



SECOND READING OF SCHOOL BOARD POLICIES

POLICY ISSUE/SITUATION:

Attached is the second reading of School Board policies:

- **BBB** – Board Elections
- **CBG** – Evaluation of the Superintendent
- **DA** – Fiscal Management Goals
- **DBA** – General Fund Contingency Appropriation
- **EEA** – Student Transportation Services
- **GBEDA** – Drug and Alcohol Testing – Transportation Personnel
- **JC** – School Attendance Areas
- **JFCK** – Use of Drugs and Alcohol on School Premises
- **JHCD** – Administering Noninjectable Medicines to Students
- **JHCDA** – Administering Injectable Medicines to Students
- **KGBA** – Conduct of Raffles and Bingo by School Related Groups

BACKGROUND INFORMATION:

In January, 2004 the Oregon School Board Association performed an audit of the Beaverton School District Board policies. As a result of this audit, departments continue to work to reach compliance of the policies pertinent to their areas. Throughout the school year new policies and/or policy changes will be presented for your review.

RECOMMENDATION:

(15-540) It is recommended that the School Board adopt this policy change.

District Goal: All students will show continuous progress toward their personal learning goals, developed in collaboration with teachers and parents, and will be prepared for post-secondary education and career success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

BOARD ELECTIONS

1. Number of Directors

The Board will consist of seven members elected at large and will be known as the District School Board.

2. Designation of Board Positions

Board members' positions and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education service district board.

Re-elections for Board positions will occur as follows:

Position No. 1: May 2005, and every four years thereafter;
Position No. 2: May 2005, and every four years thereafter;
Position No. 3: May 2007, and every four years thereafter;
Position No. 4: May 2005, and every four years thereafter;
Position No. 5: May 2005, and every four years thereafter;
Position No. 6: May 2007, and every four years thereafter;
Position No. 7: May 2007, and every four years thereafter.

3. Board Zones

The School Board shall divide the seven district zones so that they are nearly equal in population, as shown by the latest federal census, taking into account school attendance areas.

END OF POLICY

Legal References:

ORS 249.013 ORS 332.011
ORS 332.018 ORS 255.235
ORS 255.245 ORS 332.136
ORS 332.118 - 332.126

EVALUATION OF THE SUPERINTENDENT

The superintendent's job performance will be evaluated formally at least annually. The evaluation will be based on achievement measured against District performance standards and progress in attaining any the goals for the year established by the superintendent and/or the Board. The evaluation process provides the public with transparent information about the superintendent's performance and serves as a constructive guide for the superintendent to continually improve his or her performance.

The Board chair shall ~~develop a mechanism for~~ soliciting individual Board member input in determining the attainment of the goals and measuring performance. Board members will gather feedback from District stakeholders to inform their evaluation. Results of the evaluation will be written, shared with the superintendent by the Board chair and may be discussed in executive session, unless the superintendent requests an open session.

Any time the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the superintendent pursuant to Board policy, the employment contract with the superintendent and state law and rules.

END OF POLICY

Legal References:

ORS 192.660 (1)(i)

ORS 332.505

ORS 342.513

ORS 342.815

OAR 581-022-1720

Hanson v. Culver School District No. 5 (FDAB 1975)



Code: DA

Adopted: 3/10/97

FISCAL MANAGEMENT GOALS

The Board will review the needs of the District annually, considering *the strategic plan*~~instruction~~, capital outlay, building improvements, *reserve requirements*, and adjustments to accommodate any growth or decline of student enrollment or District area. The Board encourages the input of staff, *students*, parents and members of the community as a part of the review and recommendation process. After due consideration of recommendations, the Board will adopt fiscal goals for the school year.

END OF POLICY

Legal Reference:

ORS 332.107

GENERAL FUND CONTINGENCY AND FINANCIAL RESERVES

The School Board recognizes the importance of financial reserves to deliver sustainable and stable levels of instruction, staffing, number of instructional days, and operation of facilities. The contingency appropriations is reserves are necessary to:

1. Maintain financial stability for program continuity and public confidence;
2. Ensure budget and financial compliance with Oregon Revised Statutes and Oregon Administrative Rules;
3. Provide an emergency reserve to balance risk of availability and liquidity of resources in other funds as well as the potential drain upon general fund resources; liquidity; and designations. Such factors will be reviewed annually;
4. Protect the District from unnecessary borrowing in order to meet cash flow needs;
5. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
6. Meet the uncertainties of state and federal funding; and
7. Help ensure a District credit rating that would qualify the District for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of school facilities.

