



Regular Meeting OF THE BOARD OF DIRECTORS

Thursday, January 23, 2025 - 5:30 PM
 Oakdale Middle School Room 230
 815 S. Oakdale Ave.
 Medford, OR 97501

AGENDA

- 1. **Call to Order / Pledge of Allegiance / Roll Call**
- 2. **Agenda Adjustments and Approval**
- 3. **Recognitions**
 - a. School Board Appreciation 2
- 4. **Recess**
- 5. **Restructuring Board Meetings** 3
- 6. **Board Priority Discussion** 4
- 7. **Citizen Comments**
 - a. *School Board meetings are meetings of the School Board held in public, not meetings with the public. As a general rule, the Board will not engage in discussion with the public during this portion of the meeting. Please rest assured that all comments are carefully considered and will help guide future Board action. When your name is called, come forward to the table and state your name, if you reside in the district, and identify the organization, if any, that you represent. Keep your remarks brief and respect the three-minute time limit. Complaints about staff members cannot be discussed in open session and must be handled through a complaint procedure.*
- 8. **Items for Information & Discussion / Board Action Items**
 - a. Appoint Budget Committee Applicants 5
 - b. Budget Calendar Adoption 16
 - c. 2025-2026 School Year Calendar Adoption with Board Meeting Dates 18
 - d. School Board Policies - *second & third readings* 22
 - e. October 2024 Complaints Against Board Member 51
- 9. **Consent Agenda**
 - a. Staff Assignment Report 55
 - b. Minutes from previous meeting 57
 - c. Financial Audit Firm Change 63
- 10. **Announcements**
 - a. February 6 - Work Session at Oakdale Middle School - 5:30 PM
- 11. **Adjournment**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Superintendent's office at (541) 842-3621 or superintendent.office@medford.k12.or.us.



EXECUTIVE SUMMARY

| | |
|-----------------------|--|
| Meeting Date: | January 23, 2025 |
| Agenda Item: | Recognitions |
| Item Type: | School Board Appreciation |
| Administrator: | Bret Champion, Natalie Hurd |
| Objective: | Recognition of Medford School District Board of Directors for School Board Recognition Month |

Background:

Tonight, we celebrate:

Medford School District Board of Directors

January is School Board Appreciation Month, and the Medford School District j celebrates our MSD School Board Members! This month, and every month, we celebrate our dedicated School Board members for their countless hours of volunteer service to our schools and students.

Thank you for your commitment to keeping our students at the center of every decision. It truly brings us back to the basics—prioritizing what matters most: reading, writing, arithmetic, and the well-being of the children under our care, as well as the overall school community. Your continued focus on these basics is making a positive impact on a generation of learners!

As a token of our gratitude, we celebrate the Board at the Board meeting and with a gift, inspired by those timeless basics and sprinkled with a touch of school spirit.



EXECUTIVE SUMMARY

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|-----------------------|--------------------------------------|
| Meeting Date: | January 23, 2025 |
| Agenda Item: | Restructuring Board Meetings |
| Item Type: | Discussion |
| Administrator: | Board Chair Cynthia Wright |
| Objective: | Discuss Restructuring Board Meetings |

Background: At this meeting, Chair Wright will present some thoughts on restructuring Board meetings and provide an opportunity for Board members to have a discussion.

Additional Materials: None

Recommendation:

Suggested Motion:



EXECUTIVE SUMMARY

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|-----------------------|---|
| Meeting Date: | January 23, 2025 |
| Agenda Item: | Board Priority Discussion: Provide a System for Intentional Systematization of Flexible Credit Opportunities to Facilitate Graduating on Time |
| Item Type: | Discussion |
| Administrator: | Board Chair Cynthia Wright and Jeanne Grazioli |
| Objective: | Discuss Board Priorities |

Background: One of our Board/District priorities and desired outcomes is that we provide a system for intentional systematization of flexible credit opportunities to facilitate graduating on time. Thus, one of our projects, (Student Success) is particularly focused around improving alignment to maximize opportunities for higher education credit and licensure accrual for high school students.

At the Board meeting, staff will provide an update on this project.

Additional Materials: None

Recommendation: Information only

Suggested Motion: N/A



EXECUTIVE SUMMARY

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|-----------------------|---|
| Meeting Date: | January 25, 2024 |
| Agenda Item: | Appoint Budget Committee Members |
| Item Type: | Action |
| Administrator: | Bret Champion, Jodi Fahy |
| Objective: | Appoint Budget Committee applicants to vacant positions |

Background: The Budget Committee consists of seven members appointed by the Board plus the elected Board members. To be eligible for appointment, the appointive member must: 1) live and be registered to vote in the district; and 2) not be an officer, agent or employee of the district. No budget committee member may receive any type of compensation from the district. At the first regular meeting in January, the Board will appoint persons to fill the vacant positions.

