

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR 97124

Board Meeting Agenda
Tuesday, June 18, 2024
5:15 PM

Please note that the estimated times for specific items on Board meeting agendas are subject to change; if audience members wish to be present for specific agenda items, they are encouraged to arrive at least 15 minutes prior to the estimated time.

1. **5:15 PM - Executive Session**
 - A. Call to Order Executive Session
Presenter: Mark Watson
Time: 5:15 PM
 - B. ORS 192.660(2)(i) - Evaluation of the Superintendent
Presenters: Mark Watson
Time: 5:15 PM, 15 minutes
 - C. Recess Executive Session
Presenter: Mark Watson
Time: 5:30 PM
2. **5:30 PM - Work Session**
 - A. Call to Order
Presenter: Mark Watson
Time: 5:30 PM
 - B. Educational Equity Advisory Committee Update 6
Presenter: Francesca Sinapi
Time: 5:30 PM, 30 minutes
 - C. Integrated Pest Management Overview 7
Presenter: Saideh Haghighi Khochkhou / William Wenzloff
Time: 6:00 PM, 10 minutes
 - D. Announce Community Curriculum Advisory Committee Vacancies 8
Presenter: Brooke Nova
Time: 6:10 PM, 5 minutes
 - E. Announce Budget Committee Vacancies 12
Presenter: Michelle Morrison
Time: 6:15 PM, 5 minutes
 - F. Announce Education Equity Advisory Committee Vacancies 13
Presenter: Francesca Sinapi
Time: 6:20 PM, 5 minutes
 - G. Memorandum of Agreement for Non-Union Employees 14
Presenters: Kona Lew-Williams / Michelle Morrison
Time: 6:25 PM, 10 minutes
 - H. Board Leadership Planning 15
Presenter: Mark Watson
Time: 6:35 PM, 10 minutes
 - I. Recess Work Session
Presenter: Mark Watson
Time: 6:45 PM
3. **7:00 PM - Regular Session**
 - A. Call to Order and Flag Salute
Presenter: Mark Watson

Time: 7:00 PM, 5 minutes	
B. Land Acknowledgement	16
Presenter: Mark Watson	
Time: 7:05 PM, 5 minutes	
C. Recognition	
Presenter: Mark Watson	
Time: 7:10 PM, 10 minutes	
1. Outgoing Student Representatives	17
D. Approval of Agenda	
Presenter: Mark Watson	
Time: 7:20 PM, 5 minutes	
SAMPLE MOTION: I move that the Board of Directors approve the Agenda as printed.	
E. Audience Time	
Presenter: Mark Watson	
Time: 7:25 PM, 5 minutes	
F. Consent Agenda	
<i>Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.</i>	
Presenter: Mark Watson	
Time: 7:30 PM, 5 minutes	
SAMPLE MOTION: I move that the Board of Directors approve the Consent Agenda as printed.	
1. Approve Minutes of May 28, 2024, Board Meeting	18
2. Approve Routine Personnel Matters	24
3. Approve Policies	26
a. A/B - Board Governance and Operations	
1) AC: Nondiscrimination	28
2) BBF: Board Member Standards of Conduct	30
3) BBFC: Reporting of Suspected Abuse of a Child	32
b. C - General School Administration	
1) CB: District Superintendent	33
2) CBC: Superintendent's Contract and Benefits	34
c. D - Fiscal Management	
1) DJC: Bidding Requirements	36
2) DJCA: Personal Service Contracts	43
d. E - Support Services	
1) EBC: Emergency Plan and First Aid	44
2) EBCA: Safety Threats	46
3) EBCB: Emergency Procedure Drills and Instruction	47
e. G - Personnel	
1) GC: Licensed Staff Positions	49
f. I - Instruction	
1) IGBAF: Special Education - Individual Education Program (IEP)	50
2) IGBAF-AR: Special Education - Individual Education Program (IEP)	51
3) IGBAG: Special Education - Procedural Safeguards	60
g. J - Students	
1) JGAB: Use of Restraint or Seclusion	63
2) JHFE/GBNAB: Suspected Abuse of a Child Reporting Requirements	68

3) JHFE/GBNAB-AR(1): Reporting of Suspected Abuse of a Child	71
4. Approve Annual Clerk / Officer Designations	75
5. Approve Annual Depository, Auditor, Legal Counsel, Newspaper, and Agent Designations	76
6. Approve Crime Policy Coverage Limits	77
7. Establish 2024-25 Mileage Reimbursement Rate	78
8. Tuition Rates for Non-Resident Students	79
G. <u>Open Budget Hearing</u>	
1. Budget Hearing	80
Presenter: Michelle Morrison	
Time: 7:35 PM, 15 minutes	
a. Budget Hearing - Public Testimony	
Presenter: Mark Watson	
b. Adopt Resolutions to Adopt the 2024-25 Budget, Appropriate 2024-25 Budget, and Impose 2024–25 Taxes and Categorize the Levy	81
Presenter: Michelle Morrison	
<i>SAMPLE MOTION: I move that the Board of Directors adopt the Resolutions to Adopt the 2024-25 Budget, Appropriate the 2024-25 Budget, and Impose 2024–25 Taxes and Categorize the Levy, as shown in the June 18, 2024, Board meeting packet.</i>	
H. Action Items	
1. Notice of Intent to Contract for Energy Services for Liberty High School Boilers	85
Presenter: Saideh Haghighi Khochkhou	
Time: 7:50 PM, 5 minutes	
<i>SAMPLE MOTIONS: I move that the Board of Directors approve the Energy Services Company (ESCO) currently under contract for the Liberty High School HVAC control system replacement to also include the boiler replacement project to their scope of work for summer 2024 completion.</i>	
2. Approve Memorandum of Agreement for Non-Union Employees	86
Presenter: Kona Lew-Williams	
Time: 7:55 PM, 5 minutes	
<i>SAMPLE MOTION: I move that the Board of Directors approve the 2024-27 individual contract with non-union employees including the recommended MOA revisions, and GSI and health benefit contributions in alignment with the licensed bargain agreement.</i>	
3. Accept Recommendation and Appoint Student Representatives to the Board of Directors	87
Presenter: Mark Watson	
Time: 8:00 PM, 10 minutes	
<i>SAMPLE MOTION: I move that the Board of Directors accept the recommendation of the interview committee and appoint Gwen Kondor from Century High School, Kal Sibbel from Liberty High School, and Abraham Staffa from Hillsboro Online Academy to serve as Student Representatives to the Board of Directors for the 2024-25 school year.</i>	
4. Approve Integrated Pest Management Plan	88
Presenter: Saideh Haghighi Khochkhou	
Time: 8:10 PM, 5 minutes	
<i>SAMPLE MOTION: I move that the Board of Directors approve the annual revisions of the Integrated Pest Management Plan.</i>	

I.	Reports and Discussion	
1.	Financial Report	89
	Presenter: Michelle Morrison	
	Time: 8:15 PM, 5 minutes	
2.	Hillsboro Classified United End of Year Wrap Up	94
	Presenter: HCU Leadership	
	Time: 8:20 PM, 5 minutes	
J.	Policies - First Reading	95
	<i>Policies that are scheduled for first reading are included in the Board meeting packet. Staff members will not formally present the first reading of policies, unless the Board requests information that is not already included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may be placed on the consent agenda for approval during the next regular meeting.</i>	
	Presenter: Travis Reiman	
1.	C - General School Administration	
a.	CCG: Evaluation of Administrators	96
	Presenter: Kona Lew-Williams	
2.	E - Support Services	
a.	EBBA: Student Health Services	99
	Presenter: Brooke Nova	
b.	EBBAA: Infection Control and Bloodborne Pathogens	103
	Presenter: Brooke Nova	
3.	G - Personnel	
a.	GB: General Personnel Policies	106
	Presenter: Michelle Morrison	
b.	GBEB: Communicable Diseases in School	107
	Presenter: Brooke Nova	
c.	GBEBA: Staff with HIV, AIDS, and HBV	109
	Presenter: Brooke Nova	
d.	GBN/JGA: Sexual Harassment	110
	Presenter: Kona Lew-Williams	
e.	GBNAB/JHFE: Suspected Abuse of a Child Reporting Requirements	119
	Presenter: Kona Lew-Williams	
f.	GBNAB/JHFE-AR(1): Reporting of Suspected Abuse of a Child	122
	Presenter: Kona Lew-Williams	
4.	J - Students	
a.	JBA/GBN: Sexual Harassment	126
	Presenter: Kona Lew-Williams	
b.	JHC: Student Health Services and Requirements	135
	Presenter: Brooke Nova	
c.	JHCA/JHCB: Immunizations and School Sports Participation	138
	Presenter: Brooke Nova	
d.	JHCC: Communicable Diseases - Student	142
	Presenter: Brooke Nova	
e.	JHCCA: Students - HIV, HBV, and AIDS	144
	Presenter: Brooke Nova	
f.	JHCCF: Pediculosis (Head Lice)	146
	Presenter: Brooke Nova	
g.	JOA: Directory Information	147

Presenter: Jordan Beveridge	
h. JOB: Personally Identifiable Information	149
Presenter: Jordan Beveridge	
K. Information - Administrative Regulation Update	152
Presenter: Travis Reiman	
1. E - Support Services	
a. EBBA-AR: First Aid - Infection Control	153
Presenter: Brooke Nova	
2. G - Personnel	
a. GBEB-AR: Communicable Diseases in Schools	156
Presenter: Brooke Nova	
3. J - Students	
a. JHCC-AR: Communicable Diseases - Student	159
Presenter: Brooke Nova	
b. JOA-AR: Release of Information Opt-Out Form	162
Presenter: Jordan Beveridge	
L. HCU / HEA Reports	
Presenter: Mark Watson	
Time: 8:25 PM, 10 minutes	
M. Discussion Time	
Presenter: Mark Watson	
Time: 8:35 PM, 10 minutes	
1. Student Representatives' Time	
2. Superintendent's Time	
3. Board of Directors' Time	
N. Adjourn Regular Session	
Presenter: Mark Watson	
Time: 8:45 PM	
O. Next Meetings of the Board of Directors	
- July 2, 2024, Organizational Meeting	
- August 13, 2024, Full-Day Retreat	

The complete Board meeting packet may be downloaded from the District website at: <https://www.hsd.k12.or.us/board>.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
EDUCATIONAL EQUITY ADVISORY COMMITTEE UPDATE

SITUATION

The Board of Directors will receive an update on the progress and recommendations from our Educational Equity Advisory Committee (EEAC) in accordance with SB 732.

Our goal at the Hillsboro School District is to ensure consistent, predictable, and equitable learning, support, and resources for all staff, students, and families. We believe that it is the responsibility of a PK-12+ system to approach this work in a phased manner, leveraging the expertise of our community partners. The EEAC has collaborated extensively to develop focused recommendations.

The Hillsboro School District comprises a diverse, cross-sector, and collaborative team that represents students and works in partnership with the broader community to support our educational mission.

RECOMMENDATION

The Superintendent recommends the Board of Directors listen to the presentation and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
INTEGRATED PEST MANAGEMENT OVERVIEW

SITUATION

Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to pest management that relies on multiple practices. The IPM Plan required by [ORS 634.700-.750](#) focuses on long-term prevention or suppression of pest problems through economically sound measures that include a focus on non-chemical pest control measures while protecting the health and safety of students and staff. This plan overview will highlight the following:

- What is an IPM Plan
- Tenants of an IPM Plan
- Benefit of IPM
- Low Impact Pesticides
- Pest Management
- Plant Health and Sustainability
- Pest Prevention Through Design

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to the presentation and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
ANNOUNCE COMMUNITY CURRICULUM ADVISORY COMMITTEE VACANCIES

SITUATION

In accordance with policy IFF: Community Curriculum Advisory Committee, the Board of Directors has established the Community Curriculum Advisory Committee (CCAC) to provide for community involvement in the development of the schools' curriculum and instructional programs, and input into those curricular areas identified by the Board. The CCAC consists of parents and/or community members who reside in the District attendance area, and includes student representation, as appropriate. The Board, in consultation with the CCAC chair and District staff, determines the number of participants that is sufficient to fulfill the responsibilities of the committee.

CCAC members are appointed by the Board. The term of service for CCAC members is two years, and terms are staggered so that one-half of members' terms end each year.

Each June, the Board identifies and announces vacant CCAC positions. Applications from interested persons must be received by September 13, 2024. Such applications will include a signed statement that the applicant is willing to serve as a member of the CCAC, and adhere to the policies of the District. CCAC members may apply for reinstatement and be appointed by the Board to serve as many consecutive terms as are deemed appropriate.

In September, the Board will review the names of persons filing applications, and persons who have served previously and are willing to be reappointed. During the first regular meeting in September, the Board will appoint persons to fill the vacant positions. The new members will be appointed in time to participate in the first 2024-25 CCAC meeting, which is scheduled for October 7, 2024.

In 2014, the Board agreed that the number of adult members serving on the committee in previous years (14) would serve as a baseline for the CCAC, with a goal of appointing up to six student members. If more or fewer qualified candidates apply, the Board, in consultation with District staff and the CCAC chair, will have the discretion to adjust the number of members, and define the process for appointing them.

Information regarding CCAC members who have remained active on the committee throughout the 2023-24 school year is provided below:

- Six CCAC members have continuing terms.
- All of the former student members have graduated, and we'll be recruiting student members in the fall.
- CCAC members whose terms are ending have been invited to reapply.

At this time, CCAC leaders and District staff recommend that a combination of eight new/reinstated committee members and six new student members be appointed. Together with the six continuing members whose terms will not expire until June 2025, this will result in a committee of 14 community members plus six student members. The Board can adjust the number of appointees depending on the number of qualified applicants who apply.

District staff will continue to advertise CCAC openings during the summer, in order to recruit community members with diverse perspectives to serve on the committee.

RECOMMENDATION

The Superintendent recommends that the Board of Directors announce the Community Curriculum Advisory Committee vacancies and direct the administration to publicize the vacancies.

Know, Value, and Empower Every Student to Achieve Their Dreams

**Community Curriculum Advisory Committee /
Comité Comunitario Asesor de Currículo**

2024-2025 Committee Member List / Lista de los miembros del comité

Position	Members	Term Ends	Status
1	Jennifer Bell	June 30, 2024	Open
2	Alili Cardenas Verduzco	June 30, 2025	Continue Term
3	Heather Riggs	June 30, 2024	Open
4	David Eppelsheimer	June 30, 2024	Open
5	Annie Tronco	June 30, 2025	Continue Term
6	Khalid Abughazaleh	June 30, 2025	Continue Term
7	Opra Alvord	June 30, 2024	Open
8	Chris Adzima	June 30, 2024	Open
9	Joe Everton	June 30, 2025	Continue Term
10	Natalie Larson	June 30, 2025	Continue Term

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11	Michael Smith	June 30, 2025	Continue Term
12	Hannah Holt	June 30, 2024	Continue Term
13	<i>Philip Norman Rogers-Deceased</i>	June 30, 2025	Open
14	<i>Jaci Spross</i>	June 30, 2024	Open
Student Position	Student Members	Term Ends	Status
1 GHS	<i>Macie Niebergall-GHS</i>	June 30, 2024	Open
2 CHS	<i>Giselle Rojas Sierra-CHS</i>	June 30, 2024	Open
3 OSC	<i>Daisy Jacobo Nolasco-OSC/LHS</i>	June 30, 2024	Open
4 HHS	<i>Jason Lloyd-GHS</i>	June 30, 2024	Open
5 LHS	<i>Sara Lacayo Lopez CHS</i>	June 30, 2024	Open
6 HOA	<i>Mindy Moradi-GHS</i>	June 30, 2024	Open

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
ANNOUNCE BUDGET COMMITTEE VACANCIES

SITUATION

The Hillsboro School District Budget Committee consists of seven members appointed by the Board, plus the seven elected Board members. To be eligible for appointment, Budget Committee members must live and be registered to vote in the District; and must not be officers, agents, or employees of the District. The appointed positions are for three-year terms with staggered expiration dates.

[Policy DBEA: Budget Committee](#) requires the public announcement of vacancies on the Budget Committee. Each June, the Board identifies and announces vacant Budget Committee positions. Applications from interested persons must be received by November 1, 2024. Such applications will include a signed statement that the applicant is willing to serve as a member of the Budget Committee and adhere to the policies of the District. The Board may appoint Budget Committee members for as many consecutive terms as are deemed appropriate. In November, the Board will review the names of persons filing applications and persons who have served previously and are willing to be reappointed, and determine the selection process. At the Board meeting in December, the Board will appoint candidates to fill the vacant positions.

[Policy BCF: Advisory Committees to the Board](#) requires that the composition of advisory committees (including the Budget Committee) are representative of the student demographics of the District and will take into account the specific committee tasks.

There are two positions currently vacant and one Budget Committee position will expire on June 30, 2024:

<u>POSITION</u>	<u>EXPIRES</u>	<u>HELD BY</u>	<u>NOTES</u>
3*	June 30, 2024	VACANT	Position 3 was appointed and vacated in the 2022-23 school year.
4	June 30, 2024	Kristine Adams-Wannberg	
5	June 30, 2024	VACANT	Position 5 has been vacant for an extended period of time.

*Oregon law provides that if an appointive member is unable to serve the full term for which the member was appointed, or an appointive member resigns prior to completion of the term, the governing body shall fill the vacancy by appointment for the unexpired term (ORS 294.414).

RECOMMENDATION

The Superintendent recommends that the Board of Directors announce the Budget Committee vacancies and direct the administration to publicize the vacancies.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
ANNOUNCE EDUCATION EQUITY ADVISORY COMMITTEE VACANCIES

SITUATION

In accordance with [SB 732](#), the Hillsboro School District formed an Education Equity Advisory Committee (EEAC) to make recommendations to the Superintendent and Board of Directors related to equity and corresponding practices. The committee is composed of parents, caregivers, employees, students, and community members from the District, with intentional efforts to ensure that the diversity of identities and experiences in the community is reflected. The Superintendent and Board of Directors, in consultation with the EEAC chair and District staff, determine the number of participants sufficient to fulfill the committee's responsibilities.

EEAC members are approved by the Superintendent and the Board of Directors. The term of service for EEAC members is two years.

Applications from interested persons must be received by June 28, 2024. Such applications will include a signed statement that the applicant is willing to serve as a member of the EEAC and adhere to the policies of the District. The new members will be approved in time to participate in the first 2024-25 EEAC meeting this Fall.

District staff will continue to advertise EEAC openings during the month of June to recruit community members with diverse perspectives to serve on the committee.

RECOMMENDATION

The Superintendent recommends that the Board of Directors announce the Educational Equity Advisory Committee vacancies and direct the administration to publicize the vacancies.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
MEMORANDUM OF AGREEMENT FOR NON-UNION EMPLOYEES

SITUATION

The executive management staff, administrators, confidential, and supervisory-technical employees are not included in a bargaining unit. The Board authorizes their compensation after receiving recommendations from the Human Resources Officer. There is an action item scheduled for the Regular Session later this evening to approve the 2024-27 Memorandum of Agreement (MOA).

Per the current MOA, the Human Resources Officer has hosted annual meetings to gather feedback from administrators and supervisory-technical employees. The feedback is used in part to determine whether or not Hillsboro is competitive for recruitment and retention purposes. Although many topics were discussed and clarified, affordable insurance coverage for families is an ongoing and common concern.

Licensed and Classified staff members have the advantage of an insurance premium subsidy from carefully structured insurance pools. The subsidy for full family coverage provides access to no/low monthly payroll deductions for the “Preferred Plan” options (high deductible coupled with a Health Reimbursement Arrangement {HRA}). Without the benefit of the insurance pool subsidy, Non-Union employees experience payroll deductions that may be hundreds of dollars over the District insurance contribution for the same coverage. This misalignment creates a barrier for recruitment and retention.

A recommended revision to the Benefits Section of the MOA includes the following statement: “The monthly premium cost to employees participating in the “Preferred Plan” options of medical, dental, and vision plans will align with those of the Licensed Bargaining Agreement.”

The remainder of the current Memorandum of Agreement (MOA) will remain in status quo for the General Salary Increase (GSI) and insurance benefits until an agreement has been made with the licensed union. Once an agreement is reached, the non-represented staff will receive the same GSI as the licensed staff. Effective July 1, 2024, all other elements of the MOA will go into effect for non-union staff.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss the recommendation and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
BOARD LEADERSHIP PLANNING

SITUATION

The Board takes time each year to discuss the election of officers for the subsequent year. According to policy BC/BCA: Board Organization/Board Organizational Meeting the election of Chair and Vice Chair will take place no later than July 31. All seven Board members are eligible to run for office. The Board Chair will facilitate a discussion that allows each Board member to express an interest in running for office, and gives Board members an opportunity to ask questions, express the qualities they would like to see in the Chair and Vice Chair, and consider the decisions they must make for leadership.