District Reserves include both a sufficient General Fund Ending Fund Balance and a Rainy Day Reserve.

General Fund Balance

The Board will require a minimum annual contingency appropriation of 5% appropriation for contingency during the budget development process, and The Board directs the Superintendent to manage the adopted budget in such a way as to ensure an Ending General Fund Cash Balance of at least five (5) percent of total actual revenues. By establishing an appropriation for contingency, the Board is directing the minimum ending fund balance will be at least equal to the amount of the appropriation for contingency.

Rainy Day Reserve

The Board also directs the Superintendent to develop a Rainy Day Reserve of five (5%) percent of the total resources of the beginning General Fund within three years of the effective date of this policy balance. Access to these funds will be permitted when the State School Fund, based on per ADMw estimates from the State for education, fail to increase above prior school years, or when the Board declares a financial emergency.

Use of Reserves

The Board may authorize use of the General Fund Balance to address unanticipated, non-recurring needs and may authorize use of the Rainy Day Reserve to address adverse economic conditions which negatively affect the District's revenues and ability to meet the needs of students.

Replenishment of Reserves/Notice of Shortfall

In the event the Board authorizes use of reserves, the Superintendent shall propose a plan for the replenishment of the reserves as soon as practicable, within three years of use. Prior to the ~~Ending Fund Balance~~ *reserves* becoming less than projected, the Superintendent will notify the Board of the possibility the ~~Ending Fund Balance~~ *reserves* may fall below the minimum targeted level. ~~The Board will approve any transfers from the appropriation for contingency.~~

~~During times of emergency or catastrophic events, the Board may approve action to reduce the contingency appropriation. The Board's authority will be limited to the currently adopted budget or a budget for the following fiscal year.~~

~~Any proposal to reduce the appropriation *Reserves* must include a "recovery plan" that demonstrates the Board and Superintendent's commitment to restore the contingency appropriation *Reserves*, including both the *Ending Fund Balance* and the *Rainy Day Reserves*.~~

Student Transportation Services *

School transportation services will be provided for students to and from their neighborhood school, consistent with ORS 327.043. Transportation to and from parent/student selected optional program placements, as well as to curricular and extracurricular activities associated with District programs, may be provided at the discretion of the District. Transportation will be provided for homeless students to and from the student's school of origin¹ as required by the No Child Left Behind Act of 2001 (NCLBA).

Elementary students who live more than one mile from school will be transported. Secondary students who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plans.

The District will provide notice to families of any proposed change to their students' transportation availability and will seek timely feedback regarding any safety or health implications of the proposed change, prior to the Board's approval of the supplemental plans.

Special Education Students may be eligible for transportation for health or safety reasons.

Miles from school will be determined by District Transportation practice, in accordance with OAR 581-023-0040 (1)(c).

Upon parental request, transportation will be provided to a student of a school receiving Title I funds to attend a District school out of the student's attendance area if his/her home school has been identified as in need of improvement, corrective action or restructuring. Such transfers will be permitted and transportation provided only to a safe school that has not been identified for improvement, corrective action or restructuring. The obligation of the District to provide transportation will terminate at the end of the school year if the school from which the student transferred is no longer in need of school improvement.

In the event all other District schools a student may transfer to have also been identified as in need of improvement, corrective action or restructuring the District shall, to the extent practicable, establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

The District may also provide transportation using federal funds² or through cooperative agreements with local victims assistance units for a student to attend a safe District school³ out of the student's

¹"School of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

²Federal funds means funds available through Title IV, Part A, and Title V, Part A.

attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends, or for a student who attends a school identified as persistently dangerous. Transportation provided will, to the extent possible, be to a school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring. If there are no other schools within the District a student may transfer to, the District may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

Students attending private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided riding privileges consistent with federal and state statute.

