

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

Board Meeting Agenda
Tuesday, December 9, 2025
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. A livestream link can be found at the top of the hsd website: <https://www.hsd.k12.or.us/> on the morning of the meeting.

1. **5:15 PM - Work Session**

- A. Call to Order
Presenter: Ivette Pantoja
Time: 5:15 PM
- B. Western Washington County Joint Accountability and Advocacy Visit 4
Presenters: Ivette Pantoja / Travis Reiman / Brooke Nova
Time: 5:15 PM, 15 minutes
- C. Bond Development Update 5
Presenter: Beth Graser
Time: 5:30 PM, 45 minutes
- D. Standards Based Grading Update 6
Presenters: Audrea Neville / David Nieslanik / Becky Kingsmith
Time: 6:15 PM, 30 minutes
- E. Recess Work Session
Presenter: Ivette Pantoja
Time: 6:45 PM

2. **7:00 PM - Regular Session**

- A. Call to Order and Flag Salute
Presenter: Ivette Pantoja
Time: 7:00 PM, 5 minutes
- B. Land Acknowledgment 7
Presenter: Ivette Pantoja
Time: 7:05 PM, 5 minutes
- C. Recognitions / Proclamations
Presenter: Ivette Pantoja
Time: 7:10 PM, 5 minutes
 - 1. National Special Education Day 8
Presenter: Yessica Hardin Mercado
- D. Approval of Agenda
Presenter: Ivette Pantoja
Time: 7:15 PM, 5 minutes
SAMPLE MOTION: I move that the Board of Directors approve the agenda as printed.
- E. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
Presenter: Ivette Pantoja
Time: 7:20 PM, 5 minutes
SAMPLE MOTION: I move that the Board of Directors approve the Consent Agenda as printed

1.	Approve Minutes of November 18, 2025, Board Meeting	9
2.	Approve Routine Personnel Matters	15
3.	Approve Policies	16
a.	G - Personnel	
1)	G CBD/GDBD: Leaves and Absences Presenter: Kona Lew-Williams	17
2)	G CBD: Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave) Presenter: Kona Lew-Williams	19
F.	Audience Time Presenter: Ivette Pantoja Time: 7:25 PM, 5 minutes	
G.	Reports	
1.	First Reading - New Course Approval: AP Seminar Presenters: Brooke Nova / Becky Kingsmith Time: 7:30 PM, 15 minutes	23
2.	First Reading - New Course Approval: Pre-AP Chemistry Presenters: Brooke Nova / Becky Kingsmith Time: 7:45 PM, 15 minutes	24
3.	Cognia Systems Accreditation Report Presenter: Brooke Nova Time: 8:00 PM, 15 minutes	25
4.	Financial Report Presenter: Scott Harrison Time: 8:15 PM, 5 minutes	26
H.	Action Items	
1.	Adopt Planning Calendar for the 2026-27 Budget Presenter: Scott Harrison Time: 8:20 PM, 5 minutes SAMPLE MOTION: I move that the Board of Directors adopt the planning calendar for the 2026-27 budget.	32
2.	Approve New High School Course: AP African American Studies Presenter: Brooke Nova Time: 8:25 PM, 5 minutes SAMPLE MOTION: I move that the Board of Directors approve the proposed course AP African American Studies	34
I.	Policies - First Reading <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 Time: 8:30 PM, 5 minutes	35
1.	A/B - Board Governance and Operations	
a.	BCF: Advisory Committees to the Board Presenter: Francesca Sinapi	36
2.	J - Students	
a.	JHCA: Immunizations, and School Sports Participation, Concussions and Other Brain Injuries	39

	Presenters: Brooke Nova / Saideh Haghighi Khochkhou	
b.	JHCD: Medications Presenter: Brooke Nova	42
c.	JHCD-AR: Medications Presenter: Brooke Nova	45
d.	JHCD/JHCDA: Medications Presenter: Brooke Nova	56
e.	JHCD/JHCDA-AR: Medications Presenter: Brooke Nova	59
f.	JO/IGBAB-AR(1): Educational Records/Records of Students with Disabilities Management Presenter: Brooke Nova	67
3.	K/L: District-Community Relations	
a.	LBEA: Denial for Virtual Public Charter School Student Enrollment Presenters: Brooke Nova / Beth Graser	78
J.	HCU / HEA Reports Presenter: Ivette Pantoja Time: 8:35 PM, 10 minutes	
K.	Discussion Time Presenter: Ivette Pantoja Time: 8:45 PM, 10 minutes	
	1. Student Representatives' Time	
	2. Superintendent's Time	
	3. Board of Directors' Time	
L.	Adjourn Board Meeting Presenter: Ivette Pantoja Time: 8:55 PM	
M.	Next Meetings of the Board of Directors:	
	• January 13, 2026, Board Work Session	
	• January 27, 2026, Board Work / Regular Session	

The Board meeting packet may be found on the District website: <https://www.hsd.k12.or.us/board>.

This meeting will be held in English. If you need interpretation services in another language, please contact our Language Liaisons Department by email at language liaisons@hsd.k12.or.us or by calling 503-844-1429, at least 48 hours before the meeting.

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
WESTERN WASHINGTON COUNTY JOINT ACCOUNTABILITY AND ADVOCACY
VISIT

SITUATION

One of the Board's identified priorities is legislative advocacy. HSD Board Chair Ivette Pantoja worked with FGSD Board Chair Kristy Kottkey to engage with legislators and elected officials while visiting both districts on November 12, 2025. The purpose was to identify common priorities and challenges while emphasizing the long-term impact of consistent, supportive policy on student success. Visits to Forest Grove School District and Hillsboro School District highlighted how both districts align multilingual programs, career-connected learning, and CTE pathways to support students and meet workforce needs. Tonight, the Board will review and discuss the visit and share how the information informs their advocacy message headed into the short legislative session.

RECOMMENDATION

The Superintendent recommends the Board of Directors listen to the report and discuss.

**HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
BOND DEVELOPMENT UPDATE**

SITUATION

The Bond Development Committee (BDC) has held six meetings since September to become familiar with the extent of the District's capital needs.

At their final meeting of this calendar year on Wednesday, December 3, 2025, committee members worked in groups to prepare proposed packages that will be taken out to the community for their feedback in January and February 2026.

Tonight, staff will present a recap of the BDC's work, the packages that will be put forth for consideration, and the preliminary plans for community engagement and feedback gathering.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
STANDARDS BASED GRADING UPDATE

SITUATION

The Board will receive an update about our work with Standards Based Grading at the high school level and understand the way in which it evaluates students' learning that is focused on what students know and can do in relation to learning targets/course outcomes.

RECOMMENDATION

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

**HILLSBORO SCHOOL DISTRICT 1J
BOARD OF DIRECTORS 2025-2026
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.

PROCLAMATION

The Hillsboro School District recognizes that National Special Education Day commemorates the anniversary of the Individuals with Disabilities Education Act (IDEA), landmark legislation that ensures students experiencing disabilities have access to a free and appropriate public education tailored to their individual needs;

The Hillsboro School District is committed to providing an inclusive, equitable, and supportive learning environment in which every student – regardless of ability – can thrive academically, socially, and emotionally;

The Hillsboro School District special education teachers, support staff and administrators are dedicated professionals who work tirelessly to deliver high-quality instruction, individualized services, and compassionate care to students experiencing disabilities;

The Hillsboro School District celebrates students experiencing disabilities that enrich our schools with their talents, perspectives, resilience, and leadership, and values their essential contributions to the vibrant and diverse communities that we strive to cultivate;

The Board of Directors of the Hillsboro School District do hereby proclaim that Tuesday, December 2, 2025, be:

NATIONAL SPECIAL EDUCATION DAY



We urge all community members to join us in recognizing the importance of inclusive education and in celebrating the achievements of students experiencing disabilities.

Hillsboro School District Board of Directors

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
November 18, 2025
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. EXECUTIVE SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Ivette Pantoja, Chair	Travis Reiman, Superintendent
See Eun Kim, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
Yessica Hardin Mercado	Brooke Nova, Assistant Superintendent, Academic Services
Patrick Maguire	Beth Graser, District Communications Officer
Katie Rhyne	Kona Lew-Williams, District Human Resources Officer
Nancy Thomas	Francesca Sinapi, District Equity, Access, Engagement Officer
Mark Watson	Saideh Haghighi Khochkhou, District Operations Officer
	Scott Harrison, Chief Financial Officer
	Derek Brown, District Information Technology Officer
	Rose Roman, Executive Assistant to the Superintendent

- A. Call to Order Executive Session
Board Chair Ivette Pantoja called the meeting to order at 5:17 PM, and moved the Board into executive session under 192.660(2)(d) - Labor Negotiator Consultation

- B. ORS 192.660(2)(e) - Real Property Transaction
Chief Financial Officer gave a brief update on Real Property Transactions.

- C. Recess Executive Session
Board Chair Ivette Pantoja moved the Board out of executive session and recessed the meeting at 5:39 PM.

2. WORK SESSION

<u>Board Present:</u>	<u>Staff Present:</u>
Ivette Pantoja, Chair	Travis Reiman, Superintendent
See Eun Kim, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
Yessica Hardin Mercado	Brooke Nova, Assistant Superintendent, Academic Services
Patrick Maguire	Beth Graser, District Communications Officer
Katie Rhyne	Kona Lew-Williams, District Human Resources Officer
Nancy Thomas	Francesca Sinapi, District Equity, Access, Engagement Officer
Mark Watson	Saideh Haghighi Khochkhou, District Operations Officer
	Scott Harrison, Chief Financial Officer
<u>Student Representatives Present:</u>	Derek Brown, District Information Technology Officer
Jocelyn Trejo-Reyes	Jeff Jones, Director of Business Services
	Rose Roman, Executive Assistant to the Superintendent
<u>Others Present:</u>	Ciara Hartzell, Technology Support
Dinuka Karunaratne, Budget Applicant	Manuel Cota Gomez, Technology Support
Robert Knoke, Budget Applicant	David Eggleston, HCU President
Maria Mondragon-Almy, Budget Applicant	
Paul Sander, Budget Applicant	
Lauren MacMillian, Piper Sandler	

- A. Call to Order
Board Chair Ivette Pantoja called the meeting to order at 5:44 PM
- B. Discuss Budget Committee Applications / Introduce Applicants
Budget Committee applicants introduced themselves, Board members filled out paper ballots and announced their votes verbally.
- C. General Obligation Bond Issue and Operation Levy
Chief Financial Officer Scott Harrison and Lauren MacMillan from Piper Sandler gave a general obligation bond issue and operation levy presentation. Board members asked questions and made comments.
- D. Western Washington County Joint Accountability and Advocacy Visit
Due to time constraints, this agenda item was skipped.
- E. Recess Work Session
Board Chair Ivette Pantoja recessed at 6:59 PM.