RECOMMENDATION

The Superintendent recommends that the Board of Directors discuss Board leadership planning for 2024-25 school year.

**HILLSBORO SCHOOL DISTRICT 1J
BOARD OF DIRECTORS 2023-2024
LAND ACKNOWLEDGEMENT**

As we gather here today, we would like to take a moment to acknowledge that our district service area is on the occupied traditional homelands of the Atfalati Indigenous people, lands we now call Washington County and the State of Oregon.

We honor the Indigenous people whose traditional and ancestral homelands we stand on the Tualatin Kalapuya, Kathlamet, Clackamas, Tumwater, Molalla, bands of the Chinook and many other Indigenous nations of the Columbia River.

In remembering these communities, we honor their legacy, their lives, and their ancestors. We also recognize the urban Indigenous/Native/First Peoples community living in the metro area, which includes over 400 tribal nations.

The Hillsboro School District is committed to the recognition and education regarding tribal and local history and working with our local tribes in partnership.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
RECOGNITION – OUTGOING STUDENT REPRESENTATIVES

SITUATION

Because the Board recognizes the value of students' input on matters that are important to them, Board members established a position of "Student Representative to the Board of Directors," beginning with the 2018-19 school year. Last June, RJ Panlilio from Glencoe High School, Hadley Brathapan from Hillsboro High School, and Aliannah Shalika from Oak Street Campus were appointed to serve as the Student Representatives to the Board of Directors in the Hillsboro School District.

Throughout the year, RJ, Hadley, and Aliannah have invested countless hours studying Board meeting materials and preparing to discuss agenda items; speaking to the interests of students, not only during Board meetings, but by advocating to legislators for adequate and stable school funding; and representing the District at a variety of events. RJ, Hadley, and Aliannah have served as liaisons, maintaining open channels of communication between the Board and students.

RJ, Hadley and Aliannah's terms of service end this month, and we take this opportunity to thank them sincerely for their dedication and valuable service and wish them success as they complete their high school education and move forward into their future endeavors.

RECOMMENDATION

The Superintendent recommends that the Board of Directors recognize and thank Student Representatives RJ Panlilio, Hadley Brathapan, and Aliannah Shalika for their dedication and valuable service to the Hillsboro School District.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

May 28, 2024

District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. **WORK SESSION**

Board Present:	Staff Present:
Mark Watson, Chair	Travis Reiman, Superintendent
Ivette Pantoja, Vice Chair	Brooke Nova, Assistant Superintendent, Academic Services
See Eun Kim, virtual	Beth Graser, Communications Officer
Erika Lopez	Kona Lew-Williams, Human Resources Officer
Nancy Thomas	Michelle Morrison, Financial Officer
Monique Ward	Saideh Haghighi Khochkhou, Operations Officer
	Jordan Beveridge, Information Technology Officer
Student Representatives Present:	Elaine Fox, Executive Director of Student Services
Hadley Brathapan	Wendy Ramos, Director of Student Services
	Amy Schroeder, Director of Student Services
Others Present:	Chelsea Pollick, Director of Student Services
Jeffrey Dalin, Mayor Cornelius	Jennette Ferrill, Manager - Lead District Nurse
Peter Brandom, City Manager Cornelius	Rose Roman, Executive Assistant to the Board
John Colgan, City Councilor Cornelius	Ciara Hartzell, Technology Support
Eden Lopez, City Councilor Cornelius	John Garcia, Technology Support
Dan Goldman, NWRESO Superintendent	Antonio Hernandez, Language Liaison
Dorian Russell, NWRESO Candidate	

A. Call to Order Work Session

Board Chair Mark Watson called the work session to order at 5:17 PM.

B. City of Cornelius

City of Cornelius, HSD Board members and Cabinet members introduced themselves. City of Cornelius dignitaries discussed issues in the city. Board members asked questions and made comments.

C. Student Services Department Overview: Meeting the Needs of Diverse Learners

Assistant Superintendent Brooke Nova introduced the topic. Executive Director of Student Services Elaine Fox discussed inclusion blueprint, NSI, implementation of SM 819, abbreviated day rules/756, parent partnerships, and partnership with ODE/FACT. Director of Student Services Wendy Ramos discussed transition services. Director of Student Services Amy Schroeder discussed professional development, partnership with NWRESO and community partners, and communication structures. Director of Student Services Chelsea Pollick discussed HSD safety and behavior, and gave a look ahead to next year. Lead District Nurse Jennette Ferrill discussed the HSD school health program, school-based health center, and health screenings administered this year. Board members asked questions and made comments.

- D. Meet NWRESD Board of Directors Candidate
Board Chair Mark Watson introduced NWRESD Superintendent Dan Goldman and NWRESD candidate Dorian Russell. Dorian Russell introduced themselves. Board members made comments.
- E. Recess Work Session
Board Chair Mark Watson recessed the work session at 6:46 PM.

2. REGULAR SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Mark Watson, Chair	Travis Reiman, Superintendent
Ivette Pantoja, Vice Chair	Brooke Nova, Assistant Superintendent, Academic Services
See Eun Kim	Beth Graser, Communications Officer
Erika Lopez	Kona Lew-Williams, Human Resources Officer
Nancy Thomas	Michelle Morrison, Financial Officer
Monique Ward	Saideh Haghighi Khochkhou, Operations Officer
	Jordan Beveridge, Information Technology Officer
<u>Student Representatives Present:</u>	Rose Roman, Executive Assistant to the Board
Hadley Brathapan	Ciara Hartzell, Technology Support
	John Garcia, Technology Support
<u>Others Present:</u>	Anabella Salkind, Language Liaison
Aron Carleson, HSF	Mary Kay Babcock, HEA President
Matt Brennan, HSF Development	
Laura Bekken, Past President	
Jake Mead, Treasurer	

- A. Call to Order and Flag Salute
Board Chair Mark Watson reconvened the meeting at 7:04 PM and led the Pledge of Allegiance.
- B. Land Acknowledgement
Board Chair Mark Watson read the Land Acknowledgement.
- C. Recognition / Proclamations
 1. LGBTQ2SIA+ Pride Month
Board Chair Mark Watson read the LGBTQ2SIA+ Pride Month Proclamation.
- D. Approval of Agenda
Director Monique Ward MOVED, SECONDED by Director Nancy Thomas, to approve the agenda as printed.

The MOTION CARRIED (6-0).

No further discussion took place.
- E. Audience Time
No audience members requested to address the Board.
- F. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.

Director Monique Ward MOVED, SECONDED by Director Erika Lopez, to approve the Consent Agenda as printed.

The MOTION CARRIED (6-0).

No discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of April 23, 2024, Board Meeting
2. Approve Minutes of May 14, 2024, Board Meeting
3. Approve Routine Personnel Matters
4. Approve 2024-25 Board Meeting Dates

G. Reports and Discussions

1. Hillsboro Schools Foundation Annual Report

HSF Executive Director Aron Carleson introduced HSF Board members in attendance. She highlighted HSF donations and initiatives over the 2023-24 school year, strategic planning, 2024 HSD auction, upcoming HSD events, and presented a ceremonial check to the Hillsboro School District. Board members and Superintendent Travis Reiman made comments and thanked HSF.

2. Financial Report

Financial Officer Michelle Morrison presented the financial report and introduced new employee Manager of Employee Services Ne’Juan Thompson.

H. Action Items

1. Endorse NWRESD Board of Directors Candidate

Director Erika Lopez MOVED, SECONDED by Director Ivette Pantoja, that the Board of Directors endorse the NWRESD Zone 3 candidate application as presented.

The MOTION CARRIED (5-1). Director Monique Ward opposed.

Board members made comments.

2. Real Property Purchase and Sale Agreement Final Approval

Director Nancy Thomas MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the Purchase and Sale Agreement and closing of the sale of this property after completion of due diligence and final negotiations.

The MOTION CARRIED (6-0).

Board members asked questions and made comments.

3. Approve the Temporary Construction Easement and Dedication Deed to the City of Hillsboro for Kinnaman Street Right of Way

Director Erika Lopez MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors approve the Temporary Construction Easement and Dedication Deed for Right of Way to the City of Hillsboro for 23,887 square feet on the south side of the intersection of SE Kinnaman Street and SW 209th Avenue.

The MOTION CARRIED (6-0).

No further discussion took place.

4. Review Superintendent's Performance and Approve Performance Evaluation
Board Chair Mark Watson read the evaluation letter.

Director Erika Lopez MOVED, SECONDED by Director Ivette Pantoja, that the Board of Directors commend the Superintendent for his leadership of the Hillsboro School District, and direct that the evaluation letter be placed in his personnel file.

The MOTION CARRIED (6-0).

Superintendent Travis Reiman thanked the Board and Cabinet for their work.

5. Approve Superintendent's Contract
Director Ivette Pantoja MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors approve the individual contract with the Superintendent, effective July 1, 2024, through June 30, 2027.

The MOTION CARRIED (6-0).

No further discussion took place.

6. 2023-24 Supplemental Budget Hearing and Resolution for Appropriations
Financial Officer Michelle Morrison explained the need for the resolution.

Director Monique Ward MOVED, SECONDED by Director Erika Lopez, that the Board of Directors approve the 2023-24 Supplemental Budget Resolution that includes revised Appropriations for the purposes described by major Fund and Function.

The MOTION CARRIED (6-0).

No further discussion took place.

7. Approve Nutrition Services 2024-25 Paid Pricing
Operations Officer Saideh Haghighi Khochkhou discussed the price increase.

Director Erika Lopez MOVED, SECONDED by Director Monique Ward, that the Board of Directors approve proposed meal pricing effective July 1, 2024.

The MOTION CARRIED (6-0).

Board members asked questions and made comments.

8. Award Produce Request for Proposal (RFP)
Operations Officer Saideh Haghighi Khochkhou explained the RFP process.

Director Nancy Thomas MOVED, SECONDED by Director Ivette Pantoja, that the Board of Directors award the bid for supply and delivery of produce, with renewal options for up to four (4) additional years, to United Salad beginning the 2024-25 school year.

The MOTION CARRIED (6-0).

Board members asked questions and made comments.

I. Policies - First Reading

Superintendent Travis Reiman presented the policies for first read.

J. Information - Administrative Regulation Update

Superintendent Travis Reiman presented the administrative regulation updates.

K. HCU / HEA Reports

HCU Ciara Hartzell bargaining officer presented the report, highlighted the HCU Proud to Be HSD Festival booth, and gave an update on bargaining negotiations.

HEA President Mary Kay Babcock discussed staff injuries, proposed interventions, congratulated class of 2024 and HSD retirees.

L. Discussion Time

1) Student Representatives' Time

Student representative Hadley Brathapan announced that he was elected ASB President at Hilhi, discussed the student representative meet and greet event, and congratulated Superintendent Travis Reiman on his review and first year as superintendent.

2) Superintendent's Time

Superintendent Travis Reiman highlighted HSD retirees and attending Senior showcases. He thanked the Student Services department for the presentation and congratulated Krista Hanson for being named Transition Teacher of the Year and Tracy Evers Selleck Oregon School Nurse of the Year.

3) Board of Directors' Time

Director Erika Lopez highlighted Gloria Hernandez who is retiring from HSD, appointment of Dorian Russell to NWRESB Board, thanked Superintendent Travis Reiman and his team for wonderful first year and thanked union partners for their comments.

Director Monique Ward thanked everyone who attended, thanked the Student Services department, thanked staff for answering her questions, and thanked the HSF for their work.

Director Nancy Thomas provided no comment.

Board Vice Chair Ivette Pantoja thanked the administration team, and highlighted student representative interviews.

Board Chair Mark Watson highlighted the student representative interviews, attended retirement celebration, attending the valedictorian/salutatorian luncheon, discussed bargaining, and highlighted graduations next week.

M. Adjourn Meeting

Chair Mark Watson adjourned the meeting at 8:14 PM.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

- A. Ratify the acceptance of the retirement of the following licensed personnel:

David Erickson

Assignment: 1.0 FTE Alternative Education Teacher
Location: Oak Street Campus
Effective Date: June 14, 2024
Years of Service: 33 years

- B. Ratify the acceptance of the resignation of the following licensed personnel:

Jennifer Cruz Hernandez

Assignment: 1.0 FTE Counselor
Location: Liberty High School
Effective Date: June 14, 2024

Dakota Jackson

Assignment: 1.0 FTE Secondary Resource Specialist
Location: Glencoe High School
Effective Date: June 14, 2024

John Libby

Assignment: 1.0 FTE Secondary Resource Specialist
Location: Century High School
Effective Date: June 14, 2024

Criselda Lopez Vera

Assignment: 1.0 FTE 4th Grade Dual Language Teacher
Location: Lincoln Street Elementary School
Effective Date: June 14, 2024

Jessica Tillman-Dunlevy

Assignment: 1.0 FTE English Learner Specialist
Location: Minter Bridge Elementary School
Effective Date: June 14, 2024

Rebecca Wagner

Assignment: 1.0 FTE Counselor
Location: Glencoe High School
Effective Date: June 14, 2024

C. Approve the employment of the following administrator personnel:

Haley Christensen

Assignment: Elementary School Principal
Location: Reedville Elementary School
Effective Date: July 1, 2024

Natasha Echeverria

Assignment: Elementary School Principal
Location: Farmington View Elementary School
Effective Date: July 1, 2024

Tara Morejon

Assignment: Director of Information Systems
Location: Technology Services, Administration Center
Effective Date: June 24, 2024

Jaycee Zaugg

Assignment: Elementary School Principal
Location: Minter Bridge Elementary School
Effective Date: July 1, 2024

D. Approve the employment of the following supervisory/technical personnel:

Hugo Salmeron Barajas

Assignment: Specialist – Public Safety Systems
Location: Facilities and Maintenance Department
Effective Date: May 31, 2024

Ne’Juan Thompson

Assignment: Manager – Employee Services
Location: Benefits Department, Administration Center
Effective Date: April 22, 2024

Jordan Yelland

Assignment: Supervisor – Electrical Systems
Location: Facilities and Maintenance Department
Effective Date: July 22, 2024

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
APPROVE POLICIES

SITUATION

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to perform a quarterly review of the District's policy manual, and works with OSBA's policy specialist throughout the year to review all of the District's policies and administrative regulations.

Policy language must meet the following criteria:

- * Legally mandated or legally wise
- * Harmonize with District's existing collective bargaining agreements
- * Reflect current District practice

The Superintendent and Cabinet members have reviewed the policy listed below, and presented it to the Board for First Reading on May 28, 2024:

- Policy in Section A/B – Board Governance and Operations
 - AC: Nondiscrimination
 - BBF: Board Member Standards of Conduct
 - BBFC: Reporting of Suspected Abuse of a Child
- Policy in Section C – General Administration
 - CB: District Superintendent
 - CBC: Superintendent's Contract and Benefits
- Policy in Section D – Fiscal Management
 - DJC: Bidding Requirements
 - DJCA: Personal Service Contracts
- Policy in Section E – Support Services
 - EBC: Emergency Plan and First Aid
 - EBCA: Safety Threats
 - EBCB: Emergency Procedure Drills and Instruction
- Policy in Section G – Personnel
 - GC: Licensed Staff Positions
- Policy in Section I – Instruction
 - IGBAF: Special Education - Individual Education Program (IEP)
 - IGBAF-AR: Special Education - Individual Education Program (IEP)
 - IGBAG: Special Education - Procedural Safeguards
- Policy in Section J – Students

- JGAB: Use of Restraint or Seclusion
- JHFE/GBNAB: Suspected Abuse of a Child Reporting Requirements
- JHFE/GBNAB-AR(1): Reporting of Suspected Abuse of a Child

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the policies.



Code: AC
Adopted: 6/26/18
Revised/Readopted: 1/22/19; 11/17/20; 1/25/22
Orig. Code(s): AC

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to:

1. An individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability ~~or perceived disability~~, pregnancy, familial status, economic status, or veterans' status; or
2. Because of ~~the~~ the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability ~~or perceived disability~~, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals, and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students and parents. {²}

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and on the home page of the district's website.

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

² {For additional information regarding civil rights coordinators and their responsibilities, see ORS 332.505(2).}

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted, or participated in an investigation, proceeding, or hearing; and further prohibits anyone from coercing, intimidating, threatening, or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659A.003	ORS 659A.321
ORS 192.630	ORS 659A.006	ORS 659A.409
ORS 326.051(1)(e)	ORS 659A.009	OAR 581-002-0001 – 002-0005
ORS 332.505	ORS 659A.029	OAR 581-021-0045
ORS 408.230	ORS 659A.030	OAR 581-021-0046
ORS 659.805	ORS 659A.040	OAR 581-021-0047
ORS 659.815	ORS 659A.103 - 659A.145	OAR 581-022-2310
ORS 659.850 - 659.860	ORS 659A.230 - 659A.233	OAR 581-022-2370
ORS 659.865	ORS 659A.236	OAR 839-003
ORS 659A.001	ORS 659A.309	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).



Code: BBF
Adopted: 12/22/09
Revised/Readopted: 1/22/19; 10/27/20
Orig. Code(s): BBF

Board Member Standards of Conduct

Board members will treat with dignity and courtesy other Board members, the Superintendent, staff members, and members of the public, and will provide an opportunity for all parties to be heard with due respect for their opinions.

Board members will recognize the Superintendent as the executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

When a Board member expresses personal opinions in public, the Board member should clearly identify the opinions as personal.

A Board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the district.

A Board member shall not disclose information and documents discussed or reviewed in executive session.

Board members individually and the Board as a public entity subscribe to the ethics laws for public officials provided in state law.

A Board member will not post confidential information or documents about students, staff members, or district business online, including but not limited to, on social media.

Board members will treat fellow Board members, staff members, students, and the public with respect while posting online or to social media and will adhere to Oregon Public Meetings Laws, including when communicating with other Board members via websites or other electronic means.

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make

~~an oral~~ report ~~by telephone or otherwise~~ to the ~~local~~ Department of Human Services (DHS)¹ or, ~~to the designee of the department or to a local~~ law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)

[ORS 244.040](#)
[ORS Chapter 244](#)
[ORS 332.055](#)

[ORS 419B.005](#)
[ORS 419B.010](#)
[ORS 419B.015](#)

¹ ~~How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)~~



Code: BBFC
Adopted: 11/17/20
Orig. Code: BBFC

Reporting of Suspected Abuse of a Child

A Board member is a mandatory reporter of child abuse¹. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify ~~the~~ Oregon Department of Human Services (DHS) or ~~local~~ law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make ~~a~~ ~~an oral~~ report through DHS² ~~by telephone or otherwise to the local office of the Department of Human Services, to the designee of the department~~ or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

The report ~~must~~ ~~shall~~ contain, if known³, the names and addresses of the child and the parents of the child or other persons responsible for the care of the child⁴; the child's age⁵; the nature and extent of the abuse, including any evidence of previous abuse⁶; the explanation given for the abuse⁷; and any other information that the Board member making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² ~~How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)~~



Code: **CB**
Adopted: 10/30/07
Revised/Readopted: 1/22/19; 11/15/22
Orig. Code(s): CB

District Superintendent

The superintendent¹ is designated as the District’s chief executive officer. Under the Board’s direction, the superintendent exercises general supervision of all District schools, personnel and departments. The superintendent is responsible for managing the schools under the Board’s policies and is accountable to the Board for that management. The Board may not direct the superintendent to take any action that conflicts with a local, state or federal law² that applies to school districts³.

The superintendent may delegate to other District personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty will not relieve the superintendent of responsibility for action taken under such delegation.

No duty or privilege shall be in conflict with Oregon Revised Statutes.

END OF POLICY

Legal Reference(s):

ORS 332.505	OAR 581-022-2405
ORS 332.515	OAR 584-005-0005(51)

¹ The term “superintendent” includes an interim superintendent.

² “Local, state or federal law” means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

~~³ Also includes taking any action that conflicts with law that applies to education service districts.~~



Code: **CBC**
Adopted: 10/30/07
Revised/Readopted: 1/22/19; 11/15/22
Orig. Code(s): CBC

Superintendent's Contract and Benefits

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as appointment, compensation, benefits, and other conditions of appointment, and will include requirements for renewal or termination of the contract. The Board may not issue a contract that includes terms which direct the superintendent¹ to take any action that conflicts with a local, state or federal law² that applies to the District³, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years in duration. The contract shall automatically expire at the end of its term. The Board may elect to issue a subsequent contract at any time for up to three years.