The Board received applications meeting policy criteria from Amanda Olsen, Brooke Lazzari, and Lupe Murillo.

At the December 19 Board Meeting, the Board reviewed the applications and determined they would appoint the three applicants to the three vacant positions.

- Reappoint Lupe Murillo to Position 1, fulfilling the requirement to appoint a member of the district’s educational equity advisory committee to the Budget Committee; and
- Appoint Amanda Olsen and Brooke Lazzari to vacant Positions 2 and 7. Position 2 term expires on 6/30/2027 and Position 7 term expires on 6/30/2026.

Additional Materials: [Budget Committee Applications](#) and [Budget Committee Members List](#)

Recommendation: Formally appoint applicants to the Budget Committee.

Suggested Motion: *“I move to reappoint Lupe Murillo to Budget Committee Position 1, term ending June 30, 2027; Amanda Olson to Position 2, term ending June 30, 2027; and Brooke Lazzari to Position 7, term ending June 30, 2026.*

Candidate Application for Budget Committee

Medford School District 549C - Jackson County, Oregon

Per [Board Policy DBEA](#), to be eligible for appointment, the appointive member must: *

- a. Live and be registered to vote in the district; and
- b. Not be an officer, agent or employee of the district.

Are you eligible for appointment?

Yes

No

Name *

Lupe Murillo

Address *

[Redacted]

Resident Telephone *

[Redacted]

Email *

[REDACTED]

Place of Business *

CareOregon

Occupation or Title *

Navigation

Business Address

Business Telephone

How long have you been an Oregon resident? *

40 years

How long have you lived within the Medford School District attendance area? *

20 years

Why do you wish to serve on the budget committee? *

I am a member of the DEI committee and had the opportunity to serve on the budget committee in 2024. I would like to continue to learn more and help the board make an informed decision for the next budget.

What interests and concerns do you have regarding Medford School District schools? *

In all that I do, I look for the most fair, equitable and balanced outcome for all the key stakeholders holders involved.

Please list any previous or present community involvement such as board member, budget committee, citizens' committee, or any related skills, talents, or experiences. *

DEI committee for Medford School District

**By signing this statement, if appointed by the School Board, I agree to serve as a member of the budget committee and adhere to the policies of the district.

Signature *

María G Murillo

This form was created inside of Medford School District 549C.



Candidate Application for Budget Committee

Medford School District 549C - Jackson County, Oregon

Per [Board Policy DBEA](#), to be eligible for appointment, the appointive member must: *

- a. Live and be registered to vote in the district; and
- b. Not be an officer, agent or employee of the district.

Are you eligible for appointment?

Yes

No

Name *

Amanda Olson

Address *

[Redacted]

Resident Telephone *

[Redacted]

Email *

[Redacted]

Place of Business *

Amanda Olson DPT LLC; Intimate Rose

Occupation or Title *

Owner, Physical Therapist; President & Chief Clinical Officer

Business Address

[Redacted]

Business Telephone

[Redacted]

How long have you been an Oregon resident? *

36 years

How long have you lived within the Medford School District attendance area? *

13 years

Why do you wish to serve on the budget committee? *

I wish to provide parent consideration to the budget committee. I intend to bring thoughtful and considerate feedback, and ask questions to better understand the situation. I am the product of a wonderful public school education here in Oregon, and I want my children to have a fulfilling public education as well.

What interests and concerns do you have regarding Medford School District schools? *

I am concerned with the current strains and interested in learning more about and contributing to proposed solutions.

Please list any previous or present community involvement such as board member, budget committee, citizens' committee, or any related skills, talents, or experiences. *

Related skills/talent/experience

- Current: Business owner, President of Intimate Rose where I design, patent and manufacture medical tools that are sold internationally (skills: leadership, business, public speaking, marketing, healthcare)
- Board of Directors (Secretary of the board) The Children's Museum of Southern Oregon & The Ivy School (provider of 5 Star preschool in Medford)
- Member: Medford School District Fiscal Sustainability in Education Committee
- Published 3 papers in peer reviewed medical journals (ability to interpret data, write, and provide explanation)

**By signing this statement, if appointed by the School Board, I agree to serve as a member of the budget committee and adhere to the policies of the district.

Signature *

Amanda Olson

This form was created inside of Medford School District 549C.

Candidate Application for Budget Committee

Medford School District 549C - Jackson County, Oregon

Per [Board Policy DBEA](#), to be eligible for appointment, the appointive member must: *

- a. Live and be registered to vote in the district; and
- b. Not be an officer, agent or employee of the district.

Are you eligible for appointment?