3. **REGULAR SESSION**

<u>Board Present:</u>	<u>Staff Present:</u>
Ivette Pantoja, Chair	Travis Reiman, Superintendent
See Eun Kim, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
Yessica Hardin Mercado	Brooke Nova, Assistant Superintendent, Academic Services
Patrick Maguire	Beth Graser, District Communications Officer
Katie Rhyne	Kona Lew-Williams, District Human Resources Officer
Nancy Thomas	Francesca Sinapi, District Equity, Access, Engagement Officer
Mark Watson	Saideh Haghighi Khochkhou, District Operations Officer
	Scott Harrison, Chief Financial Officer
<u>Others Present:</u>	Becky Kingsmith, Director of Teaching and Learning
Bhaskar Roy Bardhan, CCAC Chair	Melissa Pendergrass, Coordinator Career & College Pathways
	Ana Sally Gonzalez Barragan, Teacher, Century High School
	Rose Roman, Executive Assistant to the Superintendent
	Ciara Hartzell, Technology Support
	Manuel Cota Gomez, Technology Support
	Mary Kay Babcock, HEA President
	David Eggleston, HCU President

A. Call to Order and Flag Salute

Board Chair Ivette Pantoja reconvened the meeting at 7:07 PM and led the Pledge of Allegiance.

B. Land Acknowledgement

Board Chair Ivette Pantoja read the Land Acknowledgement.

C. Approval of Agenda

Director Nancy Thomas MOVED, SECONDED by Director Yessica Hardin Mercado, to approve the agenda as printed.

The MOTION CARRIED (7-0). No objection was heard, approved by unanimous consent – Director Yessica Hardin Mercado, Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

No further discussion took place.

D. Consent Agenda

Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.

Director Mark Watson MOVED, SECONDED by Director Nancy Thomas, to approve the Consent Agenda as printed.

The MOTION CARRIED (7-0). No objection was heard, approved by unanimous consent – Director Yessica Hardin Mercado, Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

No further discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of October 28, 2025, Board Meeting
2. Approve Routine Personnel Matters
3. Accept Gifts and Donations
4. Approve Policies
 - a. G - Personnel
 - 1) GCBDE/GDBDE: Military Leave of Absence
Presenter: Kona Lew-Williams
 - b. J - Students
 - 1) JECA: Admission of Resident Students
Presenter: Audrea Neville

E. Audience Time

No audience members requested to address the Board.

F. Reports and Discussions

1. First Reading - New Course Approval - AP African American Studies
Assistant Superintendent Brooke Nova introduced the subject. Director of Secondary Teaching and Learning Becky Kingsmith introduced the course and teacher. Century High School Teacher Ana Sally Gonzalez Barragan gave an overview of the course. CCAC Chair Bhaskar Roy Bardhan provided committee feedback. Board members asked questions and provided comment.
2. Financial Report
Chief Financial Officer Scott Harrison discussed the Cash Flow report. Board members asked questions and provided comment.
3. Addressing Current Events
District Equity, Access, Engagement Officer Francesca Sinapi and District Communications Officer Beth Graser provided information on HSD's work to help the community during current events. Board members asked questions and provided comment.

G. Action Items

1. Appoint Budget Committee Members

Director See Eun Kim MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors appoint the slate of candidates identified during the work session to the vacant positions on the Budget Committee as follows:

- Appoint Paul Sander to position 2, which expires on June 30, 2026.
- Appoint Robert Knoke to position 5, which expires on June 30, 2028.
- Appoint Maria Mondragon-Almy to position 6, which expires on June 30, 2028.
- Appoint Dinuka Karunaratne to position 7, which expires on June 30, 2028.

The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Yessica Hardin Mercado, Director Nancy Thomas, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

Board members provided comment.

2. Real Property - Purchase and Sale Agreement Final Approval
Director Katie Rhyne MOVED, SECONDED by Director Mark Watson, that the Board of Directors approve the purchase and sale agreement as negotiated.

The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Yessica Hardin Mercado, Director Nancy Thomas, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

No further discussion took place.

H. Policies - First Reading

Superintendent Travis Reiman presented the policies for first read.

I. Information - Administrative Regulation Update

Superintendent Travis Reiman presented the administrative regulation updates.

J. HCU / HEA Reports

HEA President Mary Kay Babcock gave the HEA report.

HCU President David Eggleston gave the HEA report.

K. Discussion Time

1) OSBA Conference Reports

Director Mark Watson discussed HSD leadership in the state, rural vs urban districts, and student representatives in attendance.

Director Yessica Hardin Mercado commented on the student representative being present at the conference.

Director Katie Rhyne commented on the opportunity to build relationships with student representatives.

Director Nancy Thomas commented on facilitating discussions, and representing HSD.

2) Student Representatives' Time

No student representatives were present at discussion time.

3) Superintendent's Time

Superintendent Travis Reiman shared appreciation for HSD staff and partners in creating safe environments for students, highlighted the upcoming Tamale Festival, discussed attending the OSBA conference, and thanked the Board for their advocacy and leadership in events around the community.

4) Board of Directors' Time

Director Mark Watson thanked Superintendent Travis Reiman for leading the District through recent events, highlighted Western Washington County Legislators tour, wished everyone a happy American Education Week, highlighted delivering apples to schools, and the increasing community needs seen at St. Vincent De Paul.

Director Patrick Maguire thanked staff for the information presented tonight, asked the community to let him know if there are any events they'd like him to attend, and wished everyone a Happy Thanksgiving.

Director Yessica Hardin Mercado highlighted ODE's "Rethinking Thanksgiving" as a way to remind ourselves to approach the holiday with respect.

Director Nancy Thomas welcomed new Budget Committee members, thanked CFO Scott Harrison for the Bond presentation, and thanked fellow Board members for the opportunity to represent HSD at the state / OSBA level.

Director Katie Rhyne highlighted the Western Washington County Legislators tour, thanked Superintendent Travis Reiman for the representation with community partners, highlighted high school play season, upcoming conference next week, and National Education Support Professionals Day.

Board Vice Chair See Eun Kim highlighted classroom visits during the Western Washington County Legislators tour, seeing food pantries and clothing drives at schools, wished everyone a Happy American Education week and highlighted packing apples with her daughters.

Board Chair Ivette Pantoja thanked the Cabinet team for their work, thanked fellow Board members for their advocacy in the community, and shared her experiences as a Latina community leader over the last several months.

L. Adjourn Meeting

Chair Ivette Pantoja adjourned the meeting at 8:34 PM.

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
APPROVE ROUTINE PERSONNEL MATTERS

The Superintendent recommends the Board of Directors:

- A. Approve the employment of the following licensed personnel in the 2025-26 school year, who have held temporary status:

Mike DePinto

Education: BA – Portland State University, Portland, OR

Experience: 34 years

Assignment: 0.5 FTE TOSA-OSP-APE – Student Services

Samantha Laughlin

Education: BA – University of Portland, Portland, OR

Experience: 4 years

Assignment: 1.0 FTE 4th Grade Teacher – West Union Elementary School

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
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 November 18, 2025:

- o Policy in Section G – Personnel
 - o GCBD/GDBD: Leaves and Absences
 - o GCBDC/GDBDC: Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave)

RECOMMENDATION

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



Code: GCBD/GDBD
Adopted: 11/25/08
Revised/Readopted: 4/28/20
Orig. Code: GCBD/GDBD

Leaves and Absences *

~~Leave entitlement for personal illness or injury will~~ Sick leave is allowed to accrue at the rate of 10 days each school year for each “school employee¹” for personal illness or injury or 1 day per month employed, whichever is greater, as provided by Oregon law. Twelve-month employees will accrue ~~one~~ day per month or 12 days each year.

In accordance with state law, this leave will accumulate without limit.

~~The District reserves the right to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by the District.~~ Sick leave in excess of five consecutive work days ~~shall~~ may require a certificate from the employee’s attending physician, naturopathic physician or practitioner that the employee’s illness or injury prevents the employee from working. Any employee refusing to submit to such an examination, or to provide other evidence as required by the District shall be subject to appropriate disciplinary action, up to and including dismissal.

All medical information will be kept confidential, in a separate file from personnel records, and released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Other paid and unpaid leaves will be determined by the District’s negotiated agreements.

Sickness or other unavoidable circumstances ~~that~~ which prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law, the Board will ~~place~~ result in the teacher being placed on unpaid leave for the remainder of the regular school year or until the teacher’s disability is removed and they are ~~he/she is~~ able to return to work. If the teacher is still unable to return to work the following August 1, the Board may terminate the teacher’s employment, subject to state and federal laws regarding family and medical leave ~~law~~.

All district-paid employee benefits, such as health and dental insurance, will cease on the last day of the month in which employment is terminated, or the staff member is placed on unpaid leave, unless the unpaid leave is in conjunction with state or federal law. ~~family medical leave~~. The staff member will be informed of their ~~his/her~~ rights to remain a part of the district benefit plan at personal expense.

¹ “School employee” includes all employees of the district.

