		\$0.00				-\$1,500.98
REAP	205		-\$1,783.46		\$0.00				-\$1,783.46
IDEA	206		-\$5,364.00		\$0.00				-\$5,364.00
Title I	210		-\$5,965.39		\$0.00				-\$5,965.39
ESSER	214		-\$50,514.08		\$0.00				-\$50,514.08
SIA	251		-\$23,677.99		\$0.00				-\$23,677.99
M98 Perkins	252		-\$6,329.61		\$0.00				-\$6,329.61
CDL	255		\$0.00		\$0.00				\$0.00
Misc State	259		-\$43,890.15		\$0.00				-\$43,890.15
Preschool	260		-\$7,921.99		\$0.00				-\$7,921.99
Transportation	261		\$31,866.16		\$0.00				\$31,866.16
Textbook	262		\$37,407.48		\$0.00				\$37,407.48
PERS-Retire	263		\$223,411.36		\$0.00				\$223,411.36
Capital Improvements	264		\$350,495.54		\$0.00				\$350,495.54
Misc/Donations-Grants	265		-\$2,767.59		\$0.00				-\$2,767.59
YTP	271		-\$7,143.32		\$0.00				-\$7,143.32
LESD-Perkins	272		\$0.00		\$0.00				\$0.00
Student Body	280	\$76,164.69	\$0.00		\$0.00				\$76,164.69
Food Service	299		\$20,032.95		\$0.00				\$20,032.95
Debt Service	300		\$0.00		\$26,835.02				\$26,835.02
Erate	215		\$0.00						\$0.00
									\$0.00

General Ledger Balance \$76,164.69 \$297,613.77 \$0.00 \$2,590,896.40 \$0.00 \$0.00 \$0.00 \$2,964,674.86

Bank Account Balance \$76,164.69 \$297,613.77 \$0.00 \$2,590,896.40 \$0.00 \$0.00 \$0.00 \$2,964,674.86

Reconciled by:  10/13/22

Reviewed by:  10/17/22

Reconciliation for September 30, 2022


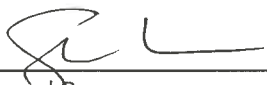
>1 Month Outstanding Checks
 18278 \$ 315.00

Beg. Balance	\$ 543,474.75
Deposits	\$ 485.00
Rent	\$ 424.36
UW Preschool Grant	
LGIP Transfers	
Grant Payment	
Misc (US Bank/LESD Flex)	
Interest	
Total Revenues/Credits	\$ 909.36
Accounts Payable Total	\$ 118,001.61
Payroll	\$ 128,768.73
Misc(voided check)	
Total Expenses/Debit	\$ 246,770.34
Total Calculated	\$ 297,613.77

<1 Month Outstanding Checks
 18555 \$ 150.00
 18565 \$ 20.00

Bank Statement Balance	\$ 298,098.77
OS Checks	\$ 485.00
Adj. Bank Bal.	\$ 297,613.77
Adj. Bank Balance	\$ 297,613.77
LGIP General	\$ 2,590,896.40
Student Body	\$ 76,164.69
Total Balance	\$ 2,964,674.86
General Ledger Balance	\$ 3,035,880.02