The compensation and benefits for the position of superintendent will be fixed by the Board and based upon the responsibilities required of the superintendent in performing their duties. The amount of compensation and types of benefits will be set forth in the superintendent's employment contract. The Board may not enter into an employment contract that contains provisions that expressly obligate the District or school to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract. The employment contract, if it includes a mutually agreed to termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

The District may provide health benefits for a superintendent that is no longer employed by the District until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

³ ~~Also includes taking any action that conflicts with law that applies to education services districts.~~

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the District or public charter school in a manner other than the manner permitted for the general public.

The contract will meet any requirements of state law and will be mutually acceptable to the Board and superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)

[ORS 342.549](#)
[ORS 342.815](#)

[OAR 584-005-0005\(51\)](#)



Code: DJC
Adopted: 1/27/15
Revised/Readopted: 2/26/19; 1/25/22
Orig. Code: DJC

Bidding Requirements (Version 1)

The Board is the Local Contract Review Board (LCRB) for the District. All public contracts shall be invited in accordance with applicable competitive procurement provisions of the Oregon Revised Statutes (ORS) and adopted public contracting rules.

The Board, acting as its own LCRB, adopts the *Oregon Attorney General's Model Public Contract Rules*, Oregon Administrative Rule (OAR) Chapter 137, Divisions 046 through 049, in effect at the time this policy is adopted.

The District shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under ORS 279A.065(3).

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249, in effect at the time this policy is adopted.

The Board may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the District and made available on request.

The District shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065(6)(b) to determine whether any modifications need to be made to District rules to ensure compliance with statutory changes. New rules shall be adopted by the Board as necessary. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

The Board, acting as the LCRB, may enact a resolution that authorizes the district to designate a public improvement as a community benefit contract per the requirements included in ORS 279C.300 to 279C.470.

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

END OF POLICY

Legal Reference(s):

[ORS Chapter 279](#)
[ORS Chapter 279A](#)
[ORS Chapter 279B](#)

[ORS Chapter 279C](#)
[ORS 670.600](#)
[OAR Chapter 125](#), Divisions 246 - 249

[OAR Chapter 137](#), Divisions 045 - 049
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.

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Code: DJC
Adopted:
Orig. Code(s): DJC

Bidding Requirements (Version 2)

{Highly recommended policy. The Board serves as the Local Contract Review Board (LCRB) and has the ability to adopt its own procurement rules. Many districts choose to use the *Oregon Attorney General's Model Public Contracting Rules* in OAR Chapter 137, Divisions 045 - 049. If the LCRB does not adopt rules, the Attorney General's Model Public Contracting Rules apply. This policy is based on those rules. The LCRB may also include as part of its rules portions of the Oregon Department of Administrative Services administrative rules in OAR Chapter 125, Divisions 269 - 249. If the LCRB adopts its own rules, delete portions of this policy that are inconsistent with those rules.}

{The Board is the Local Contract Review Board (LCRB) for the district. {The LCRB has not adopted its own rules of procurement. Consequently, the *Oregon Attorney General's Model Public Contracting Rules*¹ shall apply to the district.^{2}}}

~~OR~~

~~{The Board is the Local Contract Review Board (LCRB) for the district. The LCRB has adopted its own rules of procedure that will govern district purchasing.³ Consequently, the model rules⁴ adopted by the Attorney General shall not apply to the district. The district shall review its rules each time the Attorney General adopts a modification of the model rules to determine whether any modifications need to be made to district rules, as required by ORS 279A.065(6)(b). New rules, as necessary, shall be adopted by the LCRB. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.}~~

Additionally, the district may include as part of its procedures portions of the Oregon Department of Administrative Services administrative rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246 - 249.

The LCRB may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district may not artificially divide or fragment a procurement to reduce the procurement requirements.

¹ Oregon Administrative Rules (OAR) 137-045 - 049

² See ORS 279A.065(5). {The LCRB can formally adopt the AG rules. If the LCRB formally adopts the rules, the district is required to review the AG rules each time there is a modification.}

³ ~~{The district should insert date of adoption of such rules and their location here and remove brackets.}~~

⁴ ~~Oregon Administrative Rules (OAR) 137-045-049~~

The superintendent may develop administrative regulations or procedures to assist with the implementation of this policy and applicable procurement rules.

Goods and Services

The district will purchase goods and services through the following procedures, unless an exception applies:

1. **Small Procurement.** For purchases of goods and services with a contract price not exceeding \$25,000, the district can use any manner deemed practical or convenient, including direct selection or award. Amendments to a contract awarded through small procurement must be in accordance with OAR 137-047-0800.
2. **Intermediate Procurement.** For purchases of goods and services with a contract price exceeding \$25,000, but not exceeding \$250,000, the district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The district will keep record of the request and quotes. If three quotes are not reasonably available, fewer will suffice, but the district will make a written record of the effort made. The district may negotiate with a prospective contractor to clarify the quote or offer, or to effect modifications. Amendments to a contract awarded through intermediate procurement must be in accordance with OAR 137-047-0800.
3. **Regular Procurement.** For purchases exceeding \$250,000, the district will use competitive sealed bids (OAR 137-047-0255) or competitive sealed proposals (OAR 137-047-0260). Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-047-0800.
4. **Emergency Procurements.** In situations of emergency⁵, the LCRB or designee may authorize an emergency procurement. In an emergency procurement, the district is not required to follow general procurement requirements. The district must ensure competition for the contract that is reasonable and appropriate under the circumstances. The district must document the nature of the emergency and the method used for the selection of the contractor.
5. **Sole-source Procurements.** If the LCRB or designee determines that the goods or services are available from only one source, the district may award a contract without competition. To the extent reasonably practicable, the district shall negotiate with the sole source to obtain contract terms that are advantageous to the district. The determination of sole source must be based on written findings and may include:
 - a. That the efficient utilization of existing goods requires acquiring compatible goods or services;
 - b. That the goods or services required to exchange software or data with other public or private agencies are available from only one source;
 - c. That the goods or services are for use in a pilot or experimental project; or

⁵ “Emergency” means circumstances that:

1. Could not have been foreseen;
2. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
3. Require prompt execution of a contract to remedy the condition.

d. Other findings that support the conclusion that the goods or services are available from only one source.⁶

6. Special Procurements. “Special procurement” means a contract or class of contracts that use a contracting procedure other than competitive sealed proposals, competitive sealed bidding, small procurement or intermediate procurement. Special procurements require LCRB approval and will be conducted in accordance with ORS 279B.085, OAR 137-047-0285⁷ and this policy⁸ and administrative regulation DJC-AR - Exemptions from Competitive Bidding and Special Procurement⁹.^{7}
7. Personal Services Contracts. “Personal services contract,” as used in this policy, means a contract whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.⁸ Unless otherwise designated by the LCRB, personal services contracts will be procured in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive bidding.^{9} All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price. Personal service contractors may be required to qualify as independent contractors in accordance with applicable laws.¹⁰

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process in accordance with ORS 279B.030.

Public Improvements

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the district.¹¹ The district will contract for public improvements using the following procedures, unless an exception applies.

⁶ If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

⁷ {If the LCRB has designated contracts or classes of contracts as special procurements, include this information along with reference to the LCRB action.}

⁸ This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19)). Also includes architectural, engineering, photogrammetric mapping, transportation planning or land surveying services procured under ORS 279C.105 (ORS 279C.100) and related services procured under ORS 279C.120 (ORS 279C.100(5)).

⁹ {If the LCRB has designated contracts or classes of contracts as personal services contracts, include this information along with reference to the LCRB action.}

¹⁰ See ORS 670.600 and OAR 459-005-0020.

¹¹ Public improvement does not include:

1. Projects for which no funds of the district are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alternation, ordinary repair or maintenance necessary to preserve a public improvement.

1. Public improvements contracts with a value of less than \$25,000 are exempt from competitive bidding.
2. Intermediate Procurements. For public improvement contracts not exceeding \$100,000, the district may utilize three quotes¹²:
 - a. The request for the quotes shall be in writing (unless not reasonably practicable)¹³;
 - b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

The district shall award the contract to the prospective contractor whose quote will best serve the interest of the district, based on the selection criteria. If the award is not made to the offeror and quote with the lowest price, the district will make a written record of the basis for the award. Amendments to a contract awarded via intermediate procurement may be increased in accordance with OAR 137-049-0160(6)-(7).

3. Regular Procurements. For purchases exceeding \$100,000, the district will use invitation to bid or request for proposals except as otherwise allowed by law. See OAR 137-049-0130 and OAR 137-049-0640. Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-049-0910.
4. Emergency Procurements. Emergency contracts for construction services are not considered public improvement contracts and will be procured in accordance with OAR 137-049-0140 and OAR 137-049-0150.
5. Community Benefit Contracts. “Community benefit contract” means a public improvement contract that includes, but is not limited to, terms and conditions that require the contractor to:
 - a. Qualify as a training agent, as defined in ORS 660.010, or provide apprenticeship training that meets applicable federal and state standards for apprenticeship training;
 - b. Employ apprentices to perform a specified percentage of work hours that workers in apprenticeable occupations perform on the community benefit project;
 - c. Provide employer -paid family health insurance; and
 - d. Meet any other requirements that the LCRB sets forth.

Community benefits contracts may be procured in accordance with ORS 279C.308.

6. Construction Manager/General Contractor (CM/GC) Procurement. The district shall procure CM/GC services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3) and OAR 137-049-0690, which requires “the assistance of legal counsel with substantial experience and necessary expertise in using the CM/GC Method, as well as knowledgeable staff, consultants or both staff and consultants who have demonstrated capability of managing the CM/GC process in the necessary disciplines of engineering, construction scheduling and cost control, accounting, legal, Public Contracting and project management.”

¹² If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

¹³ For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

END OF POLICY

Legal Reference(s):

[ORS Chapter 279](#)
[ORS Chapter 279A](#)
[ORS Chapter 279B](#)
[ORS Chapter 279C](#)

[ORS 670.600](#)
[OAR Chapter 125](#), Divisions 246 -
249

[OAR Chapter 137](#), Divisions 045 -
049
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.



Code: **DJCA**
Adopted: 4/22/08
Revised/Readopted: 2/26/19
Orig. Code: DJCA

Personal Services Contracts

The District may enter into personal services contracts with qualified professionals as provided by Oregon Revised Statute (ORS) 279A.055. "Personal services contracts," as used in this policy, means contracts for specialized skills, knowledge, and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic, or management discretion or judgment. The District may enter into a personal services contract with a current District employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS), and Internal Revenue Service (IRS) requirements.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism, and obtain services at a fair and reasonable price.

Contracts for personal services in excess of \$150,000 shall require prior Board approval as required by state law.

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

END OF POLICY

Legal Reference(s):

[ORS Chapters 279](#)
[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.107](#)
[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE (Rev. 3-2012).



Code: **EBC/EBCA**
Adopted: 4/25/17
Revised/Readopted: 11/13/18
Orig. Code: EBC/EBCA

Emergency Procedures and Disaster Plans

(See new EBC - Emergency Plan and First Aid)

The Superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness, injury of a student or staff member, and safety threats on District property. The Superintendent will consult with community and county agencies while developing this plan.

The District's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in all District buildings. Parents will be informed of the District's plan for the care of students during an emergency.

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

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)

[ORS 433.441](#)
[OAR 437-002-0161](#)

[OAR 581-022-2030\(3\)\(c\)](#)
[OAR 581-022-2220](#)
[OAR 581-022-2225](#)



Code: EBC
Adopted:
Orig. Code(s): EBC/EBCA; EBBA

Emergency Plan and First Aid**

{Highly recommended policy. This policy informs districts about requirement for an emergency procedures plan (OAR 581-022-2225), and other minimum standards for providing emergency care to students.}

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent will consult with community and county agencies while developing this plan. The district's emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)
[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)
[ORS 433.441](#)

[OAR 437-002-0042](#)
[OAR 437-002-0120 - 0139](#)
[OAR 437-002-0161](#)
[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)
[OAR 581-022-2225](#)
[OAR 581-053-0003\(40\)](#)
[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)
[OAR 581-053-0320\(5\)\(b\)](#)
[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).



Code: EBCA
Adopted:

Safety Threats**

{Required policy. Requirement for policy comes from ORS 339.324 which outlines actions of a school district when a safety threat action has occurred.}

“Safety threat action” means a lockdown, lockout, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

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

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 339.324](#)



Code: **EBCB**
Adopted: 4/25/17
Revised/Readopted: 11/13/18
Orig. Code(s): EBCB

Emergency Procedure Drills and Instruction

Each ~~building~~ administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

All schools are required to instruct and drill students on emergency procedures, so ~~they~~ ~~that students~~ can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, ^{¹} and safety threats. Instruction on emergency procedures shall be conducted for at least 30 minutes each school month.

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

Fire Emergencies

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

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year at each school in the District.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover, and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the District may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year at each school in the District. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other appropriate actions to take when there is a threat to safety, and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats**).

¹ {Required if schools are in a designated tsunami hazard done.}

The district may provide additional instruction relating to other disasters such as flooding, drought, excessive snowfall or wildfires.{²}

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 339.324](#)

[ORS 336.071](#)

[ORS 476.030](#)

[OAR 581-022-2225](#)

[OREGON STATE FIRE MARSHAL](#), OREGON FIRE CODE.

² {The Oregon Department of Education has resources available at <https://www.oregon.gov/ode/schools-and-districts/grants/pages/threat-and-hazard-resources.aspx>. }



Code: GC
Adopted: 1/25/11
Revised/Readopted: 4/28/20
Orig. Code: GC

Licensed Staff Positions

The Superintendent or Designee shall establish licensed staff positions necessary to carry out the District's instructional goals.

Positions so established may include those which carry other than classroom teaching responsibility.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 581-021-0045](#)

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.

Cross Reference(s):

GAA - Personnel: Definitions

GAB - Job Descriptions



Code: **IGBAF**
Adopted: 1/22/13
Revised/Readopted: 2/25/20
Orig. Code: IGBAF

Special Education – Individualized Education Program (IEP)**

An individualized education program (IEP) shall be developed and implemented for each student with disabilities in the District, kindergarten through age 21, including those who attend a public charter school located in the District, are placed in or referred to a private school or facility by the District, or receive related services from the District. The District is responsible for initiating and conducting the meetings to develop, review, and revise the IEP for a student with disabilities. The District will ensure that one or both parents are present at each meeting or are afforded the opportunity to participate, and are given a copy of the IEP. A meeting to develop an IEP shall be held within 30 calendar days of a determination that the student needs special education and related services, once every 365 days thereafter, and when considering a change in the IEP or placement.

If a student is to be placed or referred to a private school or facility, or attends a private or parochial school, the District will ensure that a representative of the private school or facility attends the IEP meeting. If the representative of the private school or facility is unable to attend the IEP meeting, the District shall use other methods to ensure participation including, but not limited to, individual or conference telephone calls, or individual meetings.

END OF POLICY

Legal Reference(s):

[ORS 343.068](#)
[ORS 343.151](#)
[ORS 343.155](#)
[ORS 343.321 - 343.333](#)

[OAR 581-015-2000](#)
[OAR 581-015-2190](#)

[OAR 581-015-2195](#)
[OAR 581-015-2200](#)
[OAR 581-015-2205](#)
[OAR 581-015-2210](#)
[OAR 581-015-2215](#)
[OAR 581-015-2220](#)
[OAR 581-015-2225](#)

[OAR 581-015-2229](#)
[OAR 581-015-2230](#)
[OAR 581-015-2235](#)
[OAR 581-015-2055](#)
[OAR 581-015-2600](#)
[OAR 581-015-2065](#)
[OAR 581-015-2265](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.5 - 300.6, 300.22 - 300.24, 300.34, 300.43, 300.105 - 106, 300.112, 320.325, 300.328, 300.501 (2012).



Code: **IGBAF-AR**
Adopted: 10/01/16
Revised/Readopted: 2/25/20; 10/25/22
Orig. Code: IGBAF-AR

Special Education - Individualized Education Program (IEP)**

1. General IEP Information

- a. The District ensures that an IEP is in effect for each eligible student:
 - (1) Before special education and related services are provided to a student;
 - (2) At the beginning of each school year for each student with a disability for whom the District is responsible; and
 - (3) Before the District implements all the special education and related services, including program modifications, supports and/or supplementary aids and services, as identified on the IEP.
- b. The District uses:
 - (1) The Oregon standard IEP; or
 - (2) An IEP form that has been approved by the Oregon Department of Education.
- c. The District develops and implements all provisions of the IEP as soon as possible following the IEP meeting.
- d. The IEP will be accessible to each of the student's regular education teacher(s), the student's special education teacher(s), the student's related services provider(s), and other service provider(s). This includes all District employees assigned to work with a student with specialized needs to assist with the educational, behavioral, medical, health or disability-related support needs of the student.
- e. The District takes steps to ensure that parent(s)/guardian(s) are present at each IEP meeting or have the opportunity to participate through other means.
- f. The District ensures that each teacher and service provider is informed of:
 - (1) Their specific responsibilities for implementing the IEP specific accommodations, modifications, and/or supports that must be provided for, or on behalf of, the student; and
 - (2) Their responsibility to fully implement the IEP, including any amendments the District and parent(s)/guardian(s) agreed to make between annual reviews.
 - (3) The District takes whatever action is necessary to ensure that parent(s)/guardian(s) understand the proceedings of the IEP team meeting, including arranging for an interpreter for parent(s)/guardian(s) with deafness or whose native language is other than English.
- g. The District provides a copy of the IEP to the parent(s)/guardian(s) at no cost.

2. IEP Meetings

- a. The District conducts IEP meetings within 30 calendar days of the determination that the student is eligible for special education and related services.
- b. The District convenes IEP meetings for each eligible student periodically, but not less than once per year.
- c. At IEP meetings, the team reviews and revises the IEP to address any lack of expected progress toward annual goals and in the general curriculum, new evaluation data or new information from the parent(s)/guardian(s), the student's anticipated needs, or the need to address other matters.
- d. Between annual IEP meetings, the District and the parent(s)/guardian(s) may amend or modify the student's current IEP without convening an IEP team meeting using the procedures in the agreement to amend or modify IEP subsection.
- e. When the parent(s)/guardian(s) request a meeting, the District will either schedule a meeting within a reasonable time or provide timely written prior notice of the District's refusal to hold a meeting.
- f. If an agency other than the District fails to provide agreed upon transition services contained in the IEP, the District convenes an IEP meeting to plan alternative strategies to meet the transition objectives and, if necessary, to revise the IEP.

3. IEP Team Members

- a. The District's IEP team members include the following:
 - (1) The student's parent(s)/guardian(s);
 - (2) The student, if the purpose of the IEP meeting is to consider the student's postsecondary goals and transition services (beginning for IEPs in effect at age 16), or for younger students, when appropriate;
 - (3) At least one of the student's special education teachers or, if appropriate, at least one of the student's special education providers;
 - (4) At least one of the student's regular education teachers if the student is or may be participating in the regular education environment. If the student has more than one regular education teacher, the District will determine which teacher or teachers will participate;
 - (5) A representative of the District (who may also be another member of the team) who is qualified to provide or supervise the provision of special education and is knowledgeable about District resources. The representative of the District will have the authority to commit District resources and be able to ensure that all services identified in the IEP can be delivered;
 - (6) An individual, who may also be another member of the team who can interpret the instructional implications of the evaluation results; and
 - (7) At the discretion of the parent(s)/guardian(s) or District, other persons who have knowledge or special expertise regarding the student.
- b. Student participation:
 - (1) Whenever appropriate, the student with a disability is a member of the team.
 - (2) If the purpose of the IEP meeting includes consideration of postsecondary goals and transition services for the student, the District includes the student in the IEP team meeting.
 - (3) If the purpose of the IEP meeting includes consideration of postsecondary goals and transition services for the student, and the student does not attend the meeting, the District will take other steps to consider the student's preferences and interests in developing the IEP.
- c. Participation by other agencies:

- (1) With parent/guardian or adult student written consent, and where appropriate, the District invites a representative of any other agency that is likely to be responsible for providing or paying for transition services if the purpose of the IEP meeting includes the consideration of transition services (beginning at age 16, or younger if appropriate); and
- (2) If the District refers or places a student in an education service district (ESD), state operated program, private school, or other educational program, IEP team membership includes a representative from the appropriate agencies. Participation may consist of attending the meeting, conference call, or participating through other means.

d. **Participation by other employees:**

All District employees assigned to work with a student with specialized needs to assist the student with educational, behavioral, medical, health or disability-related support needs of the student will be consulted with when the IEP for the student is being developed, reviewed or revised, if the decisions made and issues discussed are related to the responsibilities of the employee to support the student or when the employee has unique information about the student's needs and present level of performance. Such consultation may include soliciting written or verbal input prior to the meeting, attendance at all or part of the meeting, or other forms of obtaining information from the employee. The student's case manager or special education administrator will determine on a case-by-case basis how to ensure the necessary consultation prior to each student's IEP meeting. If a staff member is required to attend a meeting outside of work hours, compensation will be provided accordingly.