Yes

No

Name *

Brooke Lazzari

Address *

[Redacted]

Resident Telephone *

[Redacted]

Email *

[REDACTED]

Place of Business *

Krisch & Company

Occupation or Title *

CPA

Business Address

Business Telephone

How long have you been an Oregon resident? *

8 years

How long have you lived within the Medford School District attendance area? *

4 years

Why do you wish to serve on the budget committee? *

The District is facing continued budget shortfalls without a long-term solution. I have years of experience of budget-cutting in a local government and understand balancing service with limited funds.

What interests and concerns do you have regarding Medford School District schools? *

As a mom of two students with a third in the near-term, the increasing class sizes coupled with declining student performance, both academically and socially is concerning. In my experience this year, there are kindergartners that still can't identify letters, let alone sound out words. There are third graders that can barely read at kindergarten. Yet there are students excelling far beyond their grade, but no TAG resources available for them even if they've been identified. Students of all academic abilities are being failed by the District.

Please list any previous or present community involvement such as board member, budget committee, citizens' committee, or any related skills, talents, or experiences. *

City of Medford Budget Committee; Hoover Elementary PTO Treasurer

**By signing this statement, if appointed by the School Board, I agree to serve as a member of the budget committee and adhere to the policies of the district.

Signature *

Brooke Lazzari

This form was created inside of Medford School District 549C.





Budget Committee Members (3 year term)

| | |
|---|---------------------------------|
| Position 1 Lupe Murillo | Term Expired: 06/30/2024 |
| Position 2 Carrie Cheatum | Term Expired: 06/30/2024 |
| Position 3 Casey Stine | Term Expires: 06/30/2025 |
| Position 4 Margie Grether | Term Expires: 06/30/2025 |
| Position 5 Ilex Brandenberger | Term Expires: 06/30/2026 |
| Position 6 Kaylee Fugate | Term Expires: 06/30/2026 |
| Position 7 Randy Goyne (Vacant) | Term Expires: 06/30/2026 |



EXECUTIVE SUMMARY

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|-----------------------|---|
| Meeting Date: | January 23, 2025 |
| Agenda Item: | Budget Calendar Approval for FY25-26 Budget |
| Item Type: | Action |
| Administrator: | Brad Earl |
| Objective: | Review and adopt proposed budget meeting calendar |

Background: In accordance with Board policy DBC - Budget Calendar, the Board will adopt a budget calendar, which identifies dates and deadlines required for the legal presentation and adoption of the budget. The budget calendar will be prepared on an annual basis, as appropriate. The calendar will identify dates and activities to include those needed to comply with state law.

The proposed calendar has the Budget Committee Orientation scheduled as an agenda item during the March 20 Board meeting, two meetings scheduled in April, and a third in May if needed. This timeline allows for public input at the budget committee meeting and at the public hearing of the Board on June 5th. The budget committee calendar allows for up to three meetings.

Additional Materials: [Proposed FY25-26 Budget Calendar](#)

Recommendation: Review proposed budget calendar dates and approve calendar.

Suggested Motion: *“I move to approve the Budget Calendar for the Fiscal Year 2025-26 Budget as presented.”*

DRAFT

Proposed 1/23/25

FY25-26 Budget Calendar
Location: Oakdale Middle School @ 5:30 PM

Thursday
March 20, 2025

Budget Committee Orientation during the Board Meeting

Thursday
April 3, 2025

1st Budget Committee Meeting – Committee elects officers, Superintendent delivers budget message and committee receives budget document.

Thursday
April 17, 2025

2nd Budget Committee Meeting – Public comment, committee discusses and approves Proposed Budget. Budget chair signs resolutions.

Thursday
May 1, 2025

3rd Budget Committee Meeting – If needed

Thursday
May 8, 2025

Board Meeting. Public Budget Hearing on FY25-26 Budget* - Deliberate on budget approved by budget committee and considers additional public comment.

Thursday
May 22, 2025

Board Meeting; FY25-26 Budget Adoption* - Board enacts resolutions adopting the budget, makes appropriations, imposes and categorizes tax levy.

June 30, 2025

District must submit balanced budget by this date.

July 30, 2025

District submits required budget documents to County Assessor, Department of Education, and Southern Oregon Education Service District by July 15, 2025.

*Budget Committee members are invited but not required to attend.

Publishing must be done either twice in the newspaper, 5-30 days before meeting, OR **on website at least 10 days before the meeting AND printing once in the newspaper 5-30 days before the meeting.



EXECUTIVE SUMMARY

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|-----------------------|--|
| Meeting Date: | January 23, 2025 |
| Agenda Item: | 2025-2026 School Year Calendar Adoption |
| Item Type: | Action Item |
| Administrator: | Jeanne Grazioli |
| Objective: | Adopt the 2025-2026 School Year Calendar |

Background:

The Medford School District is committed to publishing a school calendar as early as possible for our staff and families to help plan for next year. District leadership received feedback from both certificated and classified representatives and presented the draft calendar to the School Board for review at the December 19 Board meeting. At that meeting a request was made to include Board meeting dates. Those dates have been included with the calendar.