Any worker who has sustained a compensable personal injury or illness and is disabled and unable to perform essential job functions, will be reemployed at such time as a physician issues a Fitness-for-Duty Certification. Such rights of reemployment are subject to seniority rights and other restrictions of the collective bargaining agreement between the employer and employee bargaining unit.

No employee shall be absent from the building or job to which assigned during working hours without permission of the immediate supervisor.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.610](#)

[ORS 659A.046](#)

[ORS 342.545](#)

[ORS 659A.043](#)

[OAR 581-022-2405](#)

Knapp v. North Bend, 304 Or. 34 (1987).

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2024).

Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2024).

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).



Code: GCBDC/GDBDC
Adopted: 4/28/20

Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave) *

Definitions

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

When applicable, the district will comply with the provisions of protected leave identified in ORS 659A.272 to address domestic violence, harassment, sexual assault, bias, or stalking.

The district (covered employer¹) shall allow an (eligible) employee² to take reasonable leave from employment for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, bias, or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to, ~~or~~ harassment or stalking of, or the commission of a bias crime against the eligible employee or the employee's minor child or dependent;
3. To obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, bias, or stalking;
4. To obtain services from a victim services provider for the eligible employee or the eligible employee's minor child or dependent; or
5. To relocate³ or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child or dependent.

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

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

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

The district may require the eligible employee to provide certification that:

¹ "Covered employer" means an employer who employs six or more individuals in the State of Oregon for each working day during each of 20 or more calendar workweeks in the year in which an eligible employee takes leave to address domestic violence, harassment, sexual assault, bias or stalking, or in the year immediately preceding the year in which an eligible employee takes leave to address domestic violence, harassment, sexual assault, bias or stalking.

² "Eligible employee" means an employee who is a victim of domestic violence, harassment, sexual assault, bias or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, bias or stalking.

³ "Relocate" is described in OAR 839-009-0345 (5).

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

The eligible employee shall provide a certification within a reasonable time after receiving the district's request for the certification.

Sufficient certification to support a request for such leave includes:

1. A copy of a report from law enforcement indicating the eligible employee or the employee's minor child or dependent was a victim of domestic violence, harassment, sexual assault, bias, or stalking;
2. A copy of a protective order or other evidence from a court, administrative agency, or attorney that the eligible employee appeared in or ~~is~~was preparing for a civil ~~or~~, criminal ~~or~~ administrative proceeding related to domestic violence, harassment, sexual assault, bias, or stalking; ~~or~~
3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor services or a victim services provider that the eligible employee or the employee's minor child or dependent was undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault, bias, or stalking.

All records and information kept by the district regarding the employee's leave under ORS 659A.270 - 659A.285, including the fact the employee has requested ~~request~~ or obtained such ~~obtaining of~~ leave, are ~~is~~ confidential and may not be released without the express permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

The employee may use any accrued paid leave, including ~~personal, sick leave, or accrued~~ vacation leave or any other paid leave offered by the district. The district ~~employer~~ may choose the order in which paid accrued leave is to be used when more than one type of paid leave is available, consistent with Board policies, ~~and/or~~ any applicable collective bargaining agreement or other agreement.

Definitions

1. "Protective order" means an order authorized by ORS 30.866, 107.095 (1)(c), 107.700 to 107.735, 124.005 to 124.040, 163.730 to 163.750 or 163.760 to 163.777 or any other order that restrains an individual from contact with an eligible employee or the employee's minor child or dependent.
2. "Victim of bias" means an individual who has been a victim of a bias crime as defined in ORS 147.380; or any other individual designated as a victim of bias by rule adopted under ORS 659A.805.
3. "Victim of domestic violence" means an individual who has been a victim of abuse, as defined in ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.

4. “Victim of harassment” means an individual against whom harassment has been committed as described in ORS 166.065; or any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.
5. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.305 to 163.467, 163.472 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.
6. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; an individual designated as a victim of stalking by rule adopted under ORS 659A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.
7. “Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault, bias or stalking.

END OF POLICY

Legal Reference(s):

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

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

[OAR 839-009-0325 - 0365](#)

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
FIRST READING - NEW COURSE APPROVAL: AP SEMINAR

SITUATION

Tonight, the Board of Directors will hear a presentation on a proposed new high school course originating from Century High School. The Community Curriculum Advisory Committee (CCAC) reviewed the proposal, provided feedback to the teacher, and recommended that the Board consider the course.

AP Seminar will be presented by Clare Munger, English Language Arts teacher at Century High School. AP Seminar is an interdisciplinary course that encourages students to demonstrate critical thinking, collaboration, and academic research skills on topics of the student's choosing. The proposal brings the course forward as an English Language Arts offering, emphasizing its focus on research, analysis, communication, and cross-disciplinary academic skills.

The presentation will be supported by Becky Kingsmith, Director of Secondary Teaching and Learning, and Hannah Holt, CCAC Chair, who will share notes from the committee's December meeting.

If approved, the course would be available beginning in the 2026–2027 school year.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listens to the report, asks any questions, and takes the course proposals under review.

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
FIRST READING - NEW COURSE APPROVAL: PRE-AP CHEMISTRY

SITUATION

Tonight, the Board of Directors will hear a presentation on a proposed new high school course originating from Century High School. The Community Curriculum Advisory Committee (CCAC) reviewed the proposal, provided feedback to the teacher, and recommended that the Board consider the course.

Pre-AP Chemistry will be presented by Nessima Gatchalian, Science Teacher at Century High School. Pre-AP Chemistry is a College Board designed course that prepares students for advanced science coursework, including AP Chemistry and other upper-level high school science classes. It is part of the Pre-AP Program, which provides vertically aligned, skills focused courses across subjects.

The presentation will be supported by Becky Kingsmith, Director of Secondary Teaching and Learning, and Hannah Holt, CCAC Chair, who will share notes from the committee's December meeting.

If approved, the course would be available beginning in the 2026-2027 school year.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listens to the report, asks any questions, and takes the course proposals under review.

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
COGNIA SYSTEMS ACCREDITATION REPORT

SITUATION

Cognia's Systems Accreditation Report is the formal evaluation a school district receives after completing Cognia's accreditation review process. Cognia is an international nonprofit accrediting body that assesses the quality of a district's systems, practices, and student learning outcomes. Tonight, the Board will receive this report, which provides an external, research-based evaluation of how effectively the district's structures support student learning and continuous improvement. As part of the review, Cognia examiners assessed leadership practices, teaching and learning, resource management, culture, and improvement efforts across the district. The report identifies strengths, outlines improvement priorities, and includes an Index of Education Quality (IEQ) score that reflects overall performance relative to Cognia's global benchmarks. This feedback will guide ongoing strategic planning and systemwide improvement.

Notably, the Hillsboro School District was the first district in Oregon to undergo the Cognia accreditation process in 2016. Now in 2025, this marks the district's third cycle. Once again, the district prepared for nearly a year, providing data, written analyses, and a comprehensive portfolio of documentation leading up to a four-day site visit from October 20-23, 2025. The review team included six Cognia evaluators, led by Jennifer Williamson and Lynn McCann. During the visit, evaluators conducted extensive interviews with staff, families, students, and community members, along with on-site visits to 10 elementary schools, 4 middle schools, and 6 high schools (this includes Oak Street Campus and Hillsboro Online Academy).

Tonight, the Board will hear from Jennifer and Lynn as they present the Cognia review of the Hillsboro School District.

RECOMMENDATION

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

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
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 goal of the Business Office is to deliver effective, integrated support and services that increase the ability of principals to successfully lead their schools.

Business Services

The Accounts Payable team is working on updating policies and processes to better support schools and departments efficiently and electronically. The grants team is working on finalizing required processes for ODE and the financial audit.

Payroll

During the month of November, the Payroll Department processed multiple pay periods and supplemental runs to ensure all employee groups were paid accurately and on schedule. Across all pay cycles, total gross wages for the month reached approximately \$16,204,519, with combined employer-paid benefits of \$8,524,657, resulting in a total payroll expense of \$24,729,176 for the period

Key statutory and voluntary deductions were transmitted accurately and timely, including:

- **Federal Withholding:** \$1,459,570.03
- **State Withholding:** \$1,006,284.49
- **FICA/Medicare:** \$1,204,021.01 combined
- **PERS Contributions (Tier 1–3):** \$925,488.14 employee and \$42,972,107.31 employer bond/UAL-related
- **OEBB Health & Dental Premiums:** Over \$3.6 million combined across Kaiser, Moda, and Willamette plans
- **American Fidelity (FSA, HSA, Life, Accident, Cancer):** Over **\$261,136.03** in employee-directed pre-tax and after-tax deductions

Benefits

The Benefits Department maintained smooth operations throughout November, processing all new hire enrollments, qualifying life event changes to ensure accurate and timely updates across OEBB medical, dental, vision, FSA, and HSA plans. The team completed monthly invoice reconciliations for OEBB and American Fidelity, collaborated with Payroll and HR on PFML and return-to-work cases, and supported employees navigating leave documentation and benefit questions. Staff reviewed the All Change Report to validate premium adjustments, ensured accurate deductions for employees changing positions or calendars, and resolved several escalated cases to prevent gaps in coverage. Preparation also began for year-end tasks, including ACA reporting, W-2's and benefit communication updates.

November HRA Reimbursements

Classified: \$48,752.49 HRA
Licensed: \$41,355.89 HRA
Supertech/Admin: \$9,660.99 HRA

Print Shop

The Print Shop completed 2,100,000 copies and brought in \$90,000 in outside revenue in the last month. We are preparing both software and physical space to accommodate Portland Public Schools teacher orders starting after Winter break.

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 November 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 November 30, 2025. There were three (3) total claims filed.

Workers' Compensation Reports			
	2023-2024	2024-2025	2025-2026
July	2	2	3
August	3	4	7
September	14	10	16
October	6	16	14
November	5	6	3
December	11	9	
January	14	14	
February	11	7	
March	4	5	
April	11	8	
May	15	8	
June	8	6	
Yearly Total:	104	95	43

Student Incident Report

Student incident data below is month to date through November 30, 2025. There were 74 total incidents averaging 5.6 incidents per day. Slips, trips and falls were main driver for student incidents for the month of November.