4. **Agreement for Nonattendance and Excusal**

- a. The District and the parent/guardian may consent to excuse an IEP team member from attending an IEP meeting, in whole or in part, when the meeting involves a discussion or modification of team member's area of curriculum or service. The District designates specific individuals to authorize excusal of IEP team members.
- b. If excusing an IEP team member whose area is to be discussed at an IEP meeting, the District ensures:
 - (1) The parent/guardian and the District consent in writing to the excusal;
 - (2) The team member submits written input to the parent(s)/guardian(s) and other members of the IEP team before the meeting; and
 - (3) The parent/guardian is informed of all information related to the excusal in the parent's/guardian's native language or other mode of communication according to consent requirements.

5. **IEP Content**

- a. In developing the IEP, the District considers the student's strengths, the parent's/guardian's concerns, the results of the initial or most recent evaluation, and the academic, developmental, and functional needs of the student.
- b. The District ensures that IEPs for each eligible student includes:
 - (1) A statement of the student's present levels of academic achievement and functional performance that:
 - (a) Includes a description of how the disability affects the progress and involvement in the general education curriculum;
 - (b) Describes the results of any evaluations conducted, including functional and developmental information;
 - (c) Is written in language that is understood by all IEP team members, including parents/guardians;
 - (d) Is clearly linked to each annual goal statement;

- (e) Includes a description of benchmarks or short-term objectives for children with disabilities who take alternative assessments aligned to alternate achievement standards.
- (2) A statement of measurable annual goals, including academic and functional goals, or for students whose performance is measured by alternate assessments aligned to alternate achievement standards, statements of measurable goals, and short-term objectives. The goals and, if appropriate, objectives:
 - (a) Meet the student's needs that are present because of the disability, or because of behavior that interferes with the student's ability to learn, or impedes the learning of other students;
 - (b) Enable the student to be involved in and progress in the general curriculum, as appropriate; and
 - (c) Clearly describe the anticipated outcomes, including intermediate steps, if appropriate, that serve as a measure of progress toward the goal.
- (3) A statement of the special education services, related services, supplementary aids, and services that the District provides to the student:
 - (a) The District bases special education and related services, modifications, and supports on peer-reviewed research to the extent practicable to assist students in advancing toward goals, progressing in the general curriculum, and participating with other students (including those without disabilities), in academic, nonacademic, and extracurricular activities.
 - (b) Each statement of special education services, related or supplementary services, aids, modifications, or supports includes a description of the inclusive dates, amount or frequency, location, and who is responsible for implementation.
- (4) A statement of the extent, if any, to which the student will not participate with nondisabled students in regular academic, nonacademic, and extracurricular activities.
- (5) A statement of any individual modifications and accommodations in the administration of state or Districtwide assessments of student achievement.
 - (a) A student will not be exempt from participation in state or Districtwide assessment because of a disability unless the parent/guardian requests an exemption;
 - (b) If the IEP team determines that the student will take the alternate assessment instead of the regular statewide or a Districtwide assessment, a statement of why the student cannot participate in the regular assessment, and why the alternate assessment is appropriate for the student.
- (6) A statement describing how the District will measure the student's progress toward completion of the annual goals, and when periodic reports on the student's progress toward the annual goals will be provided.

~~6. Individualized COVID-19 Recovery Services¹~~

~~Individualized COVID-19 Recovery Services are defined as those services determined necessary for eligible students based on the unique needs that arise from their disability due to the impact of the COVID-19 pandemic, which may include but are not limited to:~~

~~a. Special education and related services;~~

¹~~The requirements of this section are in effect until July 1, 2023 unless extended by the State Board of Education.~~

- b. ~~Supplementary aides and services;~~
- c. ~~Additional or intensified instruction;~~
- d. ~~Social-emotional learning support; and~~
- e. ~~Peer or adult support.~~

The IEP team for each eligible student shall consider the need for Individualized COVID-19 Recovery Services at least at each initial IEP meeting and each regularly scheduled annual review meeting.

- a. ~~IEP teams shall consider the impact COVID-19 on the eligible student's ability to engage in their education, develop and re-establish social connections with peers and school personnel, and adapt to the structure of in-person learning.~~
- b. ~~For initial IEPs, IEP teams shall also review the impact of COVID-19 on the eligible student's initial evaluation timeline and eligibility determination in considering the need for Individualized COVID-19 Recovery Services.~~
- c. ~~For annual reviews, IEP teams shall also consider the impact of COVID-19 on the implementation of the eligible student's IEP considering the need for Individualized COVID-19 Recovery Services.~~

Any member of the IEP team, including parents and eligible students, may request that the IEP team meet to review the need for Individualized COVID-19 Recovery Services at any time.

- a. ~~IEP teams are not required to meet more than once annually to consider the need for Individualized COVID-19 Recovery Services unless updated information indicates the eligible student's circumstances have changed or there is reason to suspect that the eligible student may need any additions or modifications to their Individualized COVID-19 Recovery Services.~~
- b. ~~IEP teams that considered the need for Individualized COVID-19 Recovery Services at an initial IEP or annual review meeting on or after June 24, 2021 shall review the need for Individualized COVID-19 Recovery Services at the next annual review, but are not required to do so before then unless the eligible student's circumstances have changed or there is reason to suspect that the eligible student may need any additions or modifications to their Individualized COVID-19 Recovery Services.~~

When Individualized COVID-19 Recovery Services are recommended, the eligible student's IEP must be updated to reflect the recommendation.

The district or program shall provide written notice to the parents of each eligible student regarding the opportunity for the IEP team to meet to consider Individualized COVID-19 Recovery Services.

After each determination is made, the district or program shall provide written notice to the parent and/or adult student with a disability regarding the determination of need for Individualized COVID-19 Recovery Services. This notice shall include the following documentation:

- a. ~~A statement of the Individualized COVID-19 Recovery Services recommended based on the meaningful input of all IEP team members, including parents and eligible students, as appropriate;~~
- b. ~~The projected dates for initiation and duration of Individualized COVID-19 Recovery Services~~
- c. ~~The anticipated frequency, amount, location, and provider of the services described in item a. above and whether these services are being provided within the standard instructional day for the eligible student.~~

~~If the district and parent hold an IEP meeting to discuss the need for Individualized COVID-19 Recovery Services and do not reach an agreement regarding such services, the district and parent may request a Facilitated IEP meeting. If the district and the parent choose to participate in a Facilitated IEP meeting, the district shall notify ODE.~~

~~Nothing in this section shall affect or otherwise alter a parent's right to seek mediation under OAR 581-015-2335, request a due process hearing under OAR 581-015-2345, a complaint under OAR 581-015-2030, or other parental rights under the procedural safeguards.~~

~~Nothing in this section relieves the district of its duty to create an appropriate IEP for every eligible student, regardless of whether the eligible student requires Individualized COVID-19 Recovery Services.~~

7.6. Agreement to Amend or Modify IEP

- a. Between annual IEP meetings, the District and the parent/guardian may agree to make changes in the student's current IEP without holding an IEP meeting. These changes require a signed, written agreement between the District and the parent/guardian.
- b. The District and the parent/guardian record any amendments, revisions, or modifications on the student's current IEP. If additional IEP pages are required, these pages must be attached to the existing IEP.
- c. The District files a complete copy of the IEP with the student's education records and informs the student's IEP team and any teachers or service providers of the changes.
- d. The District provides the parent/guardian prior written notice of any changes in the IEP and, upon request, provides the parent/guardian with a revised copy of the IEP with the changes incorporated.

8.7. IEP Team Considerations and Special Factors

- a. In developing, reviewing and revising the IEP, the IEP team considers:
 - (1) The strengths of the student and concerns of the parent for enhancing the education of the student;
 - (2) The results of the initial or most recent evaluation of the student;
 - (3) As appropriate, the results of the student's performance on any general state or Districtwide assessments;
 - (4) The academic, developmental and functional needs of the child.
- b. In developing, reviewing and revising the student's IEP, the IEP team considers the following special factors:
 - (1) The communication needs of the student; and
 - (2) The need for assistive technology services and/or devices.
- c. As appropriate, the IEP team also considers the following special factors:
 - (1) For a student whose behavior impedes their learning or that of others, strategies, positive behavioral intervention and supports to address that behavior;
 - (2) For a student with limited English proficiency, the language needs of the student as those needs relate to the IEP;
 - (3) For a student who is blind or visually impaired, instruction in Braille and the use of Braille unless the IEP team determines (after an evaluation of reading and writing skills, needs and media, including evaluation of future needs for instruction in Braille or the use of Braille, appropriate reading and writing), that instruction in Braille or the use of Braille is not appropriate;

- (4) For a student who is deaf or hard of hearing, the student's language and communication needs, including opportunities for direct communication with peers and professional personnel in the student's language and communication mode, academic level and full range of needs, including opportunities for direct instruction in the student's language and communication mode;
 - (5) If a student is deaf, deafblind, or hard of hearing, the District will provide information about relevant services and placements offered by the school district, the education service district, regional programs, and the Oregon School for the Deaf; and
 - (6) A statement of any device or service needed for the student to receive a free appropriate public education (FAPE).
- d. In addition to the above IEP contents, the IEP for each eligible student of transition age includes:
- (1) Beginning not later than the first IEP in effect when the student turns 16, or as early as 14 or younger, if determined appropriate by the IEP team (including parent(s)), and updated annually thereafter, the IEP must include:
 - (a) Appropriate measurable postsecondary goals based upon age -appropriate transition assessments related to training education, employment, and where appropriate, independent living skills; and
 - (b) The transition services (including courses of study) needed to assist the student in reaching those goals.

Regarding employment planning, the parent shall be provided information about and opportunities to experience employment services provided by Oregon Vocational Rehabilitation or the Oregon Office of Developmental Disability Services. These services must be provided in a competitive integrated employment setting, as defined by Oregon Administrative Rule (OAR) 411-345-0020. Information about these services shall also be provided to the parent by the District at each annual review for IEPs to be in effect when the child turns 16, or as early as 14 or younger, if determined appropriate by the IEP team (including parent(s)).
 - (2) At least one year before a student reaches the age of majority (student reaches the age of 18, or has married or been emancipated, whichever occurs first), a statement that the District has informed the student that all procedural rights will transfer at the age of majority; and
 - (3) If identified transition service providers, other than the District, fail to provide any of the services identified on the IEP, the District will initiate an IEP meeting as soon as possible to address alternative strategies and revise the IEP if necessary.
- e. To promote self-determination and independence, the District shall provide the student and the student's parents with information and training resources regarding supported decision-making as a less restrictive alternative to guardianship, and with information and resources regarding strategies to remain engaged in the student's secondary education and post-school outcomes. The District shall provide this information at each IEP meeting that includes discussion of post-secondary education goals and transition services.

9.8. Incarcerated Youth

- a. For students with disabilities who are convicted as adults, incarcerated in adult correctional facilities and otherwise entitled to FAPE, the following IEP requirements do not apply:
 - (1) Participation of students with disabilities in state and Districtwide assessment; and

- (2) Transition planning and transition services, for students whose eligibility will end because of their age before they will be eligible to be released from an adult correctional facility based on consideration of their sentence and eligibility for early release.
- b. The IEP team may modify the student's IEP, if the state has demonstrated a bona fide security or other compelling interest that cannot be otherwise accommodated.

10.9. Extended School Year Services

- a. The District makes extended school year (ESY) services available to all students for whom the IEP team has determined that such services are necessary to provide FAPE.
- b. ESY services are:
 - (1) Provided to a student with a disability in addition to the services provided during the typical school year;
 - (2) Identified in the student's IEP; and
 - (3) Provided at no cost to the parent/guardian.
- c. The District does not limit consideration of ESY services to particular categories of disability or unilaterally limit the type, amount or duration of service.
- d. The District provides ESY services to maintain the student's skills or behavior, but not to teach new skills or behaviors.
- e. The District's criteria for determining the need for extended school year services include:
 - (1) Regression (a significant loss of skills or behaviors) and recoupment time based on documented evidence; or
 - (2) If no documented evidence, on predictions according to the professional judgment of the team.
- f. "Regression" means significant loss of skills or behaviors in any area specified on the IEP as a result of an interruption in education services.
- g. "Recoupment" means the recovery of skills or behaviors specified on the IEP to a level demonstrated before the interruption of education services.

11.10. Assistive Technology

- a. The District ensures that assistive technology devices or assistive technology services, or both, are made available if they are identified as part of the student's IEP. These services and/or devices may be part of the student's special education, related services or supplementary aids and services.
- b. On a case-by-case basis, the District permits the use of District-purchased assistive technology devices in the student's home or in other settings if the student's IEP team determines that the student needs access to those devices to receive a free appropriate public education. In these situations, District policy will govern liability and transfer of the device when the student ceases to attend the District.

12.11. Transfer Students

- a. In state:
 - (1) If a student with a disability (who had an IEP that was in effect in a previous district in Oregon) transfers into the District and enrolls in a District school within the same school year, the District (in consultation with the student's parent(s)) provides a free appropriate public education to the student (including services comparable to those described in the student's IEP from the previous district), until the District either:

- (2) Adopts the student's IEP from the previous district; or
 - (3) Develops, adopts and implements a new IEP for the student in accordance with all of the IEP provisions.
- b. Out of state:
- (1) If a student transfers into the District with a current IEP from a district in another state, the District, in consultation with the student's parent(s)/guardian(s), will provide a free appropriate public education to the student, including services comparable to those described in the student's IEP from the previous district, until the District:
 - (2) Conducts an initial evaluation (if determined necessary by the District to determine Oregon eligibility) with parent consent and determines whether the student meets eligibility criteria described in the OARs.
 - (3) If the student is eligible under Oregon criteria, the District develops, adopts and implements a new IEP for the student using the Oregon Standard IEP or an approved alternate IEP.
 - (4) If the student does not meet Oregon eligibility criteria, the District provides prior written notice to the parent(s)/guardian(s), explaining that the student does not meet Oregon eligibility criteria and specifying the date when special education services will be terminated.

13.12. Abbreviated School Day

"Abbreviated school day" means any school day during which a student with a disability receives instruction or educational services for fewer hours than the majority of other students who are in the same grade within the student's resident school district.

"Abbreviated school day program" means an education program:

- a. In which a school district restricts access for a student with a disability to hours of instruction or educational services to less than the number of hours of instruction or educational services that are provided to the majority of other students who are in the same grade within the student's resident school district; and
- b. That results in a student with a disability having an abbreviated school day for more than 10 school days per school year.

Abbreviated school day programs are only allowed when all requirements in state law are met.

Informed and written consent from the parent or foster parent is necessary prior to implementing an abbreviated school day program. A parent or a foster parent may, at any time, revoke consent for the placement of a student on an abbreviated school day program. Revoking consent or objecting to an abbreviated school day program shall be in writing.

Abbreviated school day programs limitations do not apply to students who are exempt per ORS 343.331.



Code: **IGBAG**
Adopted: 11/29/11
Revised/Readopted: 5/28/19
Orig. Code: IGBAG

Special Education – Procedural Safeguards**

Procedural Safeguards – General

The District ensures that students with disabilities and their families are afforded their procedural safeguards related to:

1. Access to students' educational records;
2. Parent and adult student participation in special education decisions;
3. Transfer of rights to students who have reached the age of majority;
4. Prior written notice of proposed District actions;
5. Consent for evaluation and for initial placement in special education¹;
6. Independent educational evaluation;
7. Dispute resolution through mediation, state complaint investigation, resolution sessions, and due process hearings;
8. Discipline procedures and protections for students with disabilities, including placements related to discipline;
9. Placement of students during the pendency of due process hearings;
10. Placement of students by their parents in private schools;
11. Civil actions; and

¹ If, at any time subsequent to the initial provision of special and related services, the parent of a child revokes consent in writing for the continued provision of special education and related services, the district: 1) may not continue to provide special education and related services to the child, but must provide prior written notice before ceasing the provision of special education and related services; 2) may not use mediation or due process procedures to obtain an agreement or ruling that the services may be provided to the child; 3) the district will not be considered to be in violation of the requirement to make a free appropriate public education (FAPE) available to the child because of the failure to provide the child with further special education and related services; and 4) the district is not required to convene an individualized education program (IEP) team meeting or develop an IEP for the child for further provision of special education or related services.

12. Attorney's fees.

Procedural Safeguards Notice

1. The District provides to parents a copy of the ~~Notice of Procedural Safeguards~~ Notice, published by the Oregon Department of Education, at least once per year and upon initial referral, or parent request for special education evaluation, and upon any other parent request. The District also gives a copy to the student at least a year before the student's 18th birthday or upon learning that the student is considered emancipated.
2. The District provides the ~~Notice of Procedural Safeguards~~ Notice in the parent's native language or other mode of communication unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the District takes steps to ensure that the notice is translated orally or by other means understandable to the parent and that the parent understands the content of the notice. The District maintains written evidence that it meets these requirements.

Parent or Adult Student Meeting Participation

1. The District provides parents or adult students an opportunity to participate in meetings with respect to the identification, evaluation, IEP, and educational placement of the student, and the provision of a free appropriate public education (FAPE) to the student.
2. The District provides parents or adult students written notice of any meeting sufficiently in advance to ensure an opportunity to attend. The written notice:
 - a. States the purpose, time, place of the meeting, and who is invited to attend;
 - b. Advises that parents or adult students may invite other individuals who they believe have knowledge or special expertise regarding the student;
 - c. Advises that the team may proceed with the meeting even if the parents are not in attendance;
 - d. Advises the parents or adult students who to contact before the meeting to provide information if they are unable to attend; and
 - e. Indicates if one of the meeting's purposes is to consider transition services or transition service needs. If so:
 - (1) Indicates that the student will be invited; and
 - (2) If considering transition services, identifies any agencies invited to send a representative (with parent or adult student consent).
3. The District takes steps to ensure that one or both parents of a child with a disability are present at each IEP or placement meeting or are afforded the opportunity to participate, including:
 - a. Notifying parents of the meeting early enough to ensure that they will have an opportunity to attend; and
 - b. Scheduling the meeting at a mutually agreed upon time and place.
4. If neither parent can attend, the District will use other methods to ensure an opportunity to participate participation, including, but not limited to, individual or conference phone calls or home visits.

5. The District may conduct an evaluation planning or eligibility meeting without the parent or adult student if the District provided meeting notice to the parent or adult student sufficiently in advance to ensure an opportunity to attend.

Access to Records

A parent is entitled at any reasonable time to examine all of the records of the district pertaining to the identification, evaluation and educational placement of their child and the provision of FAPE to their child. Records must be provided without undue delay, which may not exceed 10 business days, as defined in ORS 192.311, from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

END OF POLICY

Legal Reference(s):

ORS 343.155	OAR 581-015-2000	OAR 581-015-2310
ORS 343.165	OAR 581-015-2030	OAR 581-015-2325
ORS 343.173	OAR 581-015-2090	OAR 581-015-2330
ORS 343.177	OAR 581-015-2095	OAR 581-015-2345
ORS 343.181	OAR 581-015-2190	OAR 581-015-2360
	OAR 581-015-2195	OAR 581-015-2385
OAR 581-001-0005	OAR 581-015-2305	

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300, 300.500 - 300.505, 300.515, 300.517.



Code: **JGAB**
Adopted: 3/13/18
Revised/Readopted: 5/28/19; 12/06/22
Orig. Code: JGAB

Use of Restraint and Seclusion**

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

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

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object¹, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.

¹ The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

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

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

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.
3. Seclusion may be used on a student in the district only under the following circumstances:
 1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
 2. Less restrictive interventions would not be effective.

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

Definitions

1. "Restraint" means the restriction of a student's actions or movements by holding the student or using pressure **or other means** upon the student.