Total Outstanding \$ 485.00

 10/31/22
 Reconciled By _____ Date
 10/17/22
 Reviewed By _____ Date

SUNGARD
 DATE: 09/14/2022
 TIME: 10:57:07

MAPLETON SCHOOL DISTRICT NO. 32
 CHECK REGISTER
 PAY RUN 23C SEPT 2022

PAGE NUMBER: 1
 MODULE NUM: PAYCHK33
 PAY PERIOD END 08/31/2022
 CHECK DATE 09/15/2022

CHECK NO	EMPLOYEE NUMBER	-----EMPLOYEE-----	DEPOSIT AMOUNT	CHECK AMOUNT
13339	1240	BARROWS, CASSANDRA	.00	1,788.42
13340	1259	BEERS KRUEGER, TYLER KODY	.00	749.58
13341	1323	HENRY, CHRISTINE	.00	3,972.98
13342	1322	HUBER, KATHERINE	.00	2,803.68
13343	1327	KRUEGER, TIFFANY	.00	408.59
13344	1306	ROBY, JAMIE	.00	3,253.72
13345	1297	ROSS, NATALIE M	.00	1,646.02
13346	1091	TIMPE, SARAH F	.00	4,011.81
13347	1309	FORD, TUCKER	.00	7,051.11
V80000763	1315	CLEMONS, VANESSA	3,202.10	.00
V80000764	1325	GRIJALVA, STEPHANIE R	4,514.44	.00
V80000765	1320	JACKSON, JANET	3,534.59	.00
V80000766	1317	LAM, ABIGAIL Y	315.29	.00
V80000767	1252	MASSIE, CRYSTAL	2,243.51	.00
V80000768	1326	O'RENICK, TAMARA JOY	3,082.55	.00
V80000769	1311	SUNDSTROM, HEIDI	1,817.92	.00
V80000770	1288	WHEELER, NOVALEIGH L	2,248.12	.00
V80000771	1324	WILSON, SUSAN	6,077.61	.00
V80000772	1182	BROWN, WINDY	1,136.05	.00
V80000773	1090	MOORE, MASHELL L	1,636.81	.00
V80000774	1234	SNYDER, KENT	872.40	.00
V80000775	1041	DUVAL, RANDY	4,095.42	.00
V80000776	1097	TENNISON, JOYCE R	3,061.25	.00
V80000777	1263	CAIN, JOCELYN L	4,116.92	.00
V80000778	1266	DEAN, CARRIE	1,811.18	.00
V80000779	1307	DUVAL, CARLY A	2,470.71	.00
V80000780	1120	HILL-RIGGS, KRISTINA	1,895.47	.00
V80000781	1308	JOHNSON, TINA	4,307.52	.00
V80000782	1054	MCCURDY, RENEE D	1,983.04	.00
V80000783	1176	O'MARA, JODINE L	2,133.31	.00
V80000784	1063	PATTERSON, JANICE S	468.53	.00
V80000785	1278	RICKS, JERON M	5,027.40	.00
V80000786	1293	SILVANI, DAYNA E	3,099.58	.00
V80000787	1065	SIMINGTON, YVETTE	1,784.77	.00
V80000788	1249	SMITH, CLARA M	3,262.99	.00
V80000789	1295	TUCKER, AMBER C	2,982.55	.00
V80000790	1258	BURRUSS, LOUIS C	4,308.34	.00
V80000791	1279	CHAMBERS, DAWN M	2,535.44	.00
V80000792	1264	DOOLEY, MOLLY K	3,122.19	.00
V80000793	1310	FENTON, SUSAN	4,330.89	.00
V80000794	1145	FOSTER, JAMIE	3,227.93	.00
V80000795	1148	JENKINS, TAMARA	2,476.15	.00
V80000796	1141	JOHNSTON, TERRI	1,849.18	.00
V80000797	1049	LOGAN, DANITA G	1,731.32	.00
V80000798	1055	MOYER, BRENDA L	5,439.05	.00
V80000799	1036	ROSSI, KELLY L	487.53	.00
TOTAL			46 CHECKS ISSUED 102,690.05	25,685.91

SUNGARD
 DATE: 10/03/2022
 TIME: 12:57:54

MAPLETON SCHOOL DISTRICT #32
 OUTSTANDING CHECKS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 3/23

SELECTION CRITERIA: transact.yr='23' and transact.period='3'