Additional Materials: [2025-2026 Proposed School Year Calendar](#) and [Board Meeting Schedule](#).

Recommendation: Staff recommends approval of the proposed 2025-2026 School Year Calendar.

Suggested Motion: *“I move to adopt the 2025-2026 school year calendar as presented.”*



2025-2026 School Year Calendar

DRAFT

www.medford.k12.or.us

Phone: 541-842-3636

Connect With Us On Social Media!

| July 2025 | | | | | | |
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July 4 Independence Day - District Closed

| August 2025 | | | | | | |
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Aug 14 & 15 New Teacher Pre-Inservice Days
 Aug 18-21 Inservice & Planning- No Students
 Aug 22 Some staff per contracts - No Students
 Aug 25 First Day of Instruction for designated students*
 Aug 25-28 Kindergarten Soft Start Week
 Aug 26 First Day of Instruction for 7th, 8th, 10th - 12th grades
 Aug 29 Schools Closed - Some staff per contracts

| September 2025 | | | | | | |
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Sep 1 Labor Day - District Closed
 Sep 2 Full Day for Kindergarten Begins
 Sep 26 Mid-Quarter - No Students

| October 2025 | | | | | | |
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Oct 10 Statewide Inservice Day - Schools Closed
 Oct 24 End of First Quarter
 Oct 27 Grading Day - No Students

| November 2025 | | | | | | |
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Nov 11 Veterans Day - District Closed
 Nov 24-25 Conference Days - No Students
 Nov 26-28 Thanksgiving Break - District Closed

| December 2025 | | | | | | |
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Dec 5 Mid-Quarter - No Students
 Dec 22-Jan 2 Winter Break - Schools Closed
 Dec 24 Christmas Eve - District Closed
 Dec 25 Christmas Day - District Closed

| January 2026 | | | | | | |
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Jan 1 New Year's Day - District Closed
 Jan 5 Classes Resume
 Jan 16 End of Second Quarter
 Jan 19 Martin Luther King Jr. Day - District Closed
 Jan 20 Grading Day - No Students

| February 2026 | | | | | | |
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Feb 16 President's Day - District Closed
 Feb 23 Mid-Quarter - No Students

| March 2026 | | | | | | |
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Mar 20 End of Quarter
 Mar 23 - 27 Spring Break - Schools Closed
 Mar 30 Grading Day - No Students

| April 2026 | | | | | | |
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Apr 24 Schools Closed - Some staff per contracts
 & Snow Make-Up Day (if needed)

| May 2026 | | | | | | |
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May 4 Mid-Quarter - No Students
 May 25 Memorial Day - District Closed
 TBA NMHS Graduation Ceremony
 TBA SMHS Graduation Ceremony
 TBA IA and IAO Graduation Ceremonies

| June 2026 | | | | | | |
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Jun 4 End of Fourth Quarter/ Last Day of School
 Jun 5 Grading/Pack-up Day - No Students
 Jun 8-9 Snow Make-up Days (if needed)
 Jun 19 Juneteenth - District Closed

| | |
|---|--|
| No Students - Offices Open | Inservice / New Teacher Orientation Days |
| Schools Closed - Some staff per contracts | Reserved for Snow Make-up Day / Some staff per contracts |
| District Closed - Holiday/Non-Contract Day | First Day for designated students / Last Day of School |
| Conference Days - Non-School Day | Mid-Quarter - Grading/Professional Development Day |
| *Elementary grades 1-5. Kindergarten Soft Start and Orientation Day for 6th and 9th grade | End of Quarter |



DRAFT

2025-26 SCHOOL BOARD MEETING SCHEDULE

| Month | Date | Session | Notes |
|-----------|------|-----------------|--|
| August | TBD | Board Retreat | Determined once new Board is appointed |
| September | 4 | Work Session | |
| September | 18 | Regular Session | |
| October | 2 | Work Session | |
| October | 16 | Regular Session | |
| November | 20 | Regular Session | No Work Session due to OSBA Conference |
| December | 11 | Regular Session | No Work Session due to Winter Break |
| January | 15 | Regular Session | No Work Session due to Winter Break |
| February | 5 | Work Session | |
| February | 19 | Regular Session | |
| March | 5 | Work Session | |
| March | 19 | Regular Session | |
| April | 9 | Work Session | |
| April | 23 | Regular Session | |
| May | 7 | Work Session | |
| May | 21 | Regular Session | |
| June | 4 | Work Session | |
| June | 25 | Regular Session | |

Location: Oakdale Middle School
 815 S. Oakdale Ave.
 Room 230

Time: 5:30 p.m.

As of 12/20/24



2025-2026 Board Meeting Calendar

APPROVED 1.23.2025

www.medford.k12.or.us

Phone: 541-842-3636

Connect With Us On Social Media!