"Restraint" does not include:

- a. Holding a student's hand or arm to escort the student safely and without the use of force from one area to another;
 - b. Assisting a student to complete a task if the student does not resist the physical contact; or
 - c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
 - (1) Break up a physical fight;
 - (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
 - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.
2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.

Seclusion does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student's behavior.

3. "Seclusion cell" means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.
4. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
5. "Substantial physical or bodily injury" means any impairment of the physical condition of a person that requires some form of medical treatment.
6. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

"Mechanical restraint" does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
7. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice for standard treatment of the student's medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice.
 8. "Prone restraint" means a restraint in which a student is held face down on the floor.
 9. "Supine restraint" means a restraint in which a student is held face up on the floor.

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

~~The District shall utilize a training program approved by the Oregon Department of Education (ODE) of restraint or seclusion for use in the district shall include, but not limited to, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and seclusion.~~

The district shall only utilize a training program for restraint or seclusion to train staff and use in the district which has been approved by the Oregon Department of Education (ODE).

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

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

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

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
9. The demographic characteristics² of all students upon whom restraint or seclusion was imposed;
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

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

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

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

The complainant, whether an organization or an individual, may appeal a district's final decision to the Oregon Department of Education pursuant to OAR 581-002-0001 - 581-002-0023. This appeal process is represented in administrative regulation KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.

² Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of restraint or seclusion by district staff. A staff member who violates this policy or its administrative regulation may be subject to discipline, up to and including dismissal.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 339.250](#)
[ORS 339.285](#)
[ORS 339.288](#)
[ORS 339.291](#)
[ORS 339.294](#)
[ORS 339.297](#)

[ORS 339.300](#)
[ORS 339.303](#)

[OAR 581-021-0061](#)
[OAR 581-021-0550](#)
[OAR 581-021-0553](#)
[OAR 581-021-0556](#)

[OAR 581-021-0563](#)
[OAR 581-021-0566](#)
[OAR 581-021-0568](#)
[OAR 581-021-0569](#)
[OAR 581-021-0570](#)
[OAR 581-022-2267](#)
[OAR 581-022-2370](#)



Code: **JHFE/GBNAB**
Adopted: 10/12
Revised/Readopted: 11/13/18; 2/23/21; 3/16/21;
1/25/22
Orig. Code: JHFE

Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately make a report ~~by telephone or otherwise~~ to the ~~local office of the~~ Oregon Department of Human Services (DHS) through the centralized child abuse reporting system² ~~or its designee~~ or to ~~a~~ the law enforcement agency within the county where the person making the report is located at the time of the contact, ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

The report must contain, ~~If~~ if known, ~~the 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, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² ~~How to report abuse or neglect:~~ [Oregon DHS](#). Call 855-503-SAFE (7233).

³ "Person" could include adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS)~~ or through its centralized child abuse reporting system or to ~~a designee or the local~~ law enforcement agency ~~pursuant to ORS 419B.015~~, and to ~~the~~ designated licensed administrator.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the [Human Resources Officer] who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for ~~making a report to local~~ law enforcement ~~or~~ and the ~~centralized child abuse reporting system of local~~ DHS ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or ~~DHS, or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

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

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic

communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

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

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

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

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

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).



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Orig. Code: JHFE-AR

Reporting of Suspected Abuse of a Child

Reporting

Any District employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse¹ shall ~~orally report or cause an oral~~ make a report immediately ~~by telephone or otherwise~~ to the ~~local office of the~~ Oregon Department of Human Services (DHS) ~~through the centralized child abuse reporting system~~² ~~or its designee~~ or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any District employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~in the same manner or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.~~

Any district employee who has reasonable cause to believe that another District employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another District employee, contractor, agent, volunteer or student shall immediately report such to ~~the~~ DHS ~~through~~ ~~or its centralized child abuse reporting system or to a designee or the local~~ law enforcement agency ~~pursuant to ORS 419B.015~~, and to the designated licensed administrator or alternate licensed administrator for their school building.

The report must contain, ~~If~~ if known, ~~the 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, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that 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.

If the Superintendent is the alleged abuser the report shall be submitted to the District Human Resource Officer who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child using the District's Child Abuse/Neglect Report Form.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² ~~How to report abuse or neglect:~~ [Oregon DHS](#). Call 855-503-SAFE (7233)

³ "Person" could include adult, student or other child.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the designee that received the report and the Executive Director of the Office for School Performance, if appropriate.

When the District receives a report of suspected abuse of a child by one of its employees, and the Executive Director of the Office for School Performance and Human Resources administrator determine that there is reasonable cause to support the report, the District shall place the school employee on paid administrative leave⁴ and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the District takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the District determines that either 1) an employment policy was violated and the District will take appropriate employment action against the employee, or 2) an employment policy has not been~~be~~ violated and no action is required by the District against the employee.

When the designee receives a report of suspected abuse by a contractor^{5}, agent or volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated⁶ and a determination has been made by law enforcement or DHS that the report is unsubstantiated.

The written record of each reported incident of abuse of a child, action taken by the District, and any findings as a result of the report shall be maintained by the District.

If, following the investigation, the District decides to take an employment action, the District will inform the District employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

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

Definitions

⁴ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁵ {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

⁶ The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or law enforcement pursuant to law.

1. Oregon law ~~recognizes these and other types of~~ defines “abuse” in ORS 419B.005(1).:
 - a. ~~Physical;~~
 - b. ~~Neglect;~~
 - c. ~~Mental injury;~~
 - d. ~~Threat of harm;~~
 - e. ~~Sexual abuse and sexual exploitation.~~
2. “Child” means an unmarried person who is under 18 years of age or is ~~under 21 years of age and residing in or receiving care or services at a child-caring agency~~ a child in care, as defined in ORS 418.257.
3. A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.

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.

Upon request from law enforcement or DHS the District shall immediately provide requested documents or materials to the extent allowed by state and federal law.

Failure to Comply

Any District employee who fails to report a suspected abuse of a child as provided by this policy 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~~ or this administrative regulation, the employee will be disciplined up to and including dismissal.

Cooperation with Investigator

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

4. 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 the school administrator or designee is notified that the DHS or law enforcement officer would like to interview a student at school, the school administrator or designee must request that the investigating official fill out the appropriate form (see JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The school administrator or designee should not deny the interview based on the investigator’s refusal to sign the form. If the student is to be interviewed at the school, the school administrator or designee shall make a private space available. The school 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 school administrator or designee shall refuse access to the student.

Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the school administrator or designee. The law enforcement official shall sign the student out in accordance with District procedures and after having provided adequate identification.

5. 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 or anyone else other than DHS or law enforcement agency, and any school employee necessary to enable the investigation.
6. The school administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child.
7. 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.

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

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
APPROVE ANNUAL CLERK / OFFICER DESIGNATIONS

SITUATION

Oregon Revised Statutes require an annual designation of Titles below for various District activities and obligations.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the 2024-25 designations listed below:

TITLE:	DESIGNEE:
District Clerk	Travis Reiman, Superintendent
Deputy Clerk	Michelle Morrison, District Financial Officer
Budget Officer	Michelle Morrison, District Financial Officer
Authorized Signers for Contracts and Intergovernmental Agreements	Michelle Morrison, District Financial Officer, and Travis Reiman, Superintendent Facsimile signatures are authorized.
Finance Officer	Michelle Morrison, District Financial Officer
Ethics Officer	Michelle Morrison, District Financial Officer
Custodian of Funds and Investment Manager	Michelle Morrison, District Financial Officer
Surplus Property Authority	Michelle Morrison, District Financial Officer Saideh Haghighi-Khochkhon, District Operations Officer
Bond Program Authority	Michelle Morrison, District Financial Officer Saideh Haghighi-Khochkhon, District Operations Officer
Persons Designated to Negotiate Real Property Transactions	Travis Reiman, Superintendent Michelle Morrison, District Financial Officer
Persons Designated as Labor Negotiators	Travis Reiman, Superintendent Michelle Morrison, District Financial Officer Kona LewWilliams, District Human Resources Officer

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
APPROVE ANNUAL DEPOSITORY, AUDITOR, LEGAL COUNSEL,
NEWSPAPER, AND AGENT DESIGNATIONS

SITUATION

Oregon Revised Statutes require an annual designation of Depository, Auditor, Legal Counsel, Newspaper of Record, and Agents of Record for Insurance.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the 2024-25 designations as listed below:

TITLE:	DESIGNEE:
District Depository of Funds	U.S. Bank, Oregon State of Oregon Local Government Investment Pool Zion Bank Corporate Trust
District Depository of Bond Proceeds	Zion Bank Corporate Trust
Oregon State Treasury, Local Government Investment Pool	PFM Asset Management LLC
Legal Counsel	Brisbee and Stockton, LLC The Hungerford Law Firm, LLP Miller Nash LLP Radler White Parks & Alexander LLP
Bond Counsel	Hawkins Delafield & Wood LLP
Newspaper of Record	Hillsboro News Times
Insurance Agent of Record – Property / Liability / Casualty	Brown & Brown Northwest - Special Districts Association of Oregon
Insurance Agent of Record – Workers' Compensation Insurance	Brown & Brown Northwest - SAIF Corporation
Insurance Agent of Record – Voluntary Student Accident Insurance	Myers, Stevens, Toohey and Company
Insurance Agent of Record – Oregon Paid Family Leave Insurance	OneDigital
District Financial Auditor	Grove, Mueller & Swank, P.C.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
APPROVE CRIME POLICY COVERAGE LIMITS

SITUATION

Oregon Revised Statute 332.525 requires the District to annually establish fidelity-bond amounts for those authorized to handle District funds, and ensure they are bonded by a surety company authorized in Oregon. The Oregon Secretary of State's office accepts the Special Districts Association of Oregon / Travelers' Commercial Crime Policy as meeting this statutory requirement.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the 2024-25 comprehensive crime policy designation and coverage limit, as described below:

Comprehensive Crime Policy	Coverage Limit
National Union Fire Insurance Company	\$1,000,000

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
ESTABLISH 2024-25 MILEAGE REIMBURSEMENT RATE

SITUATION

Board Policy DLC: Expense Reimbursement states that “approved mileage will be reimbursed at the IRS rate in effect July 1 for the July through June fiscal year. The rate will be renewed annually.”

The current rate of \$0.655 per mile will be increased to \$0.67 effective July 1, 2024 through June 30, 2025. The rate matches the GSA regional rate for use of Personal Vehicles for district business (except for normal home-to-work commuting).

RECOMMENDATION

The Superintendent recommends the Board of Directors establish the District's mileage reimbursement rate for the 2024-25 school year at \$0.67 per mile.

I move that the Board of Directors establish the District's mileage reimbursement rate for the 2024-25 school year at \$0.67 per mile.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
2024-25 TUITION RATES FOR NONRESIDENT STUDENTS

SITUATION

Each year, students who are not residents of Hillsboro School District wish to enroll in Hillsboro schools. If an agreement is made with another Oregon school district, Hillsboro is allowed to include the student in Hillsboro School District's enrollment, and receive state formula funding. Occasionally, there is a student who does not qualify for state funding, and tuition is charged.

The cost of educating a student increases as the student progresses from the elementary to secondary level. The following calculations are based on actual 2022-23 expenditures and enrollment:

<u>COST CENTER</u>	<u>EXPENSES</u>	<u>ENROLLMENT</u>	<u>BUDGET PER STUDENT</u>
Elementary	\$104,453,165	11,793	\$8,857
Secondary	\$78,307,242	9,865	\$8,489
Districtwide	\$56,322,676	21,658	\$3,170

The recommended tuition rates have been calculated by adding the appropriate grade-level cost to the district wide cost. The numbers were then rounded to an even amount.

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the following tuition rates for non-resident students for whom the District does not receive state formula revenue:

Grade K - 6	\$12,028 per year
Grade 7 - 12	\$11,660 per year
Special needs students	Actual estimated cost

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
2024-25 BUDGET HEARING

SITUATION

Each year, the District conducts periodic discussions with Budget Committee members about the current and future financial position of the District. Committee members have received and reviewed information regarding the current year budget, and have approved the Proposed Budget. The Budget Hearing is the final step required to Adopt the Budget prior to implementation.

Date	Upcoming Activities
✓ January 23, 2024	Budget update during Board Work Session Current Year Update and Preliminary Outlook
✓ February 27, 2024	Budget update during Board Work Session Major Grants and Investment Plan
✓ February-March	Interim Fieldwork, and Document Preparation
✓ April 23, 2024	Budget Committee Meeting: Committee members review proposed budget documents, receive Budget Message, and may approve the budget for Hearing.
✓ May 28, 2024	*Current Year Supplemental Budget approved.
✓ June 18, 2024	Budget Hearing: Board Adopts Budget, Makes Appropriations, Declares the Levy.
July 1, 2024	Begin Implementation of Fiscal Year
July 15, 2024	Levy Certified to Assessor, and Adopted Budgets distributed per Local Budget Law and district best practice.

RECOMMENDATION

The Superintendent recommends that the Board Chair open the meeting to Public Comment.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
ADOPT RESOLUTIONS TO ADOPT 2024-25 BUDGET,
APPROPRIATE 2024-25 BUDGET,
AND IMPOSE 2024-25 TAXES AND CATEGORIZE THE LEVY

SITUATION

The 2024-25 Proposed Budget was presented and approved during the April 23, 2024, Budget Committee meeting. The legal notices for Budget Hearing have been published for and posted to the District's public web site.

After the hearing is closed, and if the budget is not amended, three resolutions are required. The first one establishes the Adopted Budget. The second one authorizes the expenditure of funds starting in July by making appropriations. The third one authorizes the tax levy and categorizes the levy into categories designated in the Oregon Constitution.

The 2023-24 Supplemental Budget changes approved on May 28, 2024, are included in the 2024-25 Approved Budget document.

RECOMMENDATION

The Superintendent recommends that the Board of Directors take action on the following motion:

I move that the Board of Directors adopt the Resolutions to Adopt the 2024-25 Budget, Appropriate the 2024-25 Budget, and Impose 2024-25 Taxes and Categorize the Levy, as shown in the June 18, 2024, Board meeting packet.

**RESOLUTION TO ADOPT 2024-25 BUDGET,
APPROPRIATE 2024-25 BUDGET, AND
IMPOSE 2024-25 TAXES AND CATEGORIZE THE LEVY**

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Hillsboro School District 1J hereby adopts the budget for fiscal year 2024-25 in the total of \$445,541,883 now on file at the District Administration Center, Hillsboro, Oregon.

RESOLUTION TO MAKE BUDGET APPROPRIATIONS FOR 2024-25

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2024, for the purposes shown below, are hereby appropriated:

General Fund			Debt Service Fund		
1000	Instruction	\$169,786,238	2000	Support Services	\$10,000
2000	Support Services	\$110,015,535	<u>5000</u>	<u>Debt Service</u>	<u>\$58,348,400</u>
3000	Enterprise Services	\$741,435	Total Fund Appropriation		\$58,358,400
4000	Building Improvements	\$344,297			
<u>6000</u>	<u>Contingency</u>	<u>\$2,000,000</u>	Capital Projects Fund		
Total Fund Appropriation		\$282,887,505	<u>4000</u>	<u>Facility Construction</u>	<u>\$2,000,000</u>
			Total Fund Appropriation		\$2,000,000
Special Revenue Fund					
1000	Instruction	\$28,640,374	Internal Service Fund		
2000	Support Services	\$27,857,896	<u>7000</u>	<u>Reserved</u>	<u>\$8,500,000</u>
3000	Enterprise Services	\$4,385,200	Total Fund Appropriation		\$8,500,000
4000	Facility Construction	\$1,000,000			
5100	Debt Service	\$460,000	Total Appropriations		\$419,654,905
5200	Transfers	\$400,000	Total Unappropriated		\$25,886,979
<u>6100</u>	<u>Contingency</u>	<u>\$5,165,530</u>			
Total Fund Appropriation		\$67,909,000	Total Adopted Budget		\$445,541,883

**RESOLUTION TO IMPOSE AND CATEGORIZE
AD VALOREM TAXES FOR 2024-25**

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Hillsboro School District 1J hereby imposes the taxes provided for in the Adopted Budget at the rate of \$4.9749 per \$1,000 of assessed value for operations, and in the amount of \$43,918,665 for bonds; that these taxes are hereby imposed and categorized for tax year 2024-25 upon the assessed value of all taxable property within the District as follows:

CATEGORIZING THE TAX

Education Limitation		Excluded from Limitation	
General Fund \$4.9749 per \$1,000		Debt Service Fund	\$43,918,665
		Estimated at \$1.98 per \$1,000	

The above resolution statements were approved and declared adopted on this 18th day of June, 2024.

Mark Watson, Board Chair

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
NOTICE OF INTENT TO CONTRACT FOR ENERGY SERVICES FOR LIBERTY HIGH
SCHOOL BOILERS

SITUATION

Liberty High School is in urgent need of a complete boiler plant replacement. The existing boiler system includes five 2.0 MBtu units and is at end of life with components that are failing or have already failed. These boilers have exceeded life expectancy. If not replaced, the existing boiler plant will be challenged come the 2024 heating season.
Project Solution:

Full boiler plant replacement with a resizing from five boilers down to four boilers which is more than sufficient to support the heating needs for the building. The Willdan ESCO team currently working on the HVAC controls upgrade project will also manage this project, which will take place during the summer of 2024 while school is out of session and the building is closed to staff and students.

Cost estimate = \$660,000

This is an Energy Project with obtainable energy incentives that will offset the net cost to the district. Contracting with an ESCO for a project of this size offers significant benefit to the district. The ESCO team is scheduled to perform HVAC work in the building during the 2024 summer break optimizing the timing of the boiler installation. The Energy Trust of Oregon (ETO) incentive estimate for this boiler system replacement project is \$52,000 bringing the net cost to HSD from \$660,000 to \$608,000. In addition to the ETO incentive, SB1149 funds can be applied to cover a portion of the remaining costs.

RECOMMENDATION

The Superintendent recommends the Board of Directors approve the Energy Services Company (ESCO) currently under contract for the Liberty High School HVAC control system replacement to also include the boiler replacement project to their scope of work for summer 2024 completion.

I move that the Board of Directors approve the Energy Services Company (ESCO) currently under contract for the Liberty High School HVAC control system replacement to also include the boiler replacement project to their scope of work for summer 2024 completion.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
APPROVE MEMORANDUM OF AGREEMENT FOR NON-UNION EMPLOYEES

SITUATION

The executive management staff, administrators, confidential, and supervisory-technical employees are not included in a bargaining unit. The Board authorizes their compensation after receiving recommendations from the Human Resources Officer. Per the current Memorandum of Agreement (MOA), the Human Resources Officer has hosted annual meetings to gather feedback from administrators and supervisory-technical employees. The feedback is used in part to determine whether or not Hillsboro is competitive for recruitment and retention purposes. Although many topics were discussed and clarified, affordable insurance coverage for families is an ongoing and common concern.

Licensed and Classified staff members have the advantage of an insurance premium subsidy from carefully structured insurance pools. The subsidy for full family coverage provides access to no/low monthly payroll deductions for the “Preferred Plan” options (high deductible coupled with a Health Reimbursement Arrangement {HRA}). Without the benefit of the insurance pool subsidy, Non-Union employees experience payroll deductions that may be hundreds of dollars over the District insurance contribution for the same coverage. This misalignment creates a barrier for recruitment and retention. A recommended revision to the Benefits Section of the MOA includes the following statement: *“The monthly premium cost to employees participating in the “Preferred Plan” options of medical, dental, and vision plans will align with those of the Licensed Bargaining Agreement.”*

The remainder of the current Memorandum of Agreement (MOA) will remain in status quo for the General Salary Increase (GSI) and insurance benefits until an agreement has been made with the licensed union. Once an agreement is reached, the non-represented staff will receive the same GSI as the licensed staff. Effective July 1, 2024, all other elements of the MOA will go into effect for non-union staff.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the 2024-27 individual contracts with non-union employees including the recommended MOA revisions, and GSI and health benefit contributions in alignment with the licensed bargain agreement.

I move that the Board of Directors approve the 2024-27 individual contracts with non-union employees including the recommended MOA revisions, and GSI and health benefit contributions in alignment with the licensed bargain agreement.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
ACCEPT RECOMMENDATION AND APPOINT STUDENT REPRESENTATIVES TO
THE BOARD OF DIRECTORS

SITUATION

Because the Board values the input of students on matters that are important to them, Board members have established a position of Student Representative to the Board of Directors. Three students may serve during each one-year term, and no school may be represented by more than one position, unless there are no applicants from one school, at which time a member-at-large position may be chosen. The opportunity to serve as a student representative rotates between schools on an annual basis, with students from Century High School, Liberty High School, and Hillsboro Online Academy having the opportunity to participate during the 2024-25 school year.