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NUMBER	DATE ISSUED	DATE CLEARED	VENDOR	CLEARED	OUTSTANDING
A101	18549	09/13/2022	2727	CARRIE DEAN		79.36
A101	18550	09/13/2022	1442	FORREST PAINT CO.		310.30
A101	18551	09/13/2022	2818	GRANITE TELECOMMUNICATION		151.19
A101	18552	09/13/2022	2907	KATHERINE HUBER		250.00
A101	18553	09/13/2022	1293	THE HUNGERFORD LAW FIRM L		4,294.40
A101	18554	09/13/2022	2364	JAMIE FOSTER		59.43
A101	18555	09/13/2022	2786	JOCELYN L CAIN		150.00
A101	18556	09/13/2022	2883	TINA JOHNSON		150.00
A101	18557	09/13/2022	1343	LAND SHARK DELIVERY		40.00
A101	18558	09/13/2022	1114	LANE COUNTY FOOTBALL OFFI		1,663.00
A101	18559	09/13/2022	1145	MAPLETON WATER DISTRICT		2,616.65
A101	18560	09/13/2022	2301	OREGON GOVERNMENT ETHICS		548.82
A101	18561	09/13/2022	2001	PACE		482.00
A101	18563	09/13/2022	2906	SMITH TREE SERVICE		2,000.00
A101	18564	09/13/2022	1702	WILLAMETTE ESD		1,683.07
A101	18566	09/14/2022	1956	FIDELITY INVESTMENTS		540.00
A101	18567	09/14/2022	1060	OREGON EDUCATION ASSOCIAT		1,429.85
A101	90001465	09/26/2022	1431	ALSCO		188.46
A101	90001466	09/26/2022	1762	AMAZON.COM		3,156.12
A101	90001467	09/26/2022	2677	BUCKS SANITARY SERVICE IN		201.50
A101	90001468	09/26/2022	1030	CENTRAL COAST DISPOSAL IN		650.00
A101	90001469	09/26/2022	1031	CENTRAL LINCOLN PUD		2,771.22
A101	90001470	09/26/2022	2691	COASTAL PAPER & SUPPLY		66.48
A101	90001471	09/26/2022	1398	DECKER EQUIPMENT		223.36
A101	90001472	09/26/2022	1648	DICK BLICK		3,430.96
A101	90001473	09/26/2022	2257	DISCOUNT SCHOOL SUPPLIES		562.98
A101	90001474	09/26/2022	2792	DOLLAR TREE		752.50
A101	90001475	09/26/2022	1162	FERRELLGAS		65.00
A101	90001476	09/26/2022	2803	FIELDPRINT		12.50
A101	90001477	09/26/2022	1787	FRED MEYERS		239.19
A101	90001478	09/26/2022	2330	HOME DEPOT		26.14
A101	90001479	09/26/2022	1112	LAKESHORE LEARNING MATERI		52.98
A101	90001480	09/26/2022	2777	MISC FOOD VENDOR FOR TRAV		600.00
A101	90001481	09/26/2022	2815	MISC ONLINE VENDOR		2,136.00
A101	90001482	09/26/2022	2661	NFHS LEARN		129.99
A101	90001483	09/26/2022	2804	PAYPAL		1,352.44
A101	90001484	09/26/2022	2879	PITNEY BOWES ONLINE		256.87
A101	90001485	09/26/2022	1686	RANDY'S RIVERVIEW MARKET		42.93
A101	90001486	09/26/2022	1276	SAFEWAY INC-PORTLAND DIV		100.97
A101	90001487	09/26/2022	2852	SANGOMA		299.66
A101	90001488	09/26/2022	2220	SCHOLASTIC MAGAZINES		92.00
A101	90001489	09/26/2022	2751	SCHOOL DATEBOOKS		189.16
A101	90001490	09/26/2022	2517	SCHOOL OUTFITTERS		2,886.64
A101	90001491	09/26/2022	1282	SILKE COMMUNICATIONS INC		425.73
A101	90001492	09/26/2022	2259	TEACHERS-TEACHERS.COM		43.48
A101	90001493	09/26/2022	2026	USI EDUCATION SALES		236.19
A101	90001494	09/26/2022	2666	VEND WEST SERVICES, INC.		10.00
A101	90001495	09/26/2022	1150	VERIZON WIRELESS BELLEVUE		45.06
A101	90001496	09/26/2022	2820	VIKING PLUMBING		6,497.00
A101	90001497	09/26/2022	1988	WALMART		274.37
A101	90001498	09/26/2022	2791	WESTERN LANE AMBULANCE DI		1,560.00
A101	90001499	09/26/2022	2076	WESTERN OREGON UNIVERSITY		40.00
A101	90001500	10/03/2022	2199	AMERICAN FIDELITY ASSURAN		365.00
A101	90001501	10/03/2022	2200	AMERICAN FIDELITY ASSURAN		740.26