A seat that fully supports each person and meets the minimum standard and specifications of law will be provided at all times. Seating is not permitted on any portion of the vehicle not designed for that purpose. Passengers shall not be permitted to stand while the vehicle is in motion. A child under 40 inches in height or under 40 pounds must be properly secured with a child safety system that meets the minimum standards and specification established by the Oregon Department of Education. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each school bus. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus driver to the school. Violators, consistent with OAR 581-053-0010(16), may forfeit their bus rider privilege for a period of time as deemed proper by the building principal and/or transportation supervisor. A student entitled to home to school to home transportation services, and subject to suspension or expulsion from his/her assigned school under School Board Policy JGD/JGE, may be provided such transportation to a District determined alternate educational placement.

The principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training, regarding specific protocols including confidentiality requirements, will be provided to drivers.

The school bus driver will be responsible for the school bus at all times from departure until return. The driver will not participate in any activities that might impair his/her driving abilities.

The District will comply with all state and federal laws and regulations pertaining to school bus transportation.

END OF POLICY

³If there is not another school in the district to which students can transfer, districts are encouraged, but not required to, explore other appropriate options, i.e., an agreement with a neighboring district. 2-3

Legal Reference(s):

ORS 327.006
ORS 327.033
ORS 327.043
ORS 332.405
ORS 332.415
ORS 338.145
ORS 339.240 - 339.250
ORS 343.155 - 343.246
ORS 343.533
ORS 811.210
ORS 815.055
ORS 815.080
ORS 820.105 - 820.190

OAR 581-021-0050 to -0075

OAR 581-022-1530

OAR 581-023-0040

OAR 581-053-0002-0004, 0010, 0031, 0040, 0053, 0060, 0070, 0210, 0220, 0230, 0240

OAR 735-102-0010

Letter Opinion, Office of the Attorney General (Nov. 22, 1988).

No Child Left Behind Act of 2001, P.L. 107-110, Title I, Section 1116 and Title IX, Section 9532.

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, P.L. 107-110, 42 U.S.C. Section 11431

Elementary and Secondary Education Act (ESEA) Flexibility Waiver, July 18, 2012

Beaverton School District

Code: GBEDA
Adopted: Unknown
Readopted: 2/9/98
Orig. Code: 4108

DRUG AND ALCOHOL TESTING - TRANSPORTATION PERSONNEL

The Beaverton School District adheres to a policy of providing all employees, students and the public an environment which is free of drugs, as defined by the Drug-Free Workplace Act and Board policy GBEC, Drug-Free Workplace. Further, the district affirms that particularly those employees who are engaged in safety sensitive occupations must be drug and alcohol free.

Therefore, all district personnel holding commercial driver's licenses, assigned to safety sensitive positions, who are required to operate district vehicles which transport sixteen (16) or more passengers, including the driver, or who operate a district vehicle with a gross vehicle weight rating (GVWR), or gross combination weight rating (GCWR) of 26001 lbs. or more; substitute drivers; driver trainers; other designated staff; and contractors/subcontractors engaged in safety sensitive activities on behalf of the district will be subject to pre-employment, random, reasonable suspicion, post accident, return to duty and follow-up testing in accordance with the Omnibus Transportation Employee Testing Act of 1991, as amended, and shall annually certify this information to the Oregon Department of Education.

The superintendent is directed to develop administrative regulations to carry out this policy and meet the requirements of applicable federal, state and local laws.

END OF POLICY

Legal References:

ORS 657.176

OAR 581-053-0220(3)(h)

OAR 581-053-0230(9)(t)

OAR 581-053-0420(4)(b)(B)(ii)

OAR 581-053-0531(12)(13)

OAR 581-053-0615(2)(c)(D)(ii)

OAR 581-053-0620(1)(d)

SB 193(2013)

~~OAR 581-053-0015 (7)(u)~~

Omnibus Employee Testing Act of 1991, P.L. 102-143, Title V., 49 CFR Parts 40, 382 and 391-395 (2006).

SCHOOL ATTENDANCE AREAS

School attendance areas shall be defined to support the established goals of the School District and the welfare of its students.