This spring, seventeen students applied to serve as Student Representatives to the Board of Directors. Eleven applicants were interviewed by a sub-committee of Board members during the week of May 20 through 24, 2024.

This evening the Board will be asked to approve the recommendations of the sub-committee and appoint the student representatives. The student will participate in an orientation session over the summer and begin their terms of service during the August Board retreat.

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept the recommendation of the interview committee, and appoint Gwen Kondor from Century High School, Kal Sibbel from Liberty High School, and Abraham Staffa from Hillsboro Online Academy to serve as Student Representatives to the Board of Directors during the 2024-25 school year.

I move that the Board of Directors accept the recommendation of the interview committee, and appoint Gwen Kondor from Century High School, Kal Sibbel from Liberty High School, and Abraham Staffa from Hillsboro Online Academy to serve as Student Representatives to the Board of Directors during the 2024-25 school year.

HILLSBORO SCHOOL DISTRICT
June 18, 2024
APPROVE INTEGRATED PEST MANAGEMENT PLAN

SITUATION

ORS 634.740 requires that all public and private K-12 schools and community colleges have an Integrated Pest Management (IPM) Plan in place, a designated IPM Coordinator, and a list of acceptable low-impact pesticides. Changes to the plan or the low-impact list need to be approved by the Board of Directors. These changes to the IPM plan will allow for greater flexibility in how we manage pests. The additions to the low-impact list will allow us to rotate chemical families to prevent resistance from developing in pests.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the revisions of the Integrated Pest Management Plan.

I move that the Board of Directors approve the annual revisions of the Integrated Pest Management Plan.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
FINANCIAL REPORT

Business Office – General Update

In alignment with the [Center for Educational Leadership Principal Support Framework](#), specifically, Action Area 3: A Strategic Partnership Between the Central Office and Principals, the Business Office develops systemic solutions that ensure instructional leadership is the primary job of principals.

Example 79: HSD Resource Conservation Team

The District Resource Management Team (formerly Energy Team) meets quarterly to identify and implement efficient operational and mechanical systems. The Team includes representatives from Facilities, the Business Office, and Communications and is coordinated by Mia Hocking, the District Conservation Manager. This team reviews mechanical and operational data, upcoming projects, and education for staff, students, and community.

Business Functions and Reporting

We are excited to congratulate Jolene Sauve in her retirement as the long-time Business Office Department Administrative Support role! Jolene has served in Hillsboro School District for over 27 years and is looking very much forward to more time with her friends, family and traveling.

Jennifer Zavatsky, Finance Manager, continues to provide secondary Bookkeepers with ongoing training and support. The Associated Student Body account review has been completed by the District's independent auditor with no material findings. Additionally, Jennifer has been working closely with the Fee Committee to determine payment processes and accounting for the upcoming year.

Yuri MotaOsorio, Technology Integration Specialist, supports Human Resources, Technology Services, and the Business Office by digitizing data and workflows. Most recently, Yuri is researching a records management system that may extend to electronic timesheets for payroll, a terrific evolution of our current system for processing extended contracts.

Employee Services

Emily Heffernan, Payroll Supervisor, has hit the ground running after replacing long-time staff member Kim Hall. She has hired and trained her replacement and her team is preparing for the four major (and final) payrolls in June while looking ahead to the upcoming summer and school year.

Daphne Fisk, Employee Benefit Supervisor, has been working closely with representatives from Hillsboro Education Association and Hillsboro Classified United to structure their respective insurance pools for the 2024-25 plan year. This is a critical step,

supported by OneDigital with consulting services for modeling on the complex insurance pools administered by the District. Although complex, the pools are very effective for keeping employee premium and out of pocket costs low while reducing pressure on the district budget due to minimal increase in cost. Eligible staff continue to benefit greatly by accessing the “Preferred Plans” originally developed by HEA and OneDigital.

Donations Over \$5,000

District Policy KH states that the District may receive donations of gifts that may serve to enhance and extend the work of the District, subject to Board approval. Individuals who desire to make contributions are encouraged to consider donations for equipment or services that are not likely to be acquired from public fund expenditures.

The purpose of this report is to describe to the Board the donations received that are valued at \$5,000 or more.

There are no May donations to report that were valued at \$5,000 or more.

Workers’ Compensation Report

The table below includes workers’ compensation claims reported month to date through May 31, 2024.

The District has received 96 new workers’ compensation claims year to date, and a total of fifteen (15) claims for the month of May.

Workers’ Compensation Reports			
	2021-22	2022-2023	2023-2024
July	2	1	2
August	7	8	3
September	19	11	14
October	8	13	6
November	12	8	5
December	10	6	11
January	8	7	14
February	10	11	11
March	6	8	4
April	13	10	11
May	8	11	15
June	9	9	
Yearly Total:	112	103	96

Student Incident Report

Student incident data below is month to date through May 31, 2024. Injuries to the head were the most common type of injury.

Student Incident Reports						
	2022-23 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2023-24 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	0	N/A	0	0	N/A	0
August	3	N/A	0	0	N/A	0
September	87	0.20	1	102	.18	8
October	128	0.20	5	80	.26	10
November	71	0.16	3	37	.30	4
December	70	0.17	3	36	.30	2
January	87	0.23	4	39	.58	4
February	77	0.22	4	60	.30	3
March	79	0.22	6	55	.29	8
April	69	0.27	9	45	.46	3
May	83	0.26	9	70	.32	4
June	28	N/A	5			
Yearly Total:	782	0.20	49	524	.27	46

Vehicle Accidents

In May there were only three (3) motor vehicle/bus claims filed.

General Functions

If you would like more information or to discuss these or other Business Office items, please contact Michelle Morrison at 503-844-1527 or [morisom@hsd.k12.or.us](mailto:morrisom@hsd.k12.or.us).

HILLSBORO SCHOOL DISTRICT HILLSBORO SCHOOL DISTRICT 1J

2023-24

MONTHLY FINANCIAL REPORT - as of May 31, 2024

Revenues	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	April Actual	May Actual	4th Quarter Actual	Fiscal YTD 2023-24	Budget 2023-24	% of Budget	Fiscal YTD 2022-23	% of Budget
Taxes	\$349,682.99	\$90,461,778.50	\$3,598,463.64	\$356,424.67	\$299,793.86	\$656,218.53	\$95,066,143.66	\$93,524,331.00	101.65%	\$90,782,895.81	102.60%
Interest	\$258,707.90	\$475,848.42	\$520,142.95	\$183,205.18	\$142,825.57	\$326,030.75	\$1,580,730.02	\$639,744.00	247.09%	\$1,434,380.56	286.67%
Local Sources	\$255,103.22	\$643,435.69	\$876,820.94	\$92,715.80	\$108,533.60	\$201,249.40	\$1,976,609.25	\$2,751,130.00	71.85%	\$1,590,413.90	88.45%
Total Local	\$863,494.11	\$91,581,062.61	\$4,995,427.53	\$632,345.65	\$551,153.03	\$1,183,498.68	\$98,623,482.93	\$96,915,205.00	101.76%	\$93,807,690.27	103.33%
County/ESD	\$15,344.06	\$1,427,221.58	\$751,088.02	\$255,449.96	\$1,252,825.50	\$1,508,275.46	\$3,701,929.12	\$5,255,911.00	70.43%	\$3,787,901.01	85.07%
State Sources	\$49,583,764.13	\$37,176,706.62	\$37,872,666.40	\$12,922,083.07	\$9,423,233.65	\$22,345,316.72	\$146,978,453.87	\$154,252,132.00	95.28%	\$147,446,727.11	98.24%
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Adjusted Beginning Balance*	\$12,688,776.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,688,776.12	\$12,824,439.00	98.94%	\$21,194,031.00	100.00%
Total Revenue	\$63,151,378.42	\$130,184,990.81	\$43,619,181.95	\$13,809,878.68	\$11,227,212.18	\$25,037,090.86	\$261,992,642.04	\$269,247,687.00	97.31%	\$266,236,349.39	99.89%
Expenditures											
Instruction											
Salaries	\$8,281,400.39	\$24,412,036.75	\$24,231,322.38	\$8,051,025.89	\$8,059,454.89	\$16,110,480.78	\$73,035,240.30	\$83,657,609.00	87.30%	\$70,422,227.10	83.25%
Benefits	\$4,134,931.81	\$12,168,715.78	\$12,168,496.14	\$4,077,444.30	\$4,051,534.61	\$8,128,978.91	\$36,601,122.64	\$43,442,929.00	84.25%	\$34,670,987.85	76.03%
Purchased Service	\$2,050,052.23	\$3,616,710.83	\$3,469,001.48	\$1,141,052.17	\$1,049,140.61	\$2,190,192.78	\$11,325,957.32	\$14,493,546.00	78.14%	\$10,061,530.79	65.09%
Supplies/Materials	\$1,363,927.83	\$848,131.96	\$373,555.16	\$163,316.38	\$211,742.58	\$375,058.96	\$2,960,673.91	\$5,960,742.00	49.67%	\$1,879,617.96	34.43%
Capital Purchases	\$18,906.55	\$5,119.95	\$8,099.00	\$93.33	\$0.00	\$93.33	\$32,218.83	\$0.00	0.00%	\$10,568.00	0.00%
Other	\$117,264.46	\$21,893.60	\$24,539.54	\$10,090.00	\$65,307.42	\$75,397.42	\$239,095.02	\$1,370,504.00	17.45%	\$211,085.90	18.58%
Total Instruction	\$15,966,483.27	\$41,072,608.87	\$40,275,013.70	\$13,443,022.07	\$13,437,180.11	\$26,880,202.18	\$124,194,308.02	\$148,925,330.00	83.39%	\$117,256,017.60	77.02%
Support Services											
Salaries	\$9,565,180.02	\$13,334,314.66	\$13,460,847.47	\$4,426,583.96	\$4,493,909.75	\$8,920,493.71	\$45,280,835.86	\$53,701,063.00	84.32%	\$41,505,904.78	80.84%
Benefits	\$4,926,654.25	\$7,144,503.68	\$7,341,738.35	\$2,411,555.31	\$2,464,489.91	\$4,876,045.22	\$24,288,941.50	\$27,886,659.00	87.10%	\$22,494,289.44	81.27%
Purchased Service	\$3,659,589.64	\$3,497,408.41	\$2,822,593.15	\$686,520.53	\$2,417,271.41	\$3,103,791.94	\$13,083,383.14	\$9,303,628.00	140.63%	\$12,505,973.76	133.30%
Supplies/Materials	\$4,809,879.09	\$991,966.83	\$1,445,884.89	\$512,986.12	\$338,656.29	\$851,642.41	\$6,115,439.56	\$3,826,284.00	159.83%	\$5,252,101.75	158.51%
Capital Purchases	\$88,044.59	\$274,216.13	\$168,804.75	\$31,886.63	\$99,428.66	\$131,315.29	\$662,380.76	\$418,902.00	0.00%	\$134,369.65	0.00%
Other	\$2,178,475.10	\$235,554.31	\$48,982.82	\$21,897.94	\$29,612.54	\$51,510.48	\$2,514,522.71	\$879,744.00	285.82%	\$2,876,617.99	417.08%
Total Support	\$25,227,822.69	\$23,494,030.36	\$25,288,851.43	\$8,091,430.49	\$9,843,368.56	\$17,934,799.05	\$91,945,503.53	\$96,016,280.00	95.76%	\$84,769,257.37	91.74%
Community Services											
Salaries	\$82,060.44	\$115,241.78	\$71,651.41	\$27,024.34	\$28,216.19	\$55,240.53	\$324,194.16	\$368,744.00	87.92%	\$304,358.97	103.04%
Benefits	\$45,253.16	\$69,048.56	\$46,621.43	\$17,344.13	\$17,711.13	\$35,055.26	\$195,978.41	\$191,487.00	102.35%	\$173,795.27	109.14%
Purchased Service	\$22,571.79	\$40,244.55	\$13,677.27	\$10,515.79	\$19,692.64	\$30,208.43	\$106,702.04	\$63,886.00	167.02%	\$45,300.86	83.92%
Supplies/Materials	\$4,946.76	\$12,142.74	\$6,564.49	\$1,543.64	\$2,882.29	\$4,425.93	\$28,079.92	\$26,273.00	106.88%	\$21,638.18	113.50%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,041.00	0.00%	\$0.00	0.00%
Total Community Services	\$154,832.15	\$236,677.63	\$138,514.60	\$56,427.90	\$68,502.25	\$124,930.15	\$654,954.53	\$656,431.00	99.78%	\$545,093.28	102.53%
Capital Projects											
Purchased Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Debt Service Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$8,500,000.00	0.00%
Contingency/Ending Balance	\$10,449,646.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,449,646.00	\$10,449,646.00	100.00%	\$11,766,035.00	100.00%
Total Expenditures	\$51,798,784.11	\$64,803,316.86	\$65,702,379.73	\$21,590,880.46	\$23,349,050.92	\$44,939,931.38	\$227,244,412.08	\$256,047,687.00	88.75%	\$222,836,403.25	86.72%

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
ACCEPT GIFTS AND DONATIONS
(as of May 31, 2024)

SITUATION

District Policy KH states that the District may receive donations of gifts that may serve to enhance and extend the work of the District, subject to Board approval. Individuals who desire to make contributions are encouraged to consider donations for equipment or services that are not likely to be acquired from public fund expenditures.

The purpose of this report is to describe to the Board the donations received that are valued at \$5,000 or more.

There are no May donations to report that were valued at \$5,000 or more.

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept these donations.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
HILLSBORO CLASSIFIED UNITED END OF YEAR WRAP UP

SITUATION

Hillsboro Classified United will present an end of year wrap up video.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to the presentation and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
FIRST READING – POLICIES

SITUATION

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to receive a quarterly policy update.

Policy language must meet the following criteria:

- Legally mandated or legally wise
- Harmonize with District's existing collective bargaining agreements
- Reflect current District practice

The Superintendent and Cabinet members have reviewed the policy listed below, and are presenting it to the Board for first reading:

- Policy in Section C – General School Administration
 - CCG: Evaluation of Administrators
- Policy in Section E – Support Services
 - EBBA: Student Health Services
 - EBBAA: Infection Control and Bloodborne Pathogens
- Policy in Section G – Personnel
 - GB: General Personnel Policies
 - GBEB: Communicable Diseases in Schools
 - GBEB: Staff with HIV, AIDS and HBV
 - GBN/JBA: Sexual Harassment
 - GBNAB/JHFE: Suspected Abuse of a Child Reporting Requirements
 - GBNAB/JHFE-AR(1): Reporting of Suspected Abuse of a Child
- Policy in Section J – Students
 - JBA/GBN: Sexual Harassment
 - JHC: Student Health Services and Requirements
 - JHCA/JHCB: Immunizations and School Sports Participation
 - JHCC: Communicable Diseases - Student
 - JHCCA: Students – HIV, HBV, and AIDS
 - JHCCF: Pediculosis (Head Lice)
 - JOA: Directory Information
 - JOB: Personally Identifiable Information

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policies of the District's policy manual.



Code: CCG
Adopted: 6/26/18
Revised/Readopted: 1/22/19
Orig. Code(s): CCG

Evaluation of Administrators

{Required Policy. OAR 581-022-2405 requires districts to “adopt and implement personnel policies which address...evaluation procedures.” Review any employment contracts before adopting to ensure there is no conflicting language. Many of the legal requirements in this policy apply only to those who meet the definition of administrator in ORS 342.815, but the district may have administrators that do not meet that definition (e.g., business manager, transportation supervisor).}

The Superintendent will implement and supervise an evaluation system for administrators~~administrative personnel~~. The purpose of administrator evaluations is to assist an administrator with developing and strengthening ~~their~~ professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

The evaluations shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the Superintendent and/or a qualified designee with an administrative license;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrator’s evaluations shall use the following educational leadership-administrator standards¹ adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;

¹ These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

5. Ethical leadership; and
6. Socio-political context.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
 - a. Classroom-based assessments including observations, lesson plans and assignments;
 - b. Portfolios of evidence;
 - c. Supervisor reports; and
 - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator; administrators;
2. Refine the support, assistance, and professional growth opportunities offered to an administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other educators and administrators;
5. Use evaluation methods and professional development, support, and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

~~Evaluation and support systems established by the district must evaluate administrators on a regular cycle.~~
The superintendent, or designee, shall ~~regularly~~ report to the Board on ~~the~~ implementation updates of the evaluation and support systems and educator effectiveness, as needed.

Contract administrators shall be evaluated at least every other year.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\),\(8\)](#)

[ORS 332.505](#)

[ORS 342.120](#)

[ORS 342.815](#)

[ORS 342.850](#)

[ORS 342.856](#)

[OAR 581-022-2405](#)

[OAR 581-022-2410](#)

[OAR 581-022-2420](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).



Code: **EBBA**
Adopted: 11/03/08
Revised/Readopted: 3/12/19
Orig. Code(s): EBBA

First Aid**

In cases of sudden illness or injury to a student or staff member, assistance will be given by school staff. Further medical attention for a student is the responsibility of the student's parent(s) or guardian(s), or of someone the parent(s) or guardian(s) designate in the case of an emergency.

Each administrator is charged with providing for the immediate care of ill or injured persons for which the administrator is responsible.

Staff members shall report self-administered first aid treatment to an immediate supervisor.

In each District facility, procedures for handling health emergencies will be established and made known to staff. Each District facility and district (licensed) vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have, at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled or an emergency response team per building. The emergency response team shall consist of no less than six persons who hold current first-aid/CPR cards and who are trained annually in the District and building emergency plans. Names of the designated employees will be posted.

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)
[ORS 332.107](#)
[ORS 336.201](#)
[ORS 336.204](#)

[ORS 336.211 – 336.214](#)
[OAR 581-021-0017](#)
[OAR 581-021-0031](#)
[OAR 581-021-0587](#)

[OAR 581-021-0590](#)
[OAR 581-022-2050](#)
[OAR 581-022-2220](#)
[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).



Code: EBBA
Adopted:
Orig. Code(s): JHC

Student Health Services**

{Highly recommended policy. The requirement for school districts to develop and implement a health services plan comes from OAR 581-022-2220.}

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will¹:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols²;
3. Outline a district-to-school communication plan³;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed⁴;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;

¹ For exact language and complete requirement, see OAR 581-022-2220(1).

² For specific protocol content requirements, see OAR 581-022-2220(1)(b).

³ For requirements of this plan see OAR 581-022-2220(1)(c).

⁴ For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

7. Describe how hearing, vision and dental screenings are managed and/or verified for required students⁵;
8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school⁶;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities⁹; and.
12. List the positions in the district which shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3).

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.¹⁰

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

The district provides a menstrual product dispenser with a variety of products in every student bathroom¹¹ which meets the requirements of law.

⁵ For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

⁶ For definitions for this policy see ORS 336.201.

⁷ OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

⁸ Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

⁹ For guideline requirements see OAR 581-022-2220(1)(k).

¹⁰ For additional delegation requirements see OAR [851-047-0030](#).

¹¹ "Student bathroom" means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)

[ORS 332.107](#)

[ORS 336.201](#)

[ORS 336.204](#)

[ORS 336.211 – 336.214](#)

[OAR 581-021-0017](#)

[OAR 581-021-0031](#)

[OAR 581-021-0587](#)

[OAR 581-021-0590](#)

[OAR 581-022-2050](#)

[OAR 581-022-2220](#)

[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).



Code: **EBBAA**
Adopted: 11/03/08
Revised/Readopted: 3/12/19
Orig. Code(s): EBBAA/GBEBC/JHCCC

Infection Control and Bloodborne Pathogens

The Board recognizes that staff and students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for ~~HIV, AIDS, HBV¹ and/or other~~ bloodborne pathogens².