Student Incident Reports						
	2024-25 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport	2024-25 Total Incidents	Average Incidents Per School Day	Serious Injuries With 911 Transport
July	0	0	0	0	0	0
August	0	0	0	1	0	0
September	104	5.7	7	69	3.5	5
October	115	5.2	9	101	4.8	6
November	73	5.2	1	74	5.6	4
December	84	5.6	4			
January	80	4.4	8			
February	69	3.8	2			
March	63	3.9	5			
April	81	3.8	4			
May	72	3.4	9			
June	17	1.8	3			
Yearly Total:	758	4.3	52	245	4.6	15

Auto Liability/Auto Damage Claims

There was one (1) auto liability claim filed for the month of November.

Procurement and Contracts

- **Contract Tracking:** Double-checking contracts that came in during my transition for completion and clarity. Creating a smooth system to process renewals.
- **Incoming Funds:** With the help of the AR team, created a tracking system for incoming funds that may not be tied to an invoicing process.
- **Procurement:** Getting acquainted with our new sports streaming company and connecting with Athletic Directors to ensure we are getting what we need and have been promised from this new system.

Contracts between Vendors and Hillsboro School District - \$150,000 and above

No new contracts that meet this threshold.

General Functions

If you would like more information or to discuss these or other Business Office items, please contact Scott Harrison at 503-844-1527 or harriojis@hsd.k12.or.us.

	July	August	September	1st Quarter	October	November	2nd Quarter	3rd Quarter	4th Quarter	Fiscal YTD	Budget	% of Budget	Fiscal YTD	% of Budget
Revenues	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2025-26	2025-26		2024-25	% of Budget
Taxes	\$0.00	\$0.00	\$131,659.78	\$131,659.78	\$167,060.75	\$23,292,282.96	\$23,459,343.71	\$0.00	\$0.00	\$23,591,003.49	\$106,500,000.00	22.15%	\$23,562,357.33	22.38%
Interest	\$39,157.30	\$52,496.64	\$65,398.83	\$157,052.77	\$35,852.86	\$0.00	\$35,852.86	\$0.00	\$0.00	\$192,905.63	\$1,983,115.00	9.73%	\$377,323.56	19.73%
Local Sources	\$27,539.52	\$93,619.56	\$887,192.74	\$1,008,351.82	\$233,542.46	\$94,590.49	\$328,132.95	\$0.00	\$0.00	\$1,336,484.77	\$8,810,315.00	15.17%	\$993,037.70	22.39%
Total Local	\$66,696.82	\$146,116.20	\$1,084,251.35	\$1,297,064.37	\$436,456.07	\$23,386,873.45	\$23,823,329.52	\$0.00	\$0.00	\$25,120,393.89	\$117,293,430.00	21.42%	\$24,932,718.59	22.33%
County/ESD	\$0.00	\$0.00	\$22,018.42	\$22,018.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,018.42	\$4,355,386.00	0.51%	\$0.00	0.00%
State Sources	\$27,130,019.00	\$14,590,209.98	\$14,590,209.98	\$56,310,438.96	\$14,587,768.98	\$14,587,768.98	\$29,175,537.96	\$0.00	\$0.00	\$85,485,976.92	\$166,637,183.00	51.30%	\$74,722,009.29	46.69%
Federal Sources	\$0.00	\$0.00	\$0.00	\$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	0.00%	\$0.00	0.00%
Beginning Balance*	\$11,919,374.66	\$0.00	\$0.00	\$11,919,374.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,919,374.66	\$11,372,762.00	104.81%	\$10,346,207.89	57.56%
Total Revenue	\$39,116,090.48	\$14,736,326.18	\$15,696,479.75	\$69,548,896.41	\$15,024,225.05	\$37,974,642.43	\$52,998,867.48	\$0.00	\$0.00	\$122,547,763.89	\$299,658,761.00	40.90%	\$110,000,935.77	37.33%
Expenditures														
Instruction														
Salaries	\$50,132.48	\$108,424.08	\$8,952,567.01	\$9,111,123.57	\$9,096,207.57	\$9,113,842.37	\$18,210,049.94	\$0.00	\$0.00	\$27,321,173.51	\$96,181,634.00	28.41%	\$25,359,824.92	26.25%
Benefits	\$19,482.57	\$45,791.34	\$4,891,598.62	\$4,956,872.53	\$4,985,855.54	\$4,999,471.51	\$9,985,327.05	\$0.00	\$0.00	\$14,942,199.58	\$49,793,834.00	30.01%	\$12,736,847.41	25.53%
Purchased Service	\$815,291.05	\$486,842.46	\$1,117,495.46	\$2,419,628.97	\$1,505,839.86	\$1,126,048.42	\$2,631,888.28	\$0.00	\$0.00	\$5,051,517.25	\$20,834,087.00	24.25%	\$4,082,600.46	24.05%
Supplies/Materials	\$246,147.32	\$122,056.56	\$282,106.44	\$650,310.32	\$219,093.58	\$160,479.76	\$379,573.34	\$0.00	\$0.00	\$1,029,883.66	\$5,178,639.00	19.89%	\$1,424,963.26	30.24%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,866.00	0.00%	\$0.00	0.00%
Other	\$100,100.00	\$5,605.00	\$21,783.99	\$127,488.99	\$17,420.01	\$2,550.00	\$19,970.01	\$0.00	\$0.00	\$147,459.00	\$1,547,764.00	9.53%	\$90,058.60	5.70%
Total Instruction	\$1,231,153.42	\$768,719.44	\$15,265,551.52	\$17,265,424.38	\$15,824,416.56	\$15,402,392.06	\$31,226,808.62	\$0.00	\$0.00	\$48,492,233.00	\$173,646,824.00	27.93%	\$43,694,294.65	25.73%
Support Services														
Salaries	\$2,560,503.89	\$2,778,543.05	\$4,871,376.06	\$10,210,423.00	\$4,880,707.15	\$4,894,926.32	\$9,775,633.47	\$0.00	\$0.00	\$19,986,056.47	\$63,003,759.00	31.72%	\$18,668,678.78	29.82%
Benefits	\$1,414,418.85	\$1,538,057.77	\$2,841,959.60	\$5,794,436.22	\$2,825,959.60	\$2,858,442.59	\$5,684,402.19	\$0.00	\$0.00	\$11,478,838.41	\$32,617,440.00	35.19%	\$10,011,427.73	30.97%
Purchased Service	\$1,867,284.09	\$1,457,060.69	\$395,096.04	\$3,719,440.82	\$1,386,001.86	\$1,851,039.20	\$3,237,041.06	\$0.00	\$0.00	\$6,956,481.88	\$13,647,364.00	50.97%	\$8,249,889.05	74.99%
Supplies/Materials	\$476,152.40	\$653,448.80	\$626,861.42	\$1,756,462.62	\$645,397.83	\$465,154.41	\$1,110,552.24	\$0.00	\$0.00	\$2,867,014.86	\$3,392,267.00	84.52%	\$3,284,469.59	107.57%
Capital Purchases	\$164,745.41	\$0.00	\$0.00	\$164,745.41	\$8,717.00	\$0.00	\$8,717.00	\$0.00	\$0.00	\$173,462.41	\$72,623.00	0.00%	\$1,882,361.82	0.00%
Other	\$1,483,870.31	\$31,971.57	\$20,606.60	\$1,536,448.48	\$2,478,961.95	\$9,810.20	\$2,488,772.15	\$0.00	\$0.00	\$4,025,220.63	\$1,013,862.00	397.02%	\$2,306,956.80	225.47%
Total Support	\$7,966,974.95	\$6,459,081.88	\$8,755,899.72	\$23,181,956.55	\$12,225,745.39	\$10,079,372.72	\$22,305,118.11	\$0.00	\$0.00	\$45,487,074.66	\$113,747,315.00	39.99%	\$44,403,783.77	40.36%
Community Services														
Salaries	\$21,955.44	\$41,815.07	\$48,268.24	\$112,038.75	\$43,674.69	\$43,376.72	\$87,051.41	\$0.00	\$0.00	\$199,090.16	\$402,401.00	49.48%	\$135,643.35	32.15%
Benefits	\$12,921.74	\$18,895.01	\$30,315.60	\$62,132.35	\$29,555.74	\$28,319.62	\$57,875.36	\$0.00	\$0.00	\$120,007.71	\$208,325.00	57.61%	\$78,550.75	36.05%
Purchased Service	\$3,637.75	\$0.00	\$4,860.78	\$8,498.53	\$8,282.35	\$2,205.89	\$10,488.24	\$0.00	\$0.00	\$18,986.77	\$87,165.00	21.78%	\$45,718.62	61.67%
Supplies/Materials	\$0.00	\$164.00	\$2,496.43	\$2,660.43	\$8,438.43	\$114.25	\$8,552.68	\$0.00	\$0.00	\$11,213.11	\$21,666.00	51.75%	\$6,828.19	33.18%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$464.00	0.00%	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,475.00	0.00%	\$0.00	0.00%
Total Community Services	\$38,514.93	\$60,874.08	\$85,941.05	\$185,330.06	\$89,951.21	\$74,016.48	\$163,967.69	\$0.00	\$0.00	\$349,297.75	\$726,496.00	48.08%	\$266,740.91	35.98%
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	0.00%	\$0.00	0.00%
Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$1,000.00	0.00%	\$0.00	0.00%
Total Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$1,000.00	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	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	\$0.00	\$0.00	0.00%	\$0.00	0.00%
Contingency/Ending Balance*	\$11,537,126.00	\$0.00	\$0.00	\$11,537,126.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,537,126.00	0.00%	\$11,786,979.00	85.49%
Total Expenditures	\$20,773,769.30	\$7,288,675.40	\$24,107,392.29	\$52,169,836.99	\$28,140,113.16	\$25,555,781.26	\$53,715,894.42	\$0.00	\$0.00	\$94,348,605.41	\$299,658,761.00	31.49%	\$100,151,798.33	33.99%

Interest Earnings	1st Quarter
General Fund	\$157,052.77
Debt Service Fund	\$109,560.97
Capital Projects Fund	\$22,173.34
Total Earnings	\$288,787.08

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
ACCEPT GIFTS AND DONATIONS
(as of November 30, 2025)

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 November donations to report that were valued at \$5,000 or more.