July 2025

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July 4 Independence Day - District Closed

August 2025

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Aug 14 & 15 New Teacher Pre-Inservice Days
 Aug 18-21 Inservice & Planning- No Students
 Aug 22 Some staff per contracts - No Students
 Aug 25 First Day of Instruction for designated students*
 Aug 25-28 Kindergarten Soft Start Week
 Aug 26 First Day of Instruction for 7th, 8th, 10th - 12th grades
 Aug 29 Schools Closed - Some staff per contracts

September 2025

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Sep 1 Labor Day - District Closed
 Sep 2 Full Day for Kindergarten Begins
 Sep 26 Mid-Quarter - No Students

October 2025

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Oct 10 Statewide Inservice Day - Schools Closed
 Oct 24 End of First Quarter
 Oct 27 Grading Day - No Students

November 2025

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Nov 11 Veterans Day - District Closed
 Nov 24-25 Conference Days - No Students
 Nov 26-28 Thanksgiving Break - District Closed

December 2025

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Dec 5 Mid-Quarter - No Students
 Dec 22-Jan 2 Winter Break - Schools Closed
 Dec 24 Christmas Eve - District Closed
 Dec 25 Christmas Day - District Closed

January 2026

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Jan 1 New Year's Day - District Closed
 Jan 5 Classes Resume
 Jan 16 End of Second Quarter
 Jan 19 Martin Luther King Jr. Day - District Closed
 Jan 20 Grading Day - No Students

February 2026

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Feb 16 President's Day - District Closed
 Feb 23 Mid-Quarter - No Students

March 2026

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Mar 20 End of Quarter
 Mar 23 - 27 Spring Break - Schools Closed
 Mar 30 Grading Day - No Students

April 2026

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

Apr 24 Schools Closed - Some staff per contracts
 & Snow Make-Up Day (if needed)

May 2026

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

May 4 Mid-Quarter - No Students
 May 25 Memorial Day - District Closed
 TBA NMHS Graduation Ceremony
 TBA SMHS Graduation Ceremony
 TBA IA and IAO Graduation Ceremonies

June 2026

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Jun 4 End of Fourth Quarter/ Last Day of School
 Jun 5 Grading/Pack-up Day - No Students
 Jun 8-9 Snow Make-up Days (if needed)
 Jun 19 Juneteenth - District Closed

| | |
|---|--|
| No Students - Offices Open | Inservice / New Teacher Orientation Days |
| Schools Closed - Some staff per contracts | Reserved for Snow Make-up Day - Some staff per contracts |
| District Closed - Holiday/Non-Contract Day | First Day for designated students / Last Day of School |
| Conference Days - Non-School Day | Mid-Quarter - Grading/Professional Development Day |
| *Elementary grades 1-5. Kindergarten Soft Start and Orientation Day for 6th and 9th grade | End of Quarter |



EXECUTIVE SUMMARY

| | |
|-----------------------|---|
| Meeting Date: | January 23, 2025 |
| Agenda Item: | School Board Policies - second and third readings |
| Item Type: | Action Item |
| Administrator: | Bret Champion, Jodi Fahy |
| Objective: | Review the policies & ARs and adopt/readopt and delete as presented |

Background: OSBA provides quarterly policy updates that include current revisions to state and federal laws and guidelines. Staff has reviewed the updated language and applied applicable revisions which are reflected in the policy packet.

The Board reviewed the policies as a first reading on December 5, 2024. At the second reading on December 19, at the request of a Board member, policies EBBA, EBBA-AR, EBBAA, and EBBB were pulled for further review. Policies GBEBA and JHC were held with those policies as the outcome of any revisions could also affect these policies.

Revisions in **red** font indicate OSBA updated language. Revisions in **blue** font indicate staff updated language. Revisions in **green** font indicate revisions since the first or second reading.

| Policy | Title | Summary |
|---|---|--|
| EBBA <i>Recommend deleting this version and replacing with new version</i> | First Aid** | <i>This summary applies to EBBA through GBEBA.</i> <i>The State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-022-2220 on health services.</i> |
| EBBA <i>New version</i> | Student Health Services** | <i>The changes result in a requirement to develop “a written prevention-oriented health services plan for all students” (OAR 581-022-2220(1)).</i> |
| EBBA-AR <i>Recommend deleting</i> | Handling and Disposing of Contaminated Fluids | <i>The plan requirements include a variety of topics, including but not limited to, plan for health care space, communicable disease prevention, communication strategies, health screenings, and hearing, vision and dental screenings.</i> |
| EBBAA | Infection Control & Bloodborne Pathogens | |
| EBBB | Illness or Injury Reports | <i>As a result of these changes there is a list of policies and administrative regulations</i> |