The District shall develop an Exposure Control Plan in accordance with the requirements in law³. ~~that includes infection control procedures, and procedures to minimize and eliminate exposure incidents to bloodborne pathogens.~~

Infection Control

~~Staff and students shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first aid and clean up kits. Kits shall be available for each room in the building and in each District vehicle.~~

~~In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS and HBV information.~~

~~The information shall emphasize infection—how infection is spread as well as how it is not spread.~~

¹ ~~HIV—Human Immunodeficiency Virus; AIDS—Acquired Immune Deficiency Syndrome; HBV—Hepatitis B Virus~~

² “Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis ~~Hepatitis~~ B virus (HBV) and ~~human~~ immunodeficiency virus ~~Human Immunodeficiency Virus~~ (HIV). 29 CFR 1910.1030(b)

³ See 29 CFR 1910.1030(c)(1) and OAR 437-002-1059 for more information about an Exposure Control Plan. {A template for an exposure control plan may be available from [Oregon OSHA](#).}

~~Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after the care giver has removed gloves, if the care giver will not come into contact with blood or wound drainage.~~

Bloodborne Pathogens

The Exposure Control Plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;
2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of ~~hepatitis immunization with Hepatitis B~~ vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually⁴ thereafter. Staff will receive the annual training⁵ as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily available⁶ in close proximity⁷ to all employees in the building and for district vehicles, including each bus⁸.

Personal protective equipment appropriate to job tasks shall be provided by the district. A post-exposure evaluation and follow-up shall be made available to any employee sustaining an occupational exposure.

The district recognizes that, ~~as required by Oregon Administrative Rule (OAR) 437-002-1030,~~ employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be

⁴ Annual training for all employees shall be provided within one year of their previous training. (29 CFR 1910.1030(g)(2)(iv))

⁵ See 29 CFR 1910.1030(g)(2) for information about training requirements.

⁶ OAR 437-002-0161(2) First-Aid Supplies. (a) The employer shall provide first-aid supplies based upon the intended use and types of injuries that could occur at the place of employment. The first-aid supplies shall be available in close proximity to all employees. Either bulk pack or unit pack supplies are acceptable. (b) "In proximity" is defined as that which is available nearby to ensure prompt treatment in the event of need.

⁷ "In proximity" is defined as that which is available nearby to ensure prompt treatment in the event of need. (OAR 437-002-0161(1)(b))

⁸ Emergency equipment for buses, includes, but is not limited to, body fluid cleanup and first-aid kits. (OAR 581-053-0240(23); OAR 581-053-0640)

provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate. The district will document the solicitation of input from such staff in the plan.

Documentation, including a sharps injury log, will be maintained in accordance with law⁹ as required by ~~OAR 437-002-1030(3) and 437-002-1035~~.

~~The District will cooperate with the Oregon Department of Education, the Oregon Health Authority, Public Health Division, the local health department, and the education service district in delivering HIV, AIDS, and HBV education.~~

The Exposure Control Plan will be accessible to employees in accordance with law¹⁰.

Students will be instructed in safe practices to prevent transmission of bloodborne pathogens in accordance with Oregon Health Standards.

END OF POLICY

Legal Reference(s):

ORS 332.107	OAR 437-002-1035	OAR 581-053-0250(1)
OAR 437-002-0161	OAR 581-022-2050	OAR 581-053-0640(2)
OAR 437-002-0360	OAR 581-022-2220	
OAR 437-002-1030	OAR 581-053-0240(23)	

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §§ 1910.1020, 1910.1030.

⁹ See OAR 437-002-1030(3) and OAR 437-002-1035.

¹⁰ See 29 CFR 1910.1020(e) for requirements on providing access.



Code: **GB**
Adopted: 11/25/08
Revised/Readopted: 4/28/20
Orig. Code(s): GB

General Personnel Policies

The Superintendent or designee will recommend candidates to fill licensed positions for Board approval. The Superintendent or designee will hire all other personnel as needed.

[*]Notice of all regular job openings will be available to current staff members. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies and general and specialized media.

Applications or inquiries concerning job openings will be received by Human Resources Department through the standard District application process. The selection process will be coordinated and supervised by Human Resources Department, with the involvement of the appropriate administrators and supervisors.

Each candidate selected for a position with the District must possess or demonstrate eligibility for any certificate, license, or permit required to fill the position. In addition, the individual must be insurable by the District's insurance carrier for a position requiring liability insurance coverage or bonding.

In accordance with Oregon law, the District may require any candidate, as a condition of employment, to hold a current, recognized first-aid card. A current employee required to hold a card will obtain it within 90 days from the date the District gives notification.

[*]Personnel selected for employment will be notified in writing following Board approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the work week and the length of the assignment. Non-selected applicants will be notified.

Initial assignments of staff will be made by the Superintendent or designee.

END OF POLICY

Legal Reference(s):

[ORS 342.664](#)

[ORS 408.225](#)

[ORS 408.230](#)

[ORS 408.235](#)

[ORS 653.305 to -653.326](#)

[ORS 659A.309](#)

[OAR 581-022-2405](#)

[OAR 839-006-0435](#)

[OAR 839-006-0440](#)

[OAR 839-006-0450](#)

[OAR 839-006-0455](#)

[OAR 839-006-0460](#)

[OAR 839-006-0465](#)

Cross Reference(s):

EBBA - First Aid



Code: **GBEB**
Adopted: 4/24/18
Revised/Readopted: 4/28/20; 12/08/20
Orig. Code(s): GBEB/JHCC

Communicable Diseases —~~Staff~~ in Schools

The district shall provide reasonable protection against the risk of exposure to communicable disease for students and employees while engaged in the performance of their duties. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance *for Schools* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

~~An~~ A student or employee may not attend school or work, respectively, while in a communicable stage of a restrictable disease or when an administrator has reason to suspect ~~that~~ the student or employee has or has been exposed to any disease for which exclusion is required in accordance with law. The district may provide an educational program in an alternative setting. Services will be provided to students as required by law. ~~and per administrative regulation GBEB-AR—Communicable Diseases—Staff. If the disease is a reportable disease, the administrator or designee will report the occurrence to the local health department.~~

Employees shall comply with all other measures adopted by the district and with all rules adopted by Oregon Health Authority, Public Health Division and the local health department.

~~Employees shall provide services to students as required by law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the principal or designee shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.~~

The district shall protect the confidentiality of each student's and ~~an~~ employee's health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator may inform employees with a legitimate educational interest.

The district will include, as part of its general emergency plan, a description of the actions to be taken by district staff in buildings and by the ~~the case of a declared public health emergency or other catastrophe that disrupts~~ district in response to medical emergencies ~~operations~~.

~~The superintendent will develop administrative regulations necessary to implement this policy.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 431.150 - 431.157](#)
[ORS 433.001 - 433.004](#)
[ORS 433.010](#)

[ORS 433.110](#)
[ORS 433.235 - 433.284](#)

[OAR 333-018](#)

[OAR 333-019-0010](#)
[OAR 333-019-0014](#)
[OAR 581-022-2220](#)
[OAR 581-022-2225](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance for Schools*.
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 (2023).
Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2018); 45 C.F.R. Parts 160, 164
(2023).



Code: **GBEBA**
Adopted: 11/25/08
Revised/Readopted: 4/28/20
Orig. Code(s): GBEBA

Staff with HIV, AIDS and HBV

The District will strictly adhere in its policies and procedures to the Oregon Revised Statutes and Oregon Administrative Rules as they relate to staff infected with HIV, AIDS or HBV¹.

The District recognizes a staff member has no obligation under any circumstance to report a condition under this policy to the District and that the staff member has a right to continue working.

The Superintendent may revise assignments that include application of first-aid and include personal hygiene care, or any other factors that could transmit blood or bodily fluids from one person to another. The employee's medical records will be kept confidential in accordance with law.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 342.850\(7\)](#)
[ORS 433.008](#)
[ORS 433.045](#)

[ORS 433.260](#)
[OAR 333-017-0000](#)
[OAR 333-018-0000](#)

[OAR 333-018-0005](#)
[OAR 581-022-2220](#)

¹ HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus



Code: **GBN/JBA**
Adopted: 12/16/14
Revised/Readopted: 5/28/19 ; 1/26/21
Orig. Code: GBN/JBA

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties¹ are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures².

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;

¹ “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) ~~At~~ **at** a school-sponsored activity or program; or 3) ~~Off~~ **off** school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

² Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF).

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student’s educational activity or program;
 - b. Interferes with a school or district staff member’s ability to perform their job; or
 - c. Creates an intimidating, offensive, or hostile environment.
3. Assault when sexual contact occurs without ~~the student’s, staff member’s or third party’s consent~~³. ~~because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.~~⁴

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s actions ~~action~~, offensive because of that other person’s sexual orientation or gender identity.

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

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individuals:

Position	Phone
Operations Officer (Athletics and Activities)	(503)844-1500
Executive Director of Schools (Student to Student)	(503)844-1500
Human Resources Officer (All other Complaints)	(503)844-1500

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. These individuals are also designated as the Title IX Coordinator. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

³ “Without consent” means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

⁴ The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1)(b). If the district would like to include the full statutory definition, it can do so.

2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to **immediately** report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a “reasonable person” standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and/or
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person⁵ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

⁵ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

The written notification must include⁶:

1. Name and contact information for all person(s) designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person or person's parent who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and/or with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

⁶ Remember confidentiality laws when providing any information.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity⁷;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

⁷ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

The Operations Officer (Athletics and Activities), Executive Director of Schools (Student to Student), Human Resources Officer (All other Complaints) are designated as the Title IX Coordinators and can be contacted at (503) 844-1500. The Title IX Coordinators will coordinate the district's efforts to comply with its responsibilities related to this [policy AR](#). The district prominently will display the contact information for the Title IX Coordinators on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁸ The district shall treat complainants and respondents equitably by providing supportive measures⁹ to the complainant and by following a grievance procedure¹⁰ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹¹

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹² The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

⁸ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

⁹ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.⁹ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁰ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹¹ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹² The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹³, or both.

No Retaliation

Neither the district or any person may retaliate¹⁴ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinators shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)

[ORS 342.708](#)
[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)

[OAR 584-020-0041](#)

¹³ Of the United States Department of Education.
[ORS 659A.006](#)
[ORS 659A.029](#)
[ORS 659A.030](#)

¹⁴ Retaliation includes, but is not limited to, [OAR 581-021-0038](#) intimidation, threats, coercion, and discrimination.
[OAR 584-020-0040](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

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



Code: **GBNAB/JHFE**
Adopted: 10/12
Revised/Readopted: 11/13/18; 2/23/21; 3/16/21;
1/25/22
Orig. Code(s): JHFE

Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately make a report ~~by telephone or otherwise~~ to the ~~local office of the~~ Oregon Department of Human Services (DHS) through the centralized child abuse reporting system² ~~or its designee~~ or to ~~the~~ law enforcement agency within the county where the person making the report is located at the time of the contact, ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

The report must contain, ~~if~~ if known, ~~the 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, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² ~~How to report abuse or neglect:~~ [Oregon DHS](#). Call 855-503-SAFE (7233).

³ "Person" could include adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS)~~ or through its centralized child abuse reporting system or to ~~a designee or the local~~ law enforcement agency pursuant to ORS 419B.015, and to ~~the~~ designated licensed administrator.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the District Human Resources Officer who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to ~~local~~ law enforcement ~~or~~ and the centralized child abuse reporting system of ~~local~~ DHS ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or ~~DHS, or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

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

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic

communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

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

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

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

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

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).



Code: **GBNAB/JHFE-AR(1)**
Adopted: 6/18/18
Revised/Readopted: 11/13/18; 1/25/22
Orig. Code(s): JHFE-AR

Reporting of Suspected Abuse of a Child

Reporting

Any District employee having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse¹ shall ~~orally report or cause an oral~~ make a report immediately ~~by telephone or otherwise~~ to the ~~local office of the~~ Oregon Department of Human Services (DHS) ~~through the centralized child abuse reporting system² or its designee~~ or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any District employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~in the same manner or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.~~

Any district employee who has reasonable cause to believe that another District employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another District employee, contractor, agent, volunteer or student shall immediately report such to ~~the~~ DHS ~~through or its centralized child abuse reporting system or to a designee or the local~~ law enforcement agency ~~pursuant to ORS 419B.015~~, and to the designated licensed administrator or alternate licensed administrator for their school building.

The report must contain, ~~if~~ if known, ~~the 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, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that 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.

If the superintendent is the alleged abuser the report shall be submitted to the District Human Resources Officer who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child using the District's Child Abuse/Neglect Report Form.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² ~~How to report abuse or neglect: Oregon DHS. Call 855-503-SAFE (7233)~~

³ "Person" could include adult, student or other child.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the designee that received the report and the Assistant Superintendent for the Office of School Performance, if appropriate.

When the District receives a report of suspected abuse of a child by one of its employees, and the executive director of the office for school performance and human resources administrator determine that there is reasonable cause to support the report, the District shall place the school employee on paid administrative leave⁴ and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the District takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the District determines that either 1) an employment policy was violated and the District will take appropriate employment action against the employee, or 2) an employment policy has not ~~been~~^{be} violated and no action is required by the District against the employee.

When the designee receives a report of suspected abuse by a contractor^{5}, agent or volunteer, the district shall prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated⁶ and a determination has been made by law enforcement or DHS that the report is unsubstantiated.

The written record of each reported incident of abuse of a child, action taken by the District, and any findings as a result of the report shall be maintained by the District.

If, following the investigation, the District decides to take an employment action, the District will inform the District employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

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

Definitions

⁴ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁵ {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

⁶ The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or law enforcement pursuant to law.

1. Oregon law ~~recognizes these and other types of~~ defines “abuse” in ORS 419B.005(1).:
 - a. ~~Physical;~~
 - b. ~~Neglect;~~
 - c. ~~Mental injury;~~
 - d. ~~Threat of harm;~~
 - e. ~~Sexual abuse and sexual exploitation.~~
2. “Child” means an unmarried person who is under 18 years of age or is ~~under 21 years of age and residing in or receiving care or services at a child-caring agency~~ a child in care, as defined in ORS 418.257.
3. A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.

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.

Upon request from law enforcement or DHS the District shall immediately provide requested documents or materials to the extent allowed by state and federal law.

Failure to Comply

Any District employee who fails to report a suspected abuse of a child as provided by this policy 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~~ or this administrative regulation, the employee will be disciplined up to and including dismissal.

Cooperation with Investigator

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 the school administrator or designee is notified that the DHS or law enforcement officer would like to interview a student at school, the school administrator or designee must request that the investigating official fill out the appropriate form (see GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The school administrator or designee should not deny the interview based on the investigator’s refusal to sign the form. If the student is to be interviewed at the school, the school administrator or designee shall make a private space available. The school 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 school administrator or designee shall refuse access to the student.

Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the school administrator or designee. The law enforcement official shall sign the student out in accordance with District procedures and after having provided adequate identification.

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 or anyone else other than DHS or law enforcement agency, and any school employee necessary to enable the investigation.
3. The school administrator or designee 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.

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



Code: **JBA/GBN**
Adopted: 12/16/14
Revised/Readopted: 5/28/19; 1/26/21
Orig. Code(s): JBA/GBN

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties¹ are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures².

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;

¹ “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) ~~At~~ **at** a school-sponsored activity or program; or 3) ~~Off~~ **off** school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

² Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF).

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student’s educational activity or program;
 - b. Interferes with a school or district staff member’s ability to perform their job; or
 - c. Creates an intimidating, offensive, or hostile environment.
3. Assault when sexual contact occurs without ~~the student’s, staff member’s or third party’s consent~~³. ~~because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.~~⁴

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s actions ~~action~~, offensive because of that other person’s sexual orientation or gender identity.

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

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individuals:

Position	Phone
Operations Officer (Athletics and Activities)	(503)844-1500
Executive Director of Schools (Student to Student)	(503)844-1500
Human Resources Officer (All other Complaints)	(503)844-1500

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. These individuals are also designated as the Title IX Coordinator. *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

³ “Without consent” means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

⁴ The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1)(b). If the district would like to include the full statutory definition, it can do so.

2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to **immediately** report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a “reasonable person” standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and/or
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person⁵ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

⁵ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

The written notification must include⁶:

1. Name and contact information for all person(s) designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person or person's parent who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and/or with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

⁶ Remember confidentiality laws when providing any information.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity⁷;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

⁷ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

The Operations Officer (Athletics and Activities), Executive Director of Schools (Student to Student), Human Resources Officer (All other Complaints) are designated as the Title IX Coordinators and can be contacted at (503) 844-1500. The Title IX Coordinators will coordinate the district's efforts to comply with its responsibilities related to this [policy AR](#). The district prominently will display the contact information for the Title IX Coordinators on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁸ The district shall treat complainants and respondents equitably by providing supportive measures⁹ to the complainant and by following a grievance procedure¹⁰ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹¹

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹² The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

⁸ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

⁹ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.⁹ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁰ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹¹ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹² The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹³, or both.

No Retaliation

Neither the district or any person may retaliate¹⁴ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinators shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[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 584-020-0040](#)
[OAR 584-020-0041](#)

¹³ Of the United States Department of Education.

¹⁴ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.
[OAR 581-021-0038](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).



Code: JHC
Adopted: 2/18
Revised/Readopted: 12/10/19; 12/06/22
Orig. Code: JHC

Student Health Services and Requirements**

(See new EBBA - Student Health Services)

Although the District's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The District shall staff nursing services appropriate for students with medical needs and prevention-oriented health services per applicable requirements of Oregon Revised Statutes (ORS) 336.201 and Oregon Administrative Rule (OAR) 581-022-2220.

The nurse(s) employed by the District shall be licensed to practice as a registered nurse or nurse practitioner in Oregon, and will function as an integral member(s) of the instructional staff, serving as a resource person(s) to teachers in securing appropriate information and materials on health-related topics.

The District shall provide:

1. One registered nurse or school nurse for every 125 medically fragile students;
2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and
3. One registered nurse or school nurse for every 225 medically complex students.

The District may use the most cost-effective means available to meet the above requirements, and they may satisfy the nursing requirements for medically complex students by providing personnel trained and supervised by a registered nurse or school nurse, and complying with the requirements of ORS 678.010 - 678.448.

Any nurse(s) providing services on behalf of the District shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of the patient prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.¹

¹ For additional delegation requirements, see OAR [851-047-0030](#).

The District shall maintain a prevention-oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or rules;
2. Health appraisal to include screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that are appropriately supervised and isolate the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by Oregon Health Authority, Public Health Division, and the county health department;
6. Assistance for students in taking prescription and/or nonprescription medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

District health staff will coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees.

In accordance with the requirements of federal law, the District recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination² or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

School-based health clinics will provide all health services in accordance with Oregon laws and the most current version of the Oregon School-Based Health Centers Standards for Certification.

Procedures shall be developed and implemented to carry out this policy. All District employees will be apprised of their responsibilities in this area. Parents shall have the opportunity to request their students be exempt from participation in vision or hearing screening. The District will abide by those requests.

END OF POLICY

² The term “invasive physical examination,” as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

Legal Reference(s):

[ORS 329.025](#)

[ORS 336.211](#)

[OAR 581-022-2220](#)

[ORS 336.201](#)

[OAR 581-022-2050](#)

[OAR 581-022-2225](#)

Protection of Pupil Rights, 20 U.S.C. § 1232h (2018); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2022).

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

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Code: JHCA/JHCB
Adopted: 1/01/17
Revised/Readopted: 12/10/19
Orig. Code: JHCA/JHCB

Immunizations, ~~Physical Examinations, Vision Screening/Eye Examinations and Dental Screening~~ and School Sports Participation**

Immunization

Proof of immunization must be presented at the time of initial enrollment¹ in school or within 30 days of transfer to the district ~~District~~ in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form, documenting either evidence of immunization, ~~a religious, philosophical beliefs and/or a medical or nonmedical or nonmedical~~ exemption or immunity documentation².

School Sports Participation ~~Physical Examination~~

~~The Board recommends that all students initially enrolling in school have an examination with a medical provider. When initially enrolling their student in the District, and when registering them for school, parents will be asked to provide essential health information that is necessary to keep their student healthy and safe at school.~~

~~All students~~ A student participating in athletic programs in grades 7 through 12 is ~~are~~ required to submit to an appropriate ~~the District a~~ School Sports Pre-Participation Examination³ ~~form~~ prior to their initial participation in a District athletic program. The form⁴ is to be completed and signed by a parent or guardian ~~and physician,~~ giving permission for the student to participate ~~and be signed by a medical~~

¹ The district shall immediately enroll a ~~homeless~~ student ~~experiencing houselessness~~ in the school selected even if the student is unable to produce records normally required for enrollment.

² Documentation requirements for exemptions are outlined in ORS 433.267.

³ The required form is available at <https://www.osaa.org/governance/forms>, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.