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept the donation.

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
ADOPT PLANNING CALENDAR FOR THE 2026-27 BUDGET

SITUATION

Each year, the Board of Directors adopts a budget planning calendar for the upcoming year, in accordance with ORS 294.305 – 294.565 and Board policy DBC. Key dates on the calendar include:

- The 2026-27 Proposed Budget will be presented during the Budget Committee meeting on April 28, 2026.
- Provision has been made for additional Budget Committee meetings on May 7, 2026, and May 21, 2026, if needed.
- The calendar provides for the Public Hearing and Board actions to be taken during the regular June 16, 2026, Board meeting.

The Supplemental Budget timeline for the current fiscal year will align with the Budget Development calendar.

- If needed, the 2025-26 Supplemental Budget will be presented during the Budget Committee meeting on April 28, 2026.
- Provision has been made for additional Budget Committee meetings on May 7, 2026, and May 21, 2026, if needed.
- The calendar provides for the Public Hearing and Board actions to be taken during the regular June 16, 2026, Board meeting.

RECOMMENDATION

The Superintendent recommends that the Board of Directors adopt the planning calendar for the 2026-27 budget.

I move that the Board of Directors adopt the planning calendar for the 2026-27 budget.

Budget Planning Calendar

Hillsboro School District Budget Development activities are listed in the table below. The items may be modified as relevant information becomes available. Please watch for new information on the Budget Matters website.

Date	Activity
November 18, 2025	Appoint Budget Committee Members to Vacant Positions
December 9, 2025	Budget Planning Calendar Approved
January 27, 2026	Budget Development Update: Preliminary Outlook
February 24, 2026	Budget Development Update: Investment Plan
Interim Period	Gather input and update projections for Proposed Budget
April 28, 2026	Budget Committee Meeting: Committee members review proposed budget documents, receive Budget Message, and may approve the budget for Hearing. If needed, a Supplemental Budget for the Current Year will also be proposed.
May 7, 2026	Additional Budget Committee Meeting (if needed)
May 21, 2026	Additional Budget Committee Meeting (if needed)
June 16, 2026	Budget Hearing: Board Adopts Budget, Makes Appropriations, Declares the Levy.
July 1, 2026	Implement Budget
July 15, 2026	Levy Certified to Assessor, and Adopted Budgets distributed per Local Budget Law and district best practice.

Publications:

Per local budget law (ORS 294.305 – 294.565), the Notice of Budget Meeting will be published in the Hillsboro Tribune twice; the first time not more than 30 days prior to the meeting date and the second time not less than 5 days prior to the meeting (with a minimum of 7 days in between publications). The Notice of Budget Hearing and Budget Summary will be published once not more than 25 days or less than 5 days prior to the Budget Hearing date.

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
APPROVE NEW HIGH SCHOOL COURSE: AP AFRICAN AMERICAN STUDIES

SITUATION

Board approval is required for all proposed new courses. Once a course has been approved, it may be offered at the school bringing forth the proposal, as well as any other District school of the same level.

The Board received the first reading of the proposed AP African American Studies course on November 18, 2025. The course proposal, originating from Century High School, was reviewed by the Community Curriculum Advisory Committee (CCAC) on November 3, 2025, where the committee provided feedback to the proposing teacher and recommended that the Board consider the course.

During the November 18 presentation, Ana Gonzalez Barragan, social studies and AP teacher, presented the proposal with support from Becky Kingsmith, Director of Secondary Teaching and Learning. Bhaskar Roy Bardhan, CCAC Co-Chair, also shared notes from the committee's November discussion.

If approved, the course would be available for implementation in the 2026-2027 school year.

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the proposed course of AP African American Studies.

I move that the Board of Directors approve the proposed course of AP African American Studies.

HILLSBORO SCHOOL DISTRICT 1J
December 9, 2025
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 A/B – Board Governance and Operations
 - BCF: Advisory Committees to the Board
- Policy in Section J – Students
 - JHCA: Immunizations, and School Sports Participation, Concussions and Other Brain Injuries
 - JHCD: Medications
 - JHCD-AR: Medications
 - JHCD/JHCDA: Medications - DELETE
 - JHCD/JHCDA: Medications – DELETE
 - JO/IGBAB-AR(1): Education Records/Records of Students with Disabilities Management
- Policy in Section K/L – District-Community Relations
 - LBEA: Denial for Virtual Public Charter School Student Enrollment

RECOMMENDATION

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



Code: BCF
Adopted: 6/19/07
Revised/Readopted: 1/22/19; 2/25/20; 10/25/22
Orig. Code(s): BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community involvement, the Board may appoint advisory committees which could include community members, staff members, or Board members to consider matters of districtwide importance. The Board shall encourage interested community members to apply for appointment by giving publicity to the establishment of the committee.

Selection

Community members or staff wishing to serve on advisory committees shall submit a letter of application to the Superintendent which shall be forwarded to the Board for consideration. The composition of advisory committees will be representative of the student demographics of the District and will take into consideration the specific tasks assigned to the committee.

Appointment of members to an advisory committee will be made by a majority vote of the Board.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's task, setting forth the service the Board wishes the committee to render and the extent and limitations of its responsibilities;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as provided by the Board, committees will cease to function when their final report has been received by the Board or when their final report has been received by the Board or when the purpose for which they were established has been accomplished or cease to be relevant.

~~Educational Equity Advisory Committee¹²~~

~~The duties of the district's educational equity advisory committee shall include:~~

~~¹District with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are not required to convene an educational equity advisory committee until September 15, 2025.~~

~~²Additional information on the formation, membership and responsibility of the committee can be found in OAR 581-022-2307.~~

- 1.—Advising the Board about the educational equity impacts of policy decisions;
- 2.—Advising the superintendent about the educational equity impacts of policy decisions; and
- 3.—Informing the Board and superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the Board and superintendent on how best to handle that situation.

The educational equity advisory committee may prepare an annual report that:

- 1.—Contains the following information:
 - a.— The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
 - b.— Recommendations the committee made to the Board and superintendent, and the actions that were taken in response to those recommendation; and
 - c.— Any other information required by the State Board of Education.
- 2.— Is made available by being:
 - a.— Distributed to parents of district students;
 - b.— Posted on the district's website;
 - c.— Presented to the Board in at a board meeting with adequate opportunity for public comment; and
 - d.— Sent to the State Board of Education.

The educational equity advisory committee shall be appointed by the Board and superintendent and must be composed of parents, employees, students and community members from the district. For the purposes of selecting members, the Board and superintendent:

- 1.— Shall solicit name of possible members from the community;
- 2.— Must ensure that membership is primarily representative of underserved student groups;
- 3.— May not exclude members based on immigration status; and
- 4.— Must comply with any other requirements established by the State Board of Education.

A member of the educational equity advisory committee will also serve on the school district budget committee.³

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)
[ORS 192.630](#)
[ORS 294.414](#)
[ORS 329.704](#)
[ORS 332.107](#)

³The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-school board member vacancy on the budget committee.



Code: **JHCA/JHCB**
Adopted: 1/01/17
Revised/Readopted: 12/10/19; 8/13/24
Orig. Code: JHCA/JHCB

Immunizations, ~~and~~ School Sports Participation, Concussions and Other Brain Injuries**

Immunization

Proof of immunization must be presented at the time of initial enrollment¹ in school or within 30 days of transfer to the district in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization²; or medical or nonmedical exemption or immunity documentation².

School Sports Participation

A student participating in athletic programs in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination³ prior to their initial participation in a District athletic program. The form⁴ is to be completed and signed by a parent or guardian giving permission for the student to participate and be signed by a medical 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.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

¹ The district shall immediately enroll a 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.

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.

Concussions and Other Brain Injuries

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.

Upon receipt of written notification⁸ from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan.⁹ Written notice is not required for the district to begin following concussion protocols.

Notification will be relayed to the building's Concussion Management Team. Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.¹⁰

Accommodations will be in effect no later than 10 school days after the written notification is received by the district and will be reviewed as needed, but no later than every two months.

~~A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.~~

END OF POLICY

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.

⁸ "Written notification" means a written notice from a parent or guardian, supported by medical documentation from a health care professional, informing the district that they are requesting an accommodation for a student who has been diagnosed with a concussion or other brain injury by a health care professional.

⁹ The district must use the sample form developed by ODE [add link when available] or a district form that includes all required content.

¹⁰ Including, but not limited to, school nurses, counselors, physical education teachers, coaches, athletic trainers and staff supervision recess or other physical activities.

Legal Reference(s):

[ORS 326.580](#)

[ORS 433.235 - 433.280](#)

[OAR 333-050-0010 - 050-0120](#)

[ORS 336.479](#)

[OAR 581-021-0041](#)

[ORS 336.485 - 336.490](#)

[OAR 333-019-0010](#)

[OAR 581-021-3007](#)

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).

House Bill 3007 (2025)



Code: JHCD
Adopted:

Medications**/*

(Version 2)

{Required policy. The requirement for policy comes from ORS 339.866 (2).}

The District recognizes administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary to allow the student to attend school. Therefore, the District allows medication, including injectable medications, to be administered to a student by designated personnel and the administration of medication by a student to themselves without assistance from designated personnel, subject to criteria established by the district and in accordance with Oregon law.

The District shall designate personnel authorized to administer medications to students. Medications, including injectable medications, may be administered by designated district personnel as part of a formal training delegation by a registered nurse. Annual training shall be provided to designated personnel in accordance with law. The training will align with the ODE Medication Administration Training and include discussion of this policy, procedures and materials, including but not limited to, procedures outlined in administrative regulation JHCD-AR - Medications.