| | | |
|---|---|---|
| <p>GBEBA <i>Recommend deleting</i></p> | <p>Staff-HIV, AIDS, and HBV</p> | <p><i>(AR's) which have been revised. Recommendations may include to delete or rescind policy or AR, recoding, and reassigning some policy content to a new section or policy of the policy manual.</i></p> <p><i>The entire rule can be accessed here: OAR 581-022-2220</i></p> <p><i>This group of policies and AR were pulled on Dec. 19 by a Board member asking for further clarification on Policy EBBA. A paragraph has been added to the end of Policy EBBA regarding Access to Records. All other policies and AR remain the same as presented at the first reading.</i></p> |
| <p>JHC <i>Recommend deleting in lieu of new version of EBBA</i></p> | <p>Student Health Services & Requirements</p> | <p><i>The State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-022-2220 on health services. The changes result in a requirement to develop “a written prevention-oriented health services plan for all students” (OAR 581-022-2220(1)). The plan requirements include a variety of topics, including but not limited to, plan for health care space, communicable disease prevention, communication strategies, health screenings, and hearing, vision and dental screenings.</i></p> <p><i>As a result of these changes there is a list of policies and administrative regulations (AR's) which have been revised. Recommendations may include to delete or rescind policy or AR, recoding, and reassigning some policy content to a new section or policy of the policy manual.</i></p> |

| | | |
|-------|---|---|
| | | <p>The entire rule can be accessed here: OAR 581-022-2220.</p> <p><i>This policy was held along with Policy EBBA.</i></p> |
| JFCEB | Student Use of Personal Electronic Devices and Social Media** | <p><i>The Board reviewed the revised policy at the December 19th meeting as a first reading. Footnotes have been included with the revised language that will be implemented beginning the 2025-26 school year.</i></p> |

* *May be subject to collective bargaining.*

** *As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.*

Additional Materials: [Policy Packet 1.23.25](#)

The policy packet is organized with the revised version first (colored font), followed by a draft final version with the revisions incorporated.

Recommendation: Adopt, readopt and/or delete policies and administrative regulations included in the packet.

Suggested Motion: *“I move to approve the January 23rd policy packet as presented.”*

Medford School District 549C

Code: EBBA
Adopted: 3/07/00
Revised/Readopted: 5/06/19
Orig. Code(s): EBBA

First Aid**

In case of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention for a student is the responsibility of the student's parents, or of someone the parents designate in the case of emergency.

Each principal is charged with providing for the immediate care of ill or injured persons within their area of responsibility.

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120 to -0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2050](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(37\)](#)

[OAR 581-053-0220\(3\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Cross Reference(s):

GB - General Personnel Policies

GBE - Hazardous Materials

Medford School District 549C

Code: EBBA
Adopted: xx/xx/xx

Student Health Services**

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

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

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

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

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

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

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

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

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

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

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

Access to Records

Related records can be requested in accordance with Board Policies IGBAB/JO, Education Records/Records of Students with Disabilities, KBA, Public Records Requests and their respective administrative regulations. Records may be protected by FERPA, HIPAA or other public records laws. The timelines outlined in law and policy will be followed.

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

⁶ For definitions for this policy see ORS 336.201.

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

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)
[ORS 332.107](#)
[ORS 336.201](#)
[ORS 336.204](#)
[ORS 336.211 – 336.214](#)
[OAR 581-021-0017](#)
[OAR 581-021-0031](#)
[OAR 581-021-0587](#)
[OAR 581-021-0590](#)
[OAR 581-022-2050](#)
[OAR 581-022-2220](#)
[OAR 581-022-2515](#)

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

Medford School District 549C

Code: EBBA
Adopted: xx/xx/xx

Student Health Services**

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5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed⁴;
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³ For requirements of this plan see OAR 581-022-2220(1)(c).

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

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

8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school⁶;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities⁹; and
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Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

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END OF POLICY

⁶ For definitions for this policy see ORS 336.201.

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

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

¹⁰ For additional delegation requirements see OAR 851-047-0030.

Legal Reference(s):

[ORS 329.025](#)
[ORS 332.107](#)
[ORS 336.201](#)
[ORS 336.204](#)
[ORS 336.211 – 336.214](#)
[OAR 581-021-0017](#)
[OAR 581-021-0031](#)
[OAR 581-021-0587](#)
[OAR 581-021-0590](#)
[OAR 581-022-2050](#)
[OAR 581-022-2220](#)
[OAR 581-022-2515](#)

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

DRAFT

Medford School District 549C

Code: EBBA-AR
Revised/Reviewed: 1/19/93; 12/07/04; 10/01/20

Handling and Disposing of Contaminated Fluids

Health services information about the transmission of diseases including AIDS and HBV¹ focuses on “body fluids” as a possible carrier of organisms that can infect others. The term includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen and blood. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk.