⁴ The form may be used in either a hard copy or electronic format.

provider authorized by law⁵ who has examined and evaluated the student. The completed form(s) must be returned [as directed] [to the school office].

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation ~~in extracurricular sports~~.

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student has not suffered a concussion.⁶ Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional⁷.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a ~~sports~~physical examination once every two years, thereafter.

Vision Screening or Eye Examination

~~The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the District for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:~~

- ~~1. A vision screening or eye examination; and~~
- ~~2. Any further examination, treatments, or assistance necessary.~~

~~The certification is not required if the parent or guardian provides a statement to the District that:~~

- ~~1. The student submitted a certification to a prior education provider; or~~

⁵ This physical examination must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a licensed nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

⁶ For more information regarding medical releases for students in grades 9-12, see OSAA rules.

⁷ "Health care professional" includes a chiropractic physician, a naturopathic physician, a psychologist, a physical therapist, an occupational therapist, a physician assistant or a nurse practitioner who is licensed or registered under the laws of Oregon.

3. ~~The vision screening or eye examination is contrary to the religious beliefs of the student or the parent or guardian of the student.~~

Dental Screening

~~The District shall file in the student's dental health record any dental screening certifications and any results of a dental screening known by the District. The District will provide to the parent or guardian of each student, standardized information developed by the Oregon Health Authority's dental director regarding dental screenings, further examinations or necessary treatments, and preventative care, including fluoride varnish, sealants, and daily brushing and flossing.~~

~~The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the District for the first time, shall submit a certification within 120 days of beginning the education program, that the student has received a dental screening within the previous 12 months. The certification is not required if the parent or guardian provides a statement to the District that:~~

1. ~~The student submitted a certification to a prior education provider;~~
4. ~~The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or~~
5. ~~The dental screening is a burden for the student or the parent or guardian of the student in the following ways:~~
 - a. ~~The cost of obtaining the dental screening is too high;~~
 - b. ~~The student does not have access to an approved screener;~~
 - c. ~~The student was unable to obtain an appointment with an approved screener.~~

~~The certification may be provided by a licensed dentist, a dental hygienist, or a health care practitioner, as defined by state law. The certification must include the:~~

1. ~~Student's name;~~
6. ~~Date of screening; and~~
7. ~~Name of entity conducting the dental screening.~~

~~The District shall submit to the Oregon Department of Education a report that identifies the percentage of students who failed to submit the certification for the previous year, no later than June 15 of each year.~~

~~If the District is causing the dental screening to be conducted, the District will follow the notice requirements in accordance with law.~~

END OF POLICY

Legal Reference(s):

~~Immunizations, Physical Examinations, Vision Screening/Eye Examinations and Dental Screening~~ and School Sports Participation** –

[ORS 326.580](#)

[ORS 336.479](#)

[ORS 336.485](#) - ORS 336.490

[ORS 433.235](#) - 433.280

[OAR 333](#)-019-0010

[OAR 333](#)-050-0010 - 050-0120

[OAR 581](#)-021-0041

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2018).

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 (2024).



Code: JHCC
Adopted: 4/24/18
Revised/Readopted: 12/10/19; 11/17/20
Orig. Code: JHCC

Communicable Diseases - Student

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

A student will not attend school while in communicable stage of a restrictable disease or when a principal or designee¹ has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the principal or designee will report the occurrence to the local health department. The principal or designee¹ will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

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

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

The district shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law. 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 superintendent will develop administrative regulations necessary to implement this policy.

¹ Or site administrator for non-school locations/departments.

END OF POLICY

Legal Reference(s):

[ORS 431.150](#) - 431.157

[ORS 433.001](#) - 433.526

[OAR 333-018](#)

[OAR 333-019-0010](#)

[OAR 333-019-0014](#)

[OAR 333-019-1000](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2020).
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).



Code: JHCCA
Adopted: 12/13
Revised/Readopted: 5/28/19
Orig. Code: JHCCA

Students – HIV, HBV, and AIDS**

This District will adhere strictly in policies and procedures to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV or diagnosed with AIDS.¹

The District recognizes a parent (student) has no obligation to inform the District of an HIV, HBV, or AIDS condition, and that the student has a right to attend school. If the District is informed of such a student, written guidelines shall be requested of the parent (student). These guidelines shall include who may have the information, who will give the information, how the information will be given, and where and when the information will be given.

When informed of the infection, and with written permission from the parent (student), the District will develop procedures for formulating an evaluation team. The team shall address the nature, duration, and severity of risk, as well as any modification of activities. The team shall continue to monitor the student's condition. The district will make reasonable accommodations to allow students living with HIV infection to participate in school-sponsored physical activities.

Notification of alternative education programs shall be made to the parent or eligible student if an HIV, HBV, or AIDS student withdraws from school.

END OF POLICY

Legal Reference(s):

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 332.061](#)
[ORS 336.187](#)
[ORS 336.615 to -336.665](#)
[ORS 339.030](#)
[ORS 339.250](#)
[ORS 433.008](#)
[ORS 433.045](#)
[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 581-022-2060](#)
[OAR 581-022-2220](#)

¹ HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome

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).

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Code: JHCCF
Adopted:

Pediculosis (Head Lice)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school.

Suggested school measures for head lice provided in [Communicable Disease Guidance for Schools](#) issued by the Oregon Department of Education and Oregon Health Authority will be consulted.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)



Code: JOA
Adopted: 6/26/18
Revised/Readopted: 12/10/19
Orig. Code: JOA

Directory Information**

Directory information includes those items of personal information contained in a student education record which are not generally considered harmful or an invasion of privacy if released, unless the combination of information released is considered “personally identifiable information” and will not be released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student’s name;
2. Student’s address;
3. Student’s telephone listing;
- ~~4. Student’s electronic address;~~
5. Student’s photograph;
- ~~6. Date and place of birth;~~
- ~~7. Major field of study;~~
8. Participation in officially recognized sports and activities;
9. Weight and height of athletic team members;
- ~~10. Dates of attendance;~~
11. Grade level
12. Diplomas, honors or awards received;
13. Most recent ~~previous school~~ enrollment ~~or program attended.~~

Public Notice

The District will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the District’s option to release such information, and the requirement that the District must, by law, release secondary students’ names, addresses, and telephone numbers to military recruiters and/or institutions of

higher education, unless parents or eligible students request that the District withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age, or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student may not opt out of directory information to prevent the District from disclosing or requiring a student to disclose their names, identifier, or institutional email address in a class in which the student is enrolled, or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the District in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the District to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The District shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 180.805](#)

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 336.187](#)

[OAR 581-021-0220 to -0430](#)
[OAR 581-022-2060](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Every Student Succeeds Act, 20 U.S.C. § 7908 (2012).

Cross Reference(s):

IGBAB/JO - Education Records/Records of Students with Disabilities
JO/IGBAB - Education Records/Records of Students with Disabilities
JOD - Media Access to Students



Code: **JOB**
Adopted: 12/13
Revised/Readopted: 12/10/19
Orig. Code: JOB

Personally Identifiable Information**

Personally identifiable information includes, but is not limited to:

1. Student's name, and other directory information if opted out from directory information release, as requested by the eligible student/parent **in writing** using the District Release of Information Opt-Out Form (JOA-AR);
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, the student 18 years of age or older or an emancipated student.

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 post-secondary education where the student seeks or intends to enroll;
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 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 is legally responsible for the care and protection of the student, including educational stability of children in foster care.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 326.565](#)

[ORS 326.575](#)
[ORS 336.187](#)

[OAR 581-015-2000](#)
[OAR 581-021-0220 to -0430](#)
[OAR 581-022-2260](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012).
Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Uninterrupted Scholars Act (USA), 2013 (P.L. 112-278, Jan. 14, 2013), 20 U.S.C. § 1221 (2012).

Cross Reference(s):

IGBAB/JO - Education Records/Records of Students with Disabilities

JO/IGBAB - Education Records/Records of Students with Disabilities

JOD - Media Access to Students

HILLSBORO SCHOOL DISTRICT 1J
June 18, 2024
INFORMATION – ADMINISTRATIVE REGULATION UPDATE

SITUATION

Updated administrative regulations (ARs) that do not require Board action will be posted in the Board meeting packet for the information of the Board, staff members, and the public.

Policy language must meet the following criteria:

1. Legally mandated or legally wise
2. Harmonize with District's existing collective bargaining agreements
3. Reflect current District practice

The following administrative regulations (AR) have proposed changes:

- Policies in Section E – Support Services
 - EBBA-AR: First Aid - Infection Control
- Policies in Section G – Personnel
 - GBEB-AR: Communicable Diseases in Schools
- Policies in Section J – Students
 - JHCC-AR: Communicable Diseases – Student
 - JOA-AR: Release of Information Opt-Out Form

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the updated administrative regulations.



Code: **EBBA-AR**
Revised/Reviewed: 11/03/08; 3/12/19
Orig. Code(s): EBBA-AR

First Aid - Infection Control

Health division information about the transmission of diseases including AIDS and Hepatitis B focuses on “body fluids” as a possible carrier of organisms that can infect others. The term includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen, and blood. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk.

The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all staff and students. These actions should focus primarily on steps that students and staff members can take to ensure their own well-being.

Those who administer first aid, provide physical care or may otherwise incur occupational exposure to blood or other potentially infectious materials as determined by the District will be specifically protected through the District’s exposure control plan.

These procedures are a review for all staff and students of appropriate hygienic and sanitation practices.

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all human blood and body fluids are known to be infectious for HIV, HBV and/or other blood-borne pathogens.
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after the care giver has removed gloves, if the care giver will not come into contact with blood or wound drainage.
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/container, handling contaminated broken glass, cleaning contaminated equipment, and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit.
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given to a student or contact with potentially infectious materials. Hand washing must be done even though gloves were used.

5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure, or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.
6. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the District as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible.
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables.

Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers.

8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the District's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware and other sharp objects found on District property must not be picked up by students at any time, or by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.

Please note: Contact with feces provides risk of fecal-oral transmission of intestinal organisms such as hepatitis A, salmonella, and giardia. Hand washing, as detailed in #4 above, is essential after diapering or toileting.

13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may

include feeding a student with a history of spitting or forceful vomiting or assisting with severe injuries and/or wounds with spurting blood.

14. If a first-aid situation occurs, students should report to a person in authority; staff should report to a supervisor.
15. Staff will receive annual training in the handling of body fluids.
16. If a possible exposure occurred, refer to the procedures in the District Exposure Control Plan.

Additional Precautions

The following additional precautions should be applied in all school settings. These procedures will help prevent transmission of many infections in addition to HIV and HBV:

1. A sink with soap, hot, and cold running water and disposable towels should be available;
2. Sharing of personal toilet articles, such as toothbrushes and razors, should not be permitted;
3. Skin lesions that may ooze blood or serum should be kept covered with a dressing;
4. Exchange of saliva by kissing on the mouth, by sharing items that have been mouthed and by putting fingers in others' mouths should be discouraged.



Code: **GBEB-AR**
Revised/Reviewed: 4/24/18; 4/28/20; 12/08/20
Orig. Code: JHCC/GBEB-AR

Communicable Diseases —~~Staff~~in Schools

In accordance with state law, administrative rule, the local health authority and the Communicable Disease Guidance, the procedures established below will be followed.

1. “Restrictable diseases” are defined by rule¹ and include but are not limited to COVID-19², chickenpox, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis and infectious tuberculosis, and may include a communicable stage of hepatitis B infection in a child who~~if~~, in the opinion of the local health officer, ~~the person~~ poses an unusually high risk to ~~other children~~~~others~~ (e.g., ~~a child that~~ exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. ~~A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by the local public health administrator after determining that it poses a danger to the public’s health.~~
2. “Susceptible” for a child means lacking documentation of immunization required under OAR 333-050-0050, or if immunization is not required, lacking evidence of immunity to the disease.
3. “Susceptible” for ~~an~~ a school employee means lacking evidence of immunity to the disease.
4. “Reportable diseases” means a disease or condition, the reporting of which enables a public health authority to take action to protect or to benefit the public health.

Restrictable Diseases

1. ~~An~~A student or employee of the district will not attend school or work, respectively, at a district school or facility while in a communicable stage of a restrictable disease, ~~including a communicable stage of COVID-19~~³, unless authorized to do so under Oregon law. When an administrator has

¹ OAR 333-019-0010 lists restrictable diseases.

² ~~Added per OAR 333-019-1000(2).~~

³ ~~“Communicable stage of COVID-19” means having a positive presumptive or confirmed test of COVID-19.~~

reason to suspect that a student or an employee has a restrictable disease, the administrator or designee shall send them the employee home.

5. A principal or designee⁴ shall exclude a susceptible student or an employee if the principal or designee has reason to suspect they have that an employee has been exposed to measles, mumps, rubella, diphtheria, pertussis, hepatitis A, or hepatitis B, unless the local health officer determines that exclusion is not necessary to protect the public's health. The administrator or designee may request the local health officer to make a determination as allowed by law. If the disease is reportable, the principal or designee may will report the occurrence to the local health department.
- ~~6. A principal or designee shall exclude an employee if the principal or designee has been notified by a local public health administrator or local public health officer that the employee has had a substantial exposure to an individual with COVID-19 and exclusion is deemed necessary by same.~~
- 7.6. An A student or employee will be excluded in such instances until such time as the student or employee, respectively, presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505 - 677.525, a nurse practitioner licensed under ORS 678.375 - 678.390, local health department nurse or school nurse stating that the student or employee does not have or is not a carrier of any restrictable disease.
- ~~8.7. A principal or designee may allow attendance of an employee restricted~~ An exclusion for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea or vomiting may be if the restriction has been removed by a school nurse or health care provider.
- 9.8. More stringent exclusion standards for students or employees from school or work may be adopted by the local health department.
- ~~10. The district's emergency plan shall address the district's plan with respect to a declared public health emergency at the local or state level.~~

Reportable Diseases Notification

1. All employees shall comply with all reporting measures adopted by the district and with all rules set forth by Oregon Health Authority, Public Health Division and the local health department.
- ~~11.9.~~ A principal or designee may seek confirmation and assistance from the local health officer to determine the appropriate district response when the principal or designee is notified that an employee or a student has been exposed to a restrictable disease which that is also a reportable disease.
- ~~12.10.~~ District staff with impaired immune responses, that are of childbearing age or some other medically fragile condition, should consult with a medical provider for additional guidance⁵.

⁴ Or the site administrator for non-school locations or departments.

⁵ Refer to *Communicable Disease Guidance for Schools* published by the Oregon Health Authority and the Oregon Department of Education.

~~13.11.~~ A principal or designee shall determine other persons who may be informed of an employee's communicable disease, or that of a student's when a legitimate educational interest exists or for health and safety reasons, in accordance with law.

Equipment and Training

1. The principal or designee shall, ~~on a case-by-case basis,~~ determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
- ~~14.12.~~ The principal or designee shall consult with the district's school nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
- ~~15.13.~~ All district personnel will be instructed annually to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA). (*See* policy EBBAA)



Code: JHCC-AR
Adopted: 4/24/18
Revised/Readopted: 12/10/19; 11/17/20
Orig. Code: JHCC-AR

Communicable Diseases – Student

In accordance with state law, administrative rule, the local health authority and the *Communicable Disease Guidance*, the procedures established below will be followed.

1. “Restrictable diseases” are defined by rule and include but are not limited to COVID-19¹, chickenpox, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis and infectious tuberculosis, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by the local public health administrator after determining that it poses a danger to the public’s health.
2. “Susceptible” for a child means lacking documentation of immunization required under OAR 333-050-0050.
3. “Reportable diseases” means a disease or condition, the reporting of which enables a public health authority to take action to protect or to benefit the public health.

Restrictable Diseases

1. A student of the district will not attend a district school or facility while in a communicable stage of a restrictable disease, including a communicable stage of COVID-19², unless authorized to do so under Oregon law. When a principal or designee³ has reason to suspect any child has a restrictable disease, the principal or designee shall send the student home.
2. A principal or designee shall exclude a susceptible child from school if the principal or designee has reason to suspect that a student has been exposed to measles, mumps, rubella, diphtheria, pertussis, hepatitis A or hepatitis B, unless the local health officer determines that exclusion is not necessary to

¹ Added per OAR 333-019-1000(2).

² “Communicable stage of COVID-19” means having a positive presumptive or confirmed test of COVID-19.

³ Or site administrator for non-school locations/departments.

protect the public's health. The principal or designee may request the local health officer to make a determination as allowed by law. If the disease is reportable, the principal or designee will report the occurrence to the local health department.

3. A principal or designee shall exclude a student if the principal or designee has been notified by a local public health administrator or local public health officer that the student has had a substantial exposure to an individual with COVID-19 and exclusion is deemed necessary by same.
4. A student will be excluded in such instances until such time as the student or the parent or guardian of the student presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505-677.525, a nurse practitioner licensed under ORS 678.375-678.390, local health department nurse or school nurse stating that the student does not have or is not a carrier of any restrictable diseases.
5. The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting. A student may remain in an alternative educational setting until such time as a certificate from a physician, physician assistant, nurse practitioner, local health department nurse or school nurse, under the guidance of the Local Public Health Authority (LPHA), states that the student does not have or is not a carrier of any restrictable disease, or until such time as a local public health administrator states that the disease is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. A restrictable disease exclusion for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea or vomiting may also be removed by a school nurse or health care provider.
6. More stringent exclusion standards for students from school may be adopted by the local health department.
7. The district's emergency preparedness plan shall address the District's plan with respect to a declared public health emergency at the local or state level.

Reportable Diseases Notification

1. All employees shall comply with all reporting measures adopted by the district and with all rules set forth by the Oregon Health Authority, Public Health Division and the local health department.
2. A principal or designee may seek confirmation and assistance from the local health officer to determine the appropriate district response when the principal or designee is notified that a student or an employee has been exposed to a restrictable disease that is also a reportable disease.
3. A principal or designee shall determine other persons who may be informed of a student's communicable disease when a legitimate educational interest exists or for health and safety reasons in accordance with law.

Education

1. The principal or designee shall seek information from the district's school nurse or other appropriate health officials regarding the health needs/hazards of all students and the impact on the educational needs of a student diagnosed with a restrictable disease or exposed to a restrictable disease.

2. The principal or designee shall, utilizing information obtained above, determine an educational program for such a student and implement the program in an appropriate (i.e., regular or alternative) setting.
3. The principal or designee shall review the appropriateness of the educational program and the educational setting of each individual student diagnosed with a restrictable disease.

Equipment and Training

1. The principal or designee shall, on a case-by-case basis, determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
2. The principal or designee shall consult with the district's school nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
3. All district personnel will be instructed annually to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA). (*See* policy EBBAA)



Code: **JOA-AR**
Revised/Reviewed: 3/18; 12/10/19
Orig. Code: JOA-AR

Release of Information Opt-Out Form

A parent/guardian or student who has reached age 18 or is otherwise emancipated may choose to ask the District not to release certain types of information about them.

Board policy JOA - Directory Information describes the types of information contained in a student's education record that are not generally considered harmful or an invasion of privacy if released, unless the combination of information released is considered "personally identifiable information" and will not be released. These include:

- Student's name;
- Student's address;
- Student's telephone listing;
- ~~Student's electronic address;~~
- Student's photograph;
- ~~Date and place of birth;~~
- ~~Major field of study;~~
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- ~~Dates of attendance;~~
- Degrees or awards received;
- Most recent ~~previous school~~ enrollment ~~or program attended.~~

There are many times, during the course of the normal school year, where students may be participating in an activity that will be captured in still or video form for use by the school/District or local media. We will assume to have permission to take and share these images/videos via websites and district-owned social media sites unless otherwise directed.

If you do NOT wish to have your photograph/video taken or other information released, please indicate that below:

- ☐ Opt-out of the school directory and general directory requests
- ☐ Opt-out of photos
- ☐ Opt-out of the release of information to ~~college~~ post-secondary recruiters
- ☐ Opt-out of the display of student work
- ☐ Opt-out of newspaper (~~e.g. Hillsboro Argus~~, The Oregonian, Hillsboro ~~News Times Tribune~~, etc.)
- ☐ Opt-out of TV & radio
- ☐ Opt-out of information posted on the school or District website
- ☐ Opt-out of information placed in the school yearbook
- ☐ Opt-out of information provided to military recruiters (high school juniors and seniors ONLY)

Student Name

Current School/Grade

Parent/Guardian or Adult Student Printed Name

Date

Parent/Guardian or Adult Student Signature

This opt-out will remain in effect until otherwise revoked in writing by a person authorized to do so.