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

A current first-aid/CPR/AED card is required for designated personnel.

The District reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The District may revoke permission given to a student to self-administer medication if the student does not responsibly self-administer the medication or abuses the use of the medication, as determined by district personnel.

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

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

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

{¹} A non-injectable short-acting opioid antagonist may be administered to any student or other individual by district personnel (whether or not they have received training on administering medications) on district premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an opioid overdose.

A school administrator, teacher or other school employee, may administer a short-acting opioid antagonist to a student who experienced or is experiencing an opioid overdose without written permission and instructions of the student’s parents or guardian.

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

The superintendent shall develop administrative regulations to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

- [ORS 332.107](#)
- [ORS 339.866 - 339.871](#)
- [ORS 433.800 - 433.830](#)
- [ORS 689.800](#)
- [OAR 166-400-0010\(17\)](#)
- [OAR 166-400-0060\(29\)](#)
- [OAR 333-055-0000 - 0035](#)
- [OAR 581-021-0037](#)
- [OAR 581-022-2220](#)
- [OAR 851-047-0000 - 0030](#)

¹ {The district is not required to provide or administer this medication. If the district is going to provide for, and administer this medication, this policy language is required. If the district does not intend to provide or administer this medication, there is no requirement to include this language in this policy.}

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).
OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.
House Bill 1552 (2024).

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Code: JHCD-AR
Adopted:

Medications**/**

(Version 2)

{Required administrative regulation. The requirement comes from ORS 339.866 (2).}

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

1. Definitions¹

- a. “Administer” means the direct application of a drug or device whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by: (1) a practitioner or the practitioner’s authorized agent; or (2) the patient or research subject at the direction of the practitioner. (ORS 689.005)
- b. “Adrenal crisis” means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or loss of consciousness. (ORS 433.800)
- c. “Adrenal insufficiency” means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones. (ORS 433.800)
- d. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. (ORS 339.866)
- e. “Delegation” means a formal delegation of a nursing procedure by a registered nurse to district personnel in accordance with the Oregon Nurse Practice Act. (OAR Chapter 851)
- f. “Designated personnel” means the school personnel designated and trained to administer medication pursuant to district policy and procedure.
- g. “Medication” means medication that is not injected; premeasured doses of epinephrine that are injected; medication that is available for treating adrenal insufficiency; and Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug. “Medication” also means any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. “Medication” does not include nonprescription sunscreen. (ORS 339.866; ORS 339.867)
- h. “Nonprescription medication” means nonprescription drugs as defined in ORS 689.005, which means drugs that may be sold without prescription and that are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government. (OAR 581-021-0037)
- i. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of

¹ There are several laws that apply to medications in schools. Some of these laws have unique definitions that may apply in specific situations. If the applicable law uses a definition that varies from the definition here, use the definition in the law.

an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. (OAR 581-021-0037)

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- j. “Opioid overdose” means a medical condition that causes depressed consciousness, depressed respiratory function or the impairment of vital bodily functions as a result of ingesting opioids. (ORS 689.800)
 - k. “Prescriber²” means a “practitioner” as defined in ORS 689.005, which means a person licensed and operating within the scope of such license to prescribe, dispense, conduct research with respect to or administer drugs in the course of professional practice or research: (a) in this state; or (b) in another state or territory of the U.S. if the person does not reside in Oregon and is registered under the federal Controlled Substances Act. (OAR 581-021-0037)
 - l. “Prescription medication” means a “prescription drug” as defined in ORS 689.005, which means a drug that is: required by federal law, prior to being dispensed or delivered, to be labeled with “Caution: Federal law prohibited dispensing without prescription” or “Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian”; or required by any applicable federal or state law or regulation to be dispensed on prescription only or is restricted to use by practitioners only.
 - m. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust. (ORS 339.866)
 - n. “Short-acting opioid antagonist” means any short-acting drug approved by the U.S. Food and Drug Administration for the complete or partial reversal of an opioid overdose. (ORS 689.800)

2. Designated Staff/Training

- a. Medications, including injectable medications, may be administered by trained personnel as part of a formal training by a registered nurse.
- b. The principal, in consultation with the District nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy and this administrative regulation.
- c. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a District nurse.
- d. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The

² A registered nurse who is employed by a district or local public health authority to provide nursing services at a district may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the district for not more than 90 days.

first training and every third training thereafter shall be provided in-person³. During subsequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.

- e. The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.
- f. The district shall maintain documentation of district personnel’s completion of training in accordance with OAR 166-400-0010.

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

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

4. Administering Short-Acting Opioid Antagonists

[⁴] A short-acting opioid antagonist may be administered by any district personnel⁵ to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

The principal or District staff shall immediately notify the parent or guardian of a minor student enrolled in a school within the district when a short-acting opioid antagonist is administered to the student while at school, on school property under the jurisdiction of the district or at any activity under the jurisdiction of the district.

The district shall provide to the parent or legal guardian of each minor student enrolled in a school in the district information regarding short-acting opioid antagonists. The information will include at least:

- a. A description of short-acting opioid antagonists and their purpose;

³ An online training may qualify as “in-person” when these measures are met: content is provided via synchronous, interactive online sessions with a trainer and learners visible on screen; trainers must be licensed and work within their scope of practice; and include in-person, skills demonstration for training developed by the Oregon Health Authority for epinephrine, glucagon, and for medication to treat adrenal insufficiency.

⁴ {If the district plans to provide for, and administer a short-acting opioid antagonist, this bracketed language is highly recommended. If the district does not intend to provide and/or administer this medication, there is no requirement to include this language.}

⁵ Including district personnel who have not received medication administration training.

- b. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
- c. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and
- d. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

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

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

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal of the school the student attends will designate one or more district personnel to receive training and be responsible for administering the medication to treat adrenal insufficiency to a student in the event the student exhibits symptoms the district personnel believe in good faith indicate the student is experiencing symptoms of adrenal crisis;
- b. The designated personnel will successfully complete required training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis;
- c. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will develop an individualized health management plan for the student;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available district staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;

- (ii) Name of the medication;
- (iii) Method of administration;
- (iv) Dosage;
- (v) Frequency of administration;
- (vi) Other special instructions from the prescriber, if any; and
- (vii) Signature of the prescriber.

The prescription medication is provided in the original prescription packaging by the student's parent or guardian. The prescription label prepared by a pharmacist at the direction of the prescriber, will be sufficient to meet this requirement if it contains the information listed in (i)-(vi) above.

- (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:
 - (a) The nonprescription medication is necessary for the student to remain in school;
 - (b) The nonprescription medication is:
 - (i) Provided in the original manufacturer's container by the student's parent or guardian; or
 - (ii) Is part of the district's stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.
 - (c) The written instruction and permission from the student's parent or guardian for the administration of the nonprescription medication⁶ includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions, if any; and
 - (vii) Signature of the student's parent or guardian.

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

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;

⁶ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 6.a.(2)(d).

- (iv) Method of administration;
- (v) Frequency of administration;
- (vi) A statement that the medication must be administered while the student is in school;
- (vii) Other special instructions, if any; and
- (viii) Signature of the prescriber.

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- b. The principal or designee will require an individualized health management plan or allergy plan be developed for every student with a need to manage asthma or a known life-threatening allergy. A plan will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic responses, and include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity;
- c. A student being administered a medication may be monitored by designated personnel to monitor the student's response to the medication;
- d. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- e. It is the student's parent or guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- f. It is the student's parent or guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- g. In the event a student refuses medication, the parent or guardian will be notified immediately. No attempt will be made to administer medication to a student who refuses a medication;
- h. Any error in administration of a medication will be reported to the parent or guardian immediately and documented on a medication administration record. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- i. Medication shall not be administered until the necessary permission form and written instructions have been submitted and received as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer prescription or nonprescription medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) The written permission from a parent or guardian and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school,

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at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;

- (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a district setting.

- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication⁷ and must have:

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- (a) The written permission of the student’s parent or guardian;
- (b) The student’s name affixed to the manufacturer’s original container; and
- (c) The permission to self-administer medication from a building administrator and/or District nurse.

- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:

- (a) The written permission of the student’s parent or guardian; and
- (b) A written order from the student’s prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

- b. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. A student may have in their possession only the amount of medication needed for that school day, except for manufacturer’s packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- d. The sharing and/or borrowing by a student of any medication with another student is strictly prohibited^[8];
- e. The district personnel will request backup medication, when the medication is to treat a student’s asthma or severe allergy emergency, from the student’s parent or guardian. Backup medication, if provided by a student’s parent or guardian, will be kept at the student’s school

⁷ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 7.a.(3).

⁸ [Except for short-acting opioid antagonists.]

in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;

- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. The permission for a student to administer medication to themselves may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;
- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication[.] [;]
- j. The district allows the application of and use by students of nonprescription sunscreen, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administration of Medication

- a. Any medication must be delivered to the school in its original manufacturer's or current prescription container, accompanied by the permission form and written instructions, as required above.
- b. Prescription medication must always be the most current prescription and kept in the original, labeled container.
- c. Nonprescription medication must be kept in original manufacturer's bottle or box.
- d. Never administer medication sent to school in unlabeled containers.
- e. Never repackage medication into a plastic bag or other container for any reason.
- f. Medication in any form categorized as a sedative, stimulant, anti-convulsive, narcotic analgesic or psychotropic medication will be counted or measured by designated personnel or parent or guardian in the presence of another district employee upon receipt and initialed by the two individuals who counted or witnessed the procedure, documented in the student's medication administration record (MAR) and routinely monitored during storage and administration. Any discrepancies will be reported to the District nurse and principal immediately and documented in the student's MAR. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- g. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
- h. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;
 - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication in a secure area;
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.
- i. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.

- j. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.

9. Emergency Response

- a. Designated personnel will immediately call 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects and allergic reactions, including the administration of epinephrine. The parent or guardian[, district nurse and principal will be notified immediately.
- b. Adverse reactions which result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately.
- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
- d. Any available staff will immediately call 911 when a short-acting opioid antagonist is administered to any student or other individual on district premises.

10. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in the presence of another school employee. The medication may be disposed through a designated drug take-back collection program or in a nonrecoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Mix with an undesirable substance, e.g., coffee grounds, used cat litter;
 - (3) Place in a plastic bag or other sealable container, e.g., such as an empty plastic container; and
 - (4) Place the sealed container with the mixture in the trash as close to garbage pickup time as possible, to prevent theft and misuse.
- b. Prescriptions will never be flushed down the toilet or drain or burnt with other waste.
- c. Sharps and glass will be disposed of in accordance with state guidelines.
- d. All medication will be disposed of by designated personnel following DEQ guidelines and documented on the student's MAR as described below.

11. Transcribing, Recording and Record Keeping

- a. A medication administration record (MAR) will be maintained for each student administered medication by the district. The MAR will be in paper⁹ or electronic form and will include, but not be limited to:

⁹ If a paper record is kept, the record will be documented in blue or black ink, and never in pencil or with use of white-out.

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- (1) The full name of the student, date of birth, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. A MAR for medication administered as part of an IEP goal should be maintained in the IEP record at the end of each school year.
 - c. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
 - d. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.
 - e. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with school personnel with a legitimate educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

[Non-liability Provisions for Administration of Prescription and Nonprescription Medications and Short-Acting Opioid Antagonists

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of nonprescription medication, if the school administrator, teacher or other school employee in good faith administers nonprescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription medication, if the school administrator, teacher or other school employee in compliance with the instructions of a physician, physician assistant, nurse practitioner, naturopathic physician or clinical nurse specialist, in good faith administers prescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A person may not maintain an action for injury, death or loss that results from acts or omissions of a school administrator, teacher or other school employee during the administration of a short-acting opioid antagonist unless it is alleged and proved by the complaining party that the school administrator, teacher or other school employee was grossly negligent in administering the short-acting opioid antagonist unless other conditions exist and which are outlined in Oregon law in ORS 339.870.

The civil and criminal immunities provided for above do not apply to an act or omission accounting to gross negligence or willful and wanton misconduct.

Non-Liability Provisions for Self-Administration and Autoinjectable Epinephrine

A school administrator, district nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in ORS 339.866, if the school administrator, district nurse, teacher or other school employee, in compliance with the instructions of the student's Oregon licensed health care professional, in good faith assists the student's self-administration of the medication, if the medication is available to the student pursuant to written permission and instructions of the student's parent, guardian or Oregon licensed health care professional.

A school administrator, district nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the use of medication if the school administrator, district nurse, teacher or other school employee in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of a district Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine; and the person administered the autoinjectable epinephrine on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district.

The civil and criminal immunities described above (which are identified in ORS 339.871) do not apply to an act or omission to gross negligence or willful and wanton misconduct.]

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Code: **JHCD/JHCDA**
Adopted: 5/22/18
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Medications** (Version 1)

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

The district shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE). When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

Current first-aid and CPR cards are required for designated personnel. Other personnel may be strongly encouraged to have current first aid and CPR cards, depending on their duties and/or positions.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

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

A request to the district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber.

A request to the district to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

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

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

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

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

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

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

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

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

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in Oregon Revised Statute (ORS) 339.866, if that person in good faith assisted the student in self-administration of the medication.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages as a result of the use of medication if that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in

any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug.

The district and the members of the Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug.

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

END OF POLICY

Legal Reference(s):

[ORS 109.610](#)
[ORS 109.640](#)
[ORS 109.675](#)
[ORS 332.107](#)
[ORS 339.866 - 339.871](#)

[ORS 433.800 - 433.830](#)
[ORS 475.005 - 475.285](#)

[OAR 166-400-0010\(17\)](#)
[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000 -055-0115](#)
[OAR 581-021-0037](#)
[OAR 581-022-2220](#)
[OAR 851-047-0030](#)
[OAR 851-047-0040](#)

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

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



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Medications** (Version 1)

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

1. Definitions

- a. “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.
- b. “Prescription medication” means any medication that under federal or state law requires a prescription by a prescriber.
- c. “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
- d. “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
- f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient, with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. “Prescriber” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the State of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the State of Oregon, an optometrist licensed by the Board of Optometry for the State of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the State of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting, and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical

Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the State of Oregon.

- i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. “Designated personnel” means the school personnel designated to administer medication pursuant to district policy and procedure.

2. Designated Personnel/Training

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

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

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

4. Administering Naloxone or Other Similar Medication to a Student or Other Individual

- a. Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by

trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.

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

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

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis, in accordance with the rules adopted by the Oregon Health authority;
- c. The student or the student's parent or guardian must provide an adequate supply of the student's prescribed medication to the district;
- d. The District will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student if, because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, and in transit to or from school or a school-sponsored activity, must be submitted to the school office, and shall include:
 - (a) The written, permission of the student's parent or guardian or the student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.

The prescription label, prepared by a pharmacist at the direction of the prescriber will be considered to meet this requirement if it contains the information listed in (i) - (vii) above.

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(2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
- (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication that includes:

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

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

(d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Dosage;
- (iv) Method of administration;
- (v) Frequency of administration;
- (vi) A statement that the medication must be administered while the student is in school;
- (vii) Other special instructions, if any; and
- (viii) Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. It is the student's parent's or guardian's or the student's, if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.

- d. It is the student's parent's or guardian's or the student's, if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions.
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication.
- f. Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent, and documented on the district's Medication Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration.
- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted, as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in kindergarten through grade 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the district, must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care programs on school-owned property or in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a principal / designee and a prescriber or registered nurse practicing in a school setting.
 - (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building principal/designee².

- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:

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- (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
(b) A written order from the student's prescriber that includes:

- (i) Name of the student;
(ii) Name of the medication;
(iii) Dosage;
(iv) Method of administration;
(v) Frequency of administration;
(vi) A statement that the medication must be administered while the student is in school;
(vii) Other special instructions, if any; and
(viii) Signature of the prescriber.

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- b. The student may have in their possession only the amount of medication needed for that school day, except that, for manufacturer's packaging that contains multiple dosages, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers.
- c. Sharing and/or borrowing of medication with another student is strictly prohibited.
- d. For a students who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access, in the event the student has an asthma and/or severe allergy emergency.
- e. Upon written request from a parent or guardian and with a prescriber's written statement that the lack of immediate access to backup autoinjectable epinephrine may be life-threatening to a student, and the location where the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom.
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. Permission for a student to administer medication to themselves may be revoked if the student violates the Board's policy and/or this administrative regulation.
- h. A students may be subject to discipline, up to and including expulsion, as appropriate;
- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.

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8. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students

- a. Medication administered by designated personnel to a student or self-administered by a student must be delivered to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic, or psychotropic medication will be counted by designated personnel in the

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presence of another district employee upon receipt, documented in the student's medication log, and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.

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

9. Emergency Response

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

10. Disposal of Medication

- a. Medication not picked up by the student's parent or guardian or the student, when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion, as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Solid medications will be crushed, mixed or dissolved in water; liquid medications will be mixed or dissolved in water; and
 - (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
 - (4) Placed in impermeable, non-descript containers such as empty cans or sealable bags, and placed in the trash.

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

- b. All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10 (below).

11. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student who is administered medication by the district. The medication log will include, but not be limited to:
 - (1) The name of the student, name of the medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication, including date, quantity, manner in which the medication was destroyed, and the signature of the staff involved.
- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education records file, unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student, and their parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others, as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

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Code: **JO/IGBAB-AR(1)**
Adopted: 12/13
Revised/Readopted: 5/28/19
Orig. Code: JO/IGBAB-AR(1)

Education Records/Records of Students with Disabilities Management

1. Student Education Record

Student education records are those records that are directly related to a student and maintained by the District, or by a party acting for the District; however, this does not include the following:

- a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. Records of the law enforcement unit of the District subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
- c. Records relating to an individual who is employed by the District that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee, and that are not available for use for any other purpose. Records relating to an individual in attendance at the District who is employed as a result of their status as a student are education records and are not excepted under this section;
- d. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - (1) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity or assisting in a paraprofessional capacity;
 - (2) Made, maintained, or used only in connection with treatment of the student; and
 - (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the District.
- e. Records that only contain information relating to activities in which an individual engaged after they are no longer a student at the District;
- f. Medical or nursing records which are made or maintained separately and solely by a licensed health-care professional who is not employed by the District, and which are not used for education purposes or planning.

The District shall keep and maintain a permanent record on each student which includes the:

- g. Name and address of the educational agency or institution;
- h. Full legal name of the student;
- i. Student's birth date ~~and place of birth~~;
- j. Name of parents/guardians;
- k. Date of entry ~~into the~~ school;
- l. Name of school previously attended;
- m. Courses of study and marks received;
- n. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- o. Credits earned;
- p. Attendance; and
- q. Date of withdrawal from school; ~~and~~
- r. ~~Such additional information as the District may prescribe.~~

The District may also request the social security number of the student ~~and will include the social security number on the permanent record only if the eligible student or parent complies with the request~~. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

The District shall retain permanent records in a minimum one-hour fire-safe place in the District, or keep a duplicate copy of the permanent records in a safe depository in another District location.

2. Confidentiality of Student Records

- a. The District shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
- b. The District shall protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.
- c. The District shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

3. Rights of Parents and Eligible Students

The District shall annually notify parents and eligible students through the District student/parent handbook or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or eligible student has a right to:

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the District to comply with the requirements of federal law; and
- e. Obtain a copy of the District policy with regard to student education records.

The notification shall also inform parents or eligible students that the District forwards education records requested under OAR 581-021-0255. The notification shall also indicate where copies of the District policy are located and how copies may be obtained.

If the eligible student or the student's parent(s) has a primary or home language other than English, or has a disability, the District shall provide effective notice.

These rights shall be given to either parent unless the District has been provided with specific written evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents the District from giving students rights in addition to those given to parents.