If the student enrollment at one or more schools is outside the guideline range established by the District, the Superintendent shall determine whether the attendance boundaries of such school(s) should be adjusted. At the outset of any boundary adjustment process, the Superintendent shall propose and the Board shall approve the objectives sought to be achieved. These objectives may include target enrollments for each affected school.

In planning and developing an adjustment of attendance area boundaries, the superintendent first shall consider the following primary criteria: availability of space, proximity to school, safety, and neighborhood unity. Whenever possible, neighborhood areas, particularly at the elementary level, should be retained within a single attendance boundary.

The superintendent also shall consider transportation costs, student body composition, staffing patterns, feeder school alignment, and the efficient and economical utilization of the buildings.

The District is committed to boundary adjustment processes that are transparent, collaborative and inclusive. Residents of the District shall be given opportunities to offer input and to respond to any proposed changes prior to implementation. In any adjustment process involving three or more schools at one level, the District shall form an advisory committee to assist in applying the criteria and evaluating proposed adjustments. The District also shall promote consistent and timely communication among the affected schools, parents and other community members.

An adjusted attendance plan as developed by the superintendent shall be reviewed by the Board to ensure that (1) the set of objectives approved by the Board at the outset were met; and (2) the superintendent applied the relevant criteria. If the objectives were met and the criteria were reasonably applied, the Board shall approve the attendance plan.

At schools impacted by redrawn attendance boundaries, where and when possible, the superintendent may allow students to remain at their current school for one or more years to complete the highest grade level or levels offered.

The attendance plan as developed by the superintendent and approved by the Board shall be posted on the District website and reported to each affected ~~local school committee~~ Community Partnership Team and Parent-Teacher Organization prior to its implementation.

END OF POLICY

Legal References:

ORS 332.107
ORS 339.010 - 339.090

USE OF DRUGS AND ALCOHOL ON SCHOOL PREMISES

The district shall publish expectations and develop procedures that prohibit the use of drugs and alcohol on district premises. However, concern for drug and alcohol use extends beyond school premises.

Each year the district shall include ~~in the student/parent handbook and code of conduct~~ clear statements of expectations and consequences ~~should a~~ *for* student use *of* drugs or alcohol on school premises *in the school or disciplinary handbook*. Students and parents shall be informed that unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine, or both.

~~The district shall record incidents and report the findings to the Board annually.~~

END OF POLICY

Legal References:

ORS 339.240
ORS 339.250
ORS Chapter 475

OAR 581-021-0050 to -0075
OAR 581-053-0015
OAR 581-053-0545 (4)(c)(R,S,T)
OAR 581-053-0550 (5)(t,u,v)

Anti-Drug Abuse Act of 1988, P.L. 100-690, Title III (amending the Drug Free Schools and Communities Act of 1986), 102 Stat. 4181 (West 1988).

Cross References:

Policy GBK - Tobacco-Free Environment
Policy KGB - Public Conduct on District Property
Policy KGC - Smoking on District Premises by Public

Administering Non-Injectable Medicines to Students Nonprescription Medication**

Beaverton School District recognizes that administration of nonprescription medication to students and/or self-medication may be necessary when the failure to take such medication ~~would jeopardize the health of the student or the student would not be able to attend school if medication was not made available during school hours, would prevent the student from attending school.~~ Consequently, students may be permitted to take ~~non-injectable nonprescription or nonprescription~~ medication at school, ~~on a temporary or regular basis.~~

All requests for the District to administer nonprescription medication to a student and/or self-medication shall be made by the parent or guardian in writing. Requests shall include the name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, and a signature of the parent or guardian. ~~written instructions of the physician and parent for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.~~

The District reserves the right to reject a request to administer ~~prescription or nonprescription~~ medication when such medication is not necessary for the student to remain in school.

Beaverton School District will designate school staff authorized to administer medication to students and training shall be provided as required by law (~~HB-2535~~). This policy and administrative regulation shall not prohibit in any way, the administration of recognized first aid to students by District employees in accordance with established state law, Board policy and procedures.

Parents are an essential component of the safe handling and administering of medication within the schools. As such, they need to be aware of the policy requirements for supplying medication, granting permission to the school to administer medication to their child, and all restrictions which may apply regarding self-medication.