SUNGARD
DATE: 10/03/2022
TIME: 12:57:54

MAPLETON SCHOOL DISTRICT #32
OUTSTANDING CHECKS

PAGE NUMBER: 2
ACCTPA21
ACCOUNTING PERIOD: 3/23

SELECTION CRITERIA: transact.yr='23' and transact.period='3'

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NUMBER	DATE ISSUED	DATE CLEARED	-----VENDOR-----	CLEARED	OUTSTANDING
A101	90001502	10/03/2022	1733	CIT TECHNOLOGY FIN SERV.		295.50
A101	90001503	10/03/2022	1057	HORACE MANN LIFE INS CO		1,235.58
A101	90001504	10/03/2022	1194	INTERNAL REVENUE SERVICE		42,742.98
A101	90001505	10/03/2022	2439	OEBB		13,315.04
A101	90001506	10/03/2022	1193	OREGON DEPARTMENT OF REVE		11,464.04
A101	90001507	10/03/2022	1964	PRINT-TO-MAIL DOCUMENTS		41.34
A101	90001508	10/03/2022	1225	SYSCO FOOD SERVICES		1,654.62
A101	90001509	10/03/2022	1150	VERIZON WIRELESS BELLEVUE		61.30
TOTAL CASH ACCOUNT						117,981.61
TOTAL FUND						117,981.61

SUNGARD
DATE: 10/03/2022
TIME: 12:57:54

MAPLETON SCHOOL DISTRICT #32
OUTSTANDING CHECKS

PAGE NUMBER: 3
ACCTPA21
ACCOUNTING PERIOD: 3/23

SELECTION CRITERIA: transact.yr='23' and transact.period='3'

FUND - 260 - PRESCHOOL

CASH ACCT	CHECK NUMBER	DATE ISSUED	DATE CLEARED	-----VENDOR-----	CLEARED	OUTSTANDING
A101	18565	09/13/2022	2814	AMBER C TUCKER		20.00
TOTAL CASH ACCOUNT						20.00
TOTAL FUND						20.00
TOTAL REPORT						118,001.61

Mapleton School District #32
School Board Meeting Minutes
September 21, 2022

6:09 p.m. Mapleton High School- on YouTube: https://youtu.be/ObyfRc_H78A

Our mission is to provide a safe learning environment where students are encouraged and empowered to reach their educational and personal potential. We strive to base all of our decisions on what is best for students.

1. Opening Ceremony – Mary Ellen, Michelle, Maree, Mizu, Andrea in attendance
2. Flag Salute
3. Review of the Agenda
4. Public Comment – Submit form [BDDH-AR](#) from Board Policy for prior approval
5. District Reports
 - 5.1. MS/HS – Presented by Caleb and Sue
 - 5.1.1.SIA Annual Update and Integrated Plan Overview
 - 5.2. Elementary – Presented by Brenda
6. Finance/Tech Report and Documentation – Presented by Jeron
7. Consent Agenda Motion to approve by Mary Ellen, second by Andrea, unanimous approval.
 - 7.1. Payroll Check Register
 - 7.2. Accounts Payable Check Register
 - 7.3. Prior Month’s Minutes
8. Action Items
 - 8.1. Board Policy GBN/JBA, GBN/JBA-AR- Motion to adopt by Mizu, second by Maree, unanimous approval
 - 8.2. Consolidate checking accounts- Close Accounts: 0329, 6266, 9057 and transfer funds to 3457 with Sue Wilson and Jeron Ricks as signers. Motion to approve by Andrea, second by Maree, unanimous approval.
 - 8.3. Personnel- Hiring: MS Volleyball Coach Tiffany Krueger, Assistant Haley Strenke – Motion to accept by Mizu, second by Andrea, unanimous approval
9. Discussion Items
 - 9.1.1.Mapleton Pool Building
 - 9.1.2.Community Engagement
 - 9.1.3.State Testing
 - 9.1.4.Equity Committee
 - 9.1.5.Board goals for the school year – Meet on October 5th at 4:30 to discuss
10. Public Comment on Items not on the agenda- Submit form [BDDH-AR](#) from Board Policy for prior approval
11. Comments from the Board
12. Adjournment – Motion to adjourn by Mary Ellen, second by Mizu, unanimous approval

Board Goals

1. In the ever-changing COVID-19 environment, the district will remain flexible and forward thinking, creating a positive environment for learning in all forms.
2. Support engagement, build connections and focus on community with and between staff, students, parents, residents.