The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all staff and students. These actions should focus primarily on steps that students and staff members can take to ensure their own well-being.

Those who administer first aid, provide physical care or may otherwise incur occupational exposure to blood or other potentially infectious materials as determined by the district will be specifically protected through the district’s Exposure Control Plan.

The following procedures are a review for all staff and students of appropriate hygienic and sanitation practices:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own bandaids. If assistance is required, bandaids may be applied after the caregiver removes their gloves, if the caregiver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing, and cleaning up vomit;

¹⁵. HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given to a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure, or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant² following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush, and dust pan. Any such items found must be disposed of in closable puncture resistant, leakproof containers that are appropriately labeled or color-coded;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;

² Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

13. Maximum protection with gloves, face and/or eye protection and gowns is required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood;
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

Additional Precautions

The following additional precautions should be applied in all school settings. These procedures will help prevent transmission of many infections in addition to HIV and HBV:

1. A sink with soap, hot and cold running water and disposable towels should be available close to the classroom;
2. Sharing of personal toilet articles, such as toothbrushes and razors, should not be permitted;
3. Skin lesions that may ooze blood or serum should be kept covered with a dressing;
4. Exchange of saliva by kissing on the mouth, by sharing items that have been mouthed and by putting fingers in others' mouths should be discouraged.

Medford School District 549C

Code: EBBAA
Adopted: 3/03/09
Revised/Readopted: 5/06/19; xx/xx/xx
Orig. Code(s): EBBAA

Infection Control and Bloodborne Pathogens

The Board recognizes that staff and students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

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

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

~~Infection Control~~

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

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

~~The district will cooperate with the local health department in delivering HIV, AIDS, and HBV education.~~

~~Bloodborne Pathogens~~

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

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;

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

² “Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

³ See 29 CFR 1910.1030(c)(1) and OAR 437-002-1059 for more information about an Exposure Control Plan.

2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of ~~immunization with~~ hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. ~~Staff will receive the annual training⁴ as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily available⁵ in close proximity⁶ to all employees in the building and for district vehicles, including each bus⁷.~~

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

The district recognizes that, ~~as required by Oregon Administrative Rule (OAR) 437-002-1030~~, employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate. ~~The district will document the solicitation of input from such staff in the plan.~~

Documentation, including a sharps injury log, will be maintained ~~as required by OAR 437-002-1030(3) and 437-002-1035~~ in accordance with law⁸.

~~The Exposure Control Plan will be accessible to employees in accordance with law⁹.~~

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

~~The district will cooperate with appropriate agencies in delivering HIV, AIDS and HBV education.~~

END OF POLICY

⁴ See 29 CFR 1910.1030(g)(2) for information about training requirements.

⁵ OAR 437-002-0161(2) First-Aid Supplies. (a) The employer shall provide first-aid supplies based upon the intended use and types of injuries that could occur at the place of employment. The first-aid supplies shall be available in close proximity to all employees. Either bulk pack or unit pack supplies are acceptable. (b) "In proximity" is defined as that which is available nearby to ensure prompt treatment in the event of need.

⁶ "In proximity" is defined as that which is available nearby to ensure prompt treatment in the event of need. (OAR 437-002-0161(1)(b))

⁷ Emergency equipment for buses, includes, but is not limited to, body fluid cleanup and first-aid kits. (OAR 581-053-0240(23); OAR 581-053-0640)

⁸ See OAR 437-002-1030(3) and OAR 437-002-1035.

⁹ See 29 CFR 1910.1020(e) for requirements on providing access.

Legal Reference(s):

[ORS 332.107](#)

[ORAR 437-002-0161](#)

[ORAR 437-002-0360](#)

[ORAR 437-002-0377](#)

[ORAR 437-002-1030](#)

[ORAR 437-002-1035](#)

[ORAR 581-022-2050](#)

[ORAR 581-022-2220](#)

[ORAR 581-053-0240\(23\)](#)

[ORAR 581-053-0250\(1\)](#)

[ORAR 581-053-0640\(2\)](#)

[ORAR 581-053-0517\(13\)\(e\),\(e\)](#)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §§ [1910.1020](#), [1910.1030](#) ~~(2019)~~.

Medford School District 549C

Code: EBBAA
Adopted: 3/03/09
Revised/Readopted: 5/06/19; xx/xx/xx
Orig. Code(s): EBBAA

Infection Control and Bloodborne Pathogens

The Board recognizes that staff and students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for bloodborne pathogens¹.

The district shall develop an Exposure Control Plan in accordance with the requirements in law².

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

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

The plan shall include training followed by an offer of hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Staff will receive the annual training³ as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily available⁴ in

¹ “Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

² See 29 CFR 1910.1030(c)(1) and OAR 437-002-1059 for more information about an Exposure Control Plan.

³ See 29 CFR 1910.1030(g)(2) for information about training requirements.

⁴ OAR 437-002-0161(2) First-Aid Supplies. (a) The employer shall provide first-aid supplies based upon the intended use and types of injuries that could occur at the place of employment. The first-aid supplies shall be available in close proximity to all employees. Either bulk pack or unit pack supplies are acceptable. (b) “In proximity” is defined as that which is available nearby to ensure prompt treatment in the event of need.

close proximity⁵ to all employees in the building and for district vehicles, including each bus⁶.

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

The district recognizes that employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate. The district will document the solicitation of input from such staff in the plan.

Documentation, including a sharps injury log, will be maintained in accordance with law⁷.

The Exposure Control Plan will be accessible to employees in accordance with law⁸.

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

END OF POLICY

Legal Reference(s):

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

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

⁵ “In proximity” is defined as that which is available nearby to ensure prompt treatment in the event of need. (OAR 437-002-0161(1)(b))

⁶ Emergency equipment for buses, includes, but is not limited to, body fluid cleanup and first-aid kits. (OAR 581-053-0240(23); OAR 581-053-0640)

⁷ See OAR 437-002-1030(3) and OAR 437-002-1035.

⁸ See 29 CFR 1910.1020(e) for requirements on providing access.

Medford School District 549C

Code: EBBB
Adopted: 5/08/17
Revised/Readopted: 10/17/19; xx/xx/xx
Orig. Code(s): EBBB

Illness/or Injury Reports

All injuries/or illnesses¹, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related² illness or injury to an employee resulting in ~~overnight in-patient hospitalization for medical treatment³—other than first aid~~, loss of an eye, amputation or avulsion⁴, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). ~~This report will be made~~ within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes⁵ shall be reported⁶ to OSHA within eight hours.

ALL injuries/or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public ~~and accidents involving district property, employees, students or visiting public~~ will be promptly investigated. As a result of the investigation, any corrective measures needed will be acted upon.

The Human Resources department will maintain records ~~and reports on serious on~~ injuries or illnesses, ~~including and~~ accidents involving district property, ~~or~~ employees, students or visiting publics, ~~and periodic~~

¹ The Oregon Occupational Safety and Health Division provides: “Injury or illness” means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

² An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the condition or significantly aggravated a preexisting ~~condition~~ injury or illness. (OAR 437-001-0700(6))

³ ~~Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.~~

⁴ Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

⁵ Catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

⁶ Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

~~statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.~~

These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the superintendent or designee.

END OF POLICY

Legal Reference(s):

[ORS 339.309](#)

[OAR 437-001-0700](#)

[OAR 437-002-0360](#)

[OAR 437-001-0015](#)

[OAR 437-001-0704](#)

[OAR 437-002-0377](#)

[OAR 437-001-0760](#)

[OAR 581-022-2225](#)

Medford School District 549C

Code: EBBB
Adopted: 5/08/17
Revised/Readopted: 10/17/19; xx/xx/xx
Orig. Code(s): EBBB

Illness or Injury Reports

All injuries or illnesses¹, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related² illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion,³ the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes⁴ shall be reported⁵ to OSHA within eight hours.

ALL injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation, any corrective measures needed will be acted upon.

The Human Resources department will maintain records on injuries or illnesses, and accidents involving district property, employees, students or visiting public.

These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the superintendent or designee.

¹ The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

² An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the condition or significantly aggravated a pre-existing injury or illness. (OAR 437-001-0700(6))

³ Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

⁴ Catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

⁵ Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

END OF POLICY

Legal Reference(s):

[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0704](#)

[OAR 437-001-0760](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2225](#)

DRAFT

Medford School District 549C

Code: GBEBA
Adopted: 2/15/05
Revised/Readopted: 5/06/19
Orig. Code(s): GBEBA

Staff - HIV, AIDS and HBV

(Recommend delete: the requirement for this policy was found in OAR 581-022-2220 which has since been revised in lieu of a new requirement for a Communicable Disease Plan.)

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

The district recognizes a staff member has no obligation under any circumstance to report his/her condition to the district and the staff member has a right to continue working.

If the staff member reports his/her condition to the district, strict adherence to written guidelines outlined by the staff member shall be followed.

These guidelines shall identify who may have the information, who will give the information, how the information will be given, where and when the information will be given. All such information will be held in confidence in accordance with Oregon Revised Statutes.

When informed of the infection, and with written, signed permission from the staff member, the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. The team shall continue to monitor the staff member's condition.

Accommodations for a staff member infected with HIV, AIDS or HBV shall be the same as with any other illness.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 342.850\(8\)](#)
[ORS 433.008](#)
[ORS 433.045](#)
[ORS 433.260](#)

[OAR 333-017-0000](#)
[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 581-022-2220](#)

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

Medford School District