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

END OF POLICY

Legal References:

ORS 109.640

ORS 339.870~~866~~ to 339.871

ORS 433.800~~5~~ - 433.830

OAR 166-400-0010(17)

OAR 166-400-0060(29)

OAR 581-021-0037

OAR 581-022-0705

PRESCRIPTION MEDICATION ADMINISTERING INJECTABLE MEDICINES TO STUDENTS**

Beaverton School District recognizes that administration of ~~routine injectable~~ prescription medication as prescribed by a physician and as allowed under Oregon Law (OAR 851-047-0030) may be necessary when the failure to take such medication would jeopardize the health of the student. In addition, in order to ensure the health and well-being of District students who may experience life threatening allergic reactions or severe hypoglycemia, epinephrine or glucagon may be administered by means of injection to the student by trained staff in emergency situations when a licensed health care professional is not immediately available and the medication is prescribed by a physician and allowed under Oregon Law (ORS 433.800-433.830).

When directed by a physician or other licensed health care professional, students may be allowed to self-administer ~~injectable~~ prescription medication. A Health Management Plan, developed and overseen by District nurses, regarding each student who self-administers ~~injectable~~ medication will be kept on file.

All requests for the District to administer ~~injectable~~ medication to a student shall be made by the parent or guardian in writing. Requests shall be accompanied by the physician's order for administering epinephrine, and/or glucagon, or other injectable medication as allowed by law. A prescription label will be deemed sufficient to meet the requirements for a physician's order for epinephrine, glucagon or other injectable medication as provided by a parent/guardian. A written treatment plan for a student who self-administers medication will be developed and signed by a physician or other Oregon licensed health care professional and kept on file.

The District reserves the right to reject a request to administer or allow self-administration of a medication when such medication is not necessary for the student to remain in school.

The District may designate staff authorized to administer epinephrine and glucagon as allowed under Oregon law. Training shall be provided to designated staff as required by law in accordance with approved protocols as established by Oregon Department of Human Services and Health Services.

The District may designate staff to administer routine injectable medications as allowed under Oregon law. Delegation of this nursing task shall be provided by district nurses in accordance with Oregon Law (OAR 851-047-0030).

Injectable Prescription medication will be handled, stored, monitored, and disposed of, and medication administration records will be maintained in accordance with established district regulations governing administration of non-injectable/~~injectable~~, or prescription/nonprescription medicines to students.

The superintendent will ensure student Health Management Plans are developed by District school nurses as determined necessary and maintained on file, and that pertinent health information is provided to District staff as appropriate. Such plans shall consider 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 before or after school care programs on school-owned property and in transit to or from school or school-sponsored activities. situations during regular school hours, the emergency medical systems (EMS) will be utilized to respond to situations occurring after school hours including those occurring during curricular or extracurricular activities whether on or off District property.

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

END OF POLICY

Legal Reference(s):

ORS 109.640

ORS 339.866 to 339.871

ORS 433.800 - 433.830

ORS 475.005 to 475.285

OAR 166-400-0010(17)

OAR 166-400-0060(29)

OAR 333-055-0000 to - 0035

OAR 851-047-0030

OAR 851-047-004030

Beaverton School District

Code: KGBA
Adopted: 5/24/93
Readopted: 3/10/97,
6/18/12
Orig. Code: 1315

Conduct Of Raffles And Bingo By School-Related Groups

Oregon law permits the conduct of raffles and bingo by tax-exempt organizations that obtain licenses from the Oregon Department of Justice.

The district will not conduct or otherwise participate directly in raffles or bingo. A district employee may not participate in a raffle or bingo-related activity of any organization during the employee's normal work time. No student may participate in such activity during school time.

The district has no governing authority over school-related groups such as parent-teacher organizations and booster clubs, nor does it have authority over such groups obtaining raffle licenses or instituting raffles and bingo if they choose to do so.

~~Each Community Engagement Committee may, at its discretion,~~ *The district may* permit the use of district facilities ~~in its attendance area~~ for raffle and bingo activities by school-related groups, in accordance with law and existing district policies.

The district may accept donations of money or property derived from lawful raffles and bingo or school-related groups.

END OF POLICY

Legal References:

ORS 464.250 (1)

OAR Chapter 137, Division 025

Cross-Reference: Policy KG