3. Support district staff efforts to continually improve classroom instruction and student success in all modes of learning.
4. Exercise Open and Transparent District Communications. Honor the public's right to know about process, decisions and outcomes through timely and easy access to information. Welcome the public's participation in the deliberative process.

Mapleton School District #32
School Board Meeting Minutes
October 5, 2022

4:30 p.m. Via Zoom- Public viewing on YouTube: https://youtu.be/6e_wzSFhZLc

Our mission is to provide a safe learning environment where students are encouraged and empowered to reach their educational and personal potential. We strive to base all of our decisions on what is best for students.

1. Opening Ceremony- In attendance: Mizu, Michelle, Andrea, Mary Ellen, Maree
2. Review of the Agenda
3. Discussion
 - 3.1. Working Agreements
 - 3.2. Board Goals
4. Adjournment

Board Goals

1. In the ever-changing COVID-19 environment, the district will remain flexible and forward thinking, creating a positive environment for learning in all forms.
2. Support engagement, build connections and focus on community with and between staff, students, parents, residents.
3. Support district staff efforts to continually improve classroom instruction and student success in all modes of learning.
4. Exercise Open and Transparent District Communications. Honor the public's right to know about process, decisions and outcomes through timely and easy access to information. Welcome the public's participation in the deliberative process.

Mapleton School District

Code: JHCD/JHCDA
Adopted: 5/16/19
Revised/Readopted: 3/14/22

Medications**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis¹, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to themselves prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE).

When a licensed health care professional is not immediately available, personnel designated by the district may administer to a student, epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

The district reserves the right to reject a request for district personnel to administer, or to permit a student to administer to themselves, a medication when such medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations 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.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication.

¹ Under proper notice given to the district by a student or student's parent or guardian.

A request to the district to administer or allow a student to self-administer prescription medication or a nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a signed prescription and treatment plan from a prescriber² or an Oregon licensed health care professional.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law³, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed autoinjectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

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

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication, subject to state law.

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, when that person in good faith assisted the student in self-administration of the medication, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other

² A 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.

³ Subject to ORS 109.610, 109.640 and 109.675.

individual who that person believes in good faith is experiencing an overdose of an opioid drug, subject to state law.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages, when that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication, subject to state law.

The district and the members of the Board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, when any person in good faith administers autoinjectable epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug, subject to state law.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules and the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 109.610](#)

[ORS 109.640](#)

[ORS 109.675](#)

[ORS 332.107](#)

[ORS 339.866 - 339.871](#)

[ORS 433.800 - 433.830](#)

[ORS 475.005 - 475.285](#)

[OAR 166-400-0010\(17\)](#)

[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000 -055-0115](#)

[OAR 581-021-0037](#)

[OAR 581-022-2220](#)

[OAR 851-047-0030](#)

[OAR 851-047-0040](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

Mapleton School District

Code: JHCD/JHCDA-AR
Adopted: 5/16/19
Revised/Readopted: 3/14/22

Medications**

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. Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.
- b. “Prescription medication” means any medication that under federal 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

¹ A 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.

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.

2. Designated Staff/Training

- a. The principal will designate personnel authorized 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.

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 Naloxone or Other Similar Medication to a Student or Other Individual

Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.

5. 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;
- 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 allergens, 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.

6. 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.

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;
 - (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication 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, 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.

- (d) 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 and 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 school or a school-sponsored activity, and will 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;
- 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.

7. 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;
 - (1) 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:
 - (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; and
 - (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.

- c. The student may have in their 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;
- d. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- e. 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;
- f. 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;
- g. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- h. Permission for a student to administer medication to themselves may be revoked if the student violates the Board policy and/or this administrative regulation;
- i. A student may be subject to discipline, up to and including expulsion, as appropriate;
- j. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.

8. 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 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) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
 - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator;
 - (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.

9. 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.

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 10 school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable 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 medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10, 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).
- 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 their parent 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.