4. Parent's or Eligible Student's Right to Inspect and Review

The District shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case, the eligible student or student's parent(s) may inspect, review, or be informed of only the specific information about the student.

The District shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing¹;
- c. In no case more than 45 days after it has received the request.

The District shall respond to reasonable requests for explanations and interpretations of the student's education record.

¹ Records must be provided without undue delay, which may not exceed 10 business days 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.

The parent(s) or eligible student shall comply with the following procedure to inspect and review a student's education record:

- d. Provide a written, dated, request to inspect a student's education record; and
- e. State the specific reason for requesting the inspection.

The written request will be permanently added to the student's education record.

The District shall not destroy any education record if there is an outstanding request to inspect and review the education record.

While the District is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible student or student's parent(s) may, at their expense, choose ~~have those records reviewed by a physician or other appropriate professional~~ and have those records reviewed ~~of their choice~~.

If an eligible student or student's parent(s) so requests, the District shall give the eligible student or student's parent(s) a copy of the student's education record. The District may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's educational records. The District may not charge a fee to search for or to retrieve the education records of a student.

The District shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers, and other documents described in Oregon Revised Statutes (ORS) 192.345(4) unless authorized by federal law.

The District will maintain a list of the types and locations of education records maintained by the District and the titles and addresses of officials responsible for the records.

Student's education records will be maintained at the school building at which the student is in attendance except for special education records which may be located at another designated location within the District. The administrator/principal or designee shall be the person responsible for maintaining and releasing the education records.

5. Release of Personally Identifiable Information

Personally identifiable information shall not be released without prior written consent of the eligible student or student's parent(s) except in the following cases:

- a. The disclosure is to other school officials, including teachers, within the District who have a legitimate educational interest.

As used in this section, "legitimate educational interest" means a District official employed by the District as an administrator, supervisor, instructor, or staff support member; or a person serving on a school board who needs to review an educational record in order to fulfill their

professional responsibilities, as delineated by their job description, contract, or conditions of employment. Contractors, consultants, volunteers, or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the District would otherwise use employees, is under the direct control of the District with respect to the use and maintenance of education records, and is subject to District policies concerning the redisclosure of personally identifiable information.

The District shall maintain, for public inspection, a list of the names and positions of individuals within the District who have access to personally identifiable information with respect to students with disabilities.

- b. The disclosure is to officials of another school within the District;
- c. The disclosure is 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.

- d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - (1) Determine eligibility for the aid;
 - (2) Determine the amount of the aid;
 - (3) Determine the conditions for the aid; or
 - (4) Enforce the terms and condition of the aid.

As used in this section, “financial aid” means any payment of funds provided to an individual that is conditioned on the individual’s attendance at an educational agency or institution.

- e. The disclosure is to organizations conducting studies for, or on behalf of, the District to:
 - (1) Develop, validate, or administer predictive tests;
 - (2) Administer student aid programs; or
 - (3) Improve instruction.

The District may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the District that:

- (4) Specifies the purpose, scope and duration of the study and the information to be disclosed;
- (5) Limits the organization to using the personally identifiable information only for the purpose of the study;
- (6) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and

- (7) The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term “organization” includes, but is not limited to, federal, state, and local agencies, and independent organizations.

- f. The District may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the District that:
 - (1) Designates the individual or entity as an authorized representative;
 - (2) Specifies the personally identifiable information being disclosed;
 - (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state supported education programs;
 - (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
 - (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
 - (6) Identifies the time period in which the personally identifiable information must be destroyed; and
 - (7) Establishes policies and procedures which are consistent with **Family Education Rights and Privacy Act (FERPA)** and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.
- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
- h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The District may disclose information under this section only if the District makes a reasonable effort to notify the eligible student or student’s parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
- i. The disclosure is to comply with 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;
- j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- k. The disclosure is in connection with a health or safety emergency. The District shall disclose personally identifiable information from an education record to law enforcement, child protective services and health-care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the District determines that there is an articulable and significant threat, the District will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

In making a determination whether a disclosure may be made under the health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. As used in this section, a “health or safety emergency” includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction, or custodial interference, and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law or other such reasons that the District may in good faith determine a health or safety emergency.

- l. The disclosure is information the District has designated as “directory information” (See Board policy JOA - Directory Information);
- m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- n. The disclosure is to officials of another school, school system, institution of postsecondary education, education service district (ESD), state regional program, or other educational agency that has requested the records, and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term “receives services” includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
- o. The disclosure is to the Board during an executive session pursuant to ORS 332.061.
- p. The disclosure is to a caseworker or other representative, who has the right to access the student’s case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

The District will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from educational records.

6. Record-Keeping Requirements

The District shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record-keeping requirements shall include the parent, eligible student, school official or their assistant responsible for custody of the records, and parties authorized by state and federal law for auditing purposes. The District shall maintain the record with the education records of the student as long as the records are maintained. For each request or disclosure the record must include:

- a. The party or parties who have requested or received personally identifiable information from the education records; and
- b. The legitimate interests the parties had in requesting or obtaining the information.

The following parties may inspect the record of request for access and disclosure to a student’s personally identifiable information:

- c. The parent(s) or eligible student;
- d. The school official or their assistants who are responsible for the custody of the records;

- e. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the District.

7. Request for Amendment of Student's Education Record

If an eligible student or student's parent(s) believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, the student or parent(s) they may ask the building level principal where the record is maintained to amend the record.

The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.

The request to amend the student's education record shall become a permanent part of the student's education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of their right to appeal the decision by requesting a hearing.

8. Hearing Rights of Parents or Eligible Students

If the building level principal decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading, or in violation of the privacy or other rights of the student. The District shall appoint a hearings officer to conduct the formal hearing requested by the eligible student or student's parent(s). The hearing may be conducted by any individual, including an official of the District, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time, and location for the hearing, and give the student's parent(s) or eligible student notice of date, time, and location reasonably in advance of the hearing. The hearing will be held within 10 working days of receiving the written or verbal request for the hearing.

The hearings officer will convene and preside over a hearing panel consisting of:

- a. The principal or designee;
- b. A member chosen by the eligible student or student's parent(s); and
- c. A disinterested, qualified third party appointed by the Superintendent/designee.

The parent(s) or eligible student may, at their own expense, choose ~~be assisted or represented by~~ one or more individuals to assist or represent them ~~of their own choice~~, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses, and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or District counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding

the disputed material. Such inserts shall remain in the education record as long as the education record or a contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why there is disagreement they disagree with the decision of the panel. If a statement is placed in an education record, the District will ensure that the statement:

- d. Is maintained as part of the student's records as long as the record or a contested portion is maintained by the District; and
- e. Is disclosed by the District to any party to whom the student's records or the contested portion are disclosed.

If, as a result of the hearing, the panel decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall:

- a. Amend the record accordingly; and
- f. Inform the eligible student or the student's parent(s) of the amendment in writing.

9. Duties and Responsibilities When Requesting Education Records

The District shall, within 10 days of a student seeking initial enrollment in or services from the District, notify the public or private school, ESD, institution, agency, or detention facility or youth care center in which the student was formerly enrolled, and shall request the student's education records.

10. Duties and Responsibilities When Transferring Education Records

The District shall transfer originals of all requested student education records, including any ESD records relating to the particular student, to the new educational agency when a request to transfer the education records is made to the District. The transfer shall be made no later than 10 days after receipt of the request. For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

- a. The student's permanent records for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or five years after last seen, whichever is longer.

Note: Education records shall not be withheld for student fees, fines, and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

Disclosure Statement

Required for use in collecting personally identifiable information related to social security numbers.

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

“Providing your social security number (SSN) is voluntary. If you provide it, the school district will use your SSN for record-keeping, research, and reporting purposes only. The school district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described.”

On the back of the same form, or attached to it, the following statement shall appear:

“OAR 581-021-0250 (1)(j) authorizes school districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research, and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.”

The District and Oregon Department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.

State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.



Code: LBEA
Adopted:

Denial for Virtual Public Charter School Student Enrollment**

{Conditionally required. This policy is required if the district plans to deny enrollment of a student to a virtual public charter school. OAR 581-026-0305 (8)}

The district is not required to approve a transfer of a resident student, when more than three percent of the students residing in the district are attending a virtual public charter school not sponsored by the district. The district will semiannually, by [October 1 and April 1], calculate the percentage of students residing in the district, who are attending a virtual public charter school not sponsored by the district. When the calculated percentage is more than three percent, the district will not approve a student's enrollment to such a virtual public charter school.

A parent¹ must give notice to the district in which the parent resides of their intent to enroll their student in a virtual public charter school. If the calculated percentage is three percent or less, or the district sponsors the desired virtual public charter school, the district will issue a notice of approval or choose not to respond.

If the calculated percentage is more than three percent and the desired virtual public charter school is not sponsored by the district, the district will issue a denial notice² within 10 calendar days of receiving notice from a parent and must include:

1. The notice the student is denied for enrollment to the virtual public charter school;
2. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on the most recent calculation at the time the intent to enroll was received by the district;
3. A list of two or more other online options available to the student; and
4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

When calculating the percentage, the district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;

¹ "Parent" means parent, legal guardian or person in parental relationship as defined in ORS 339.133.

² If a parent does not receive a notice of approval or disapproval from the district within 10 days of sending the notice of intent to enroll to the district, the student shall be deemed approved for enrollment by the district. (OAR 581-026-0305 (4))

2. The number of students residing in the district enrolled in virtual and non-virtual public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools not sponsored by the district;
4. The number of home-schooled students residing in the district and who have registered with an educational service district; and
5. The number of students residing in the district enrolled in private schools located within the district.

A parent may appeal the district’s denial for student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

If the student was enrolled in a virtual public charter school while living in another district and has maintained continuous enrollment in such school since moving into, and residing in this district, approval is not required.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 338.125](#)

[OAR 581-026-0305](#)
[OAR 581-026-0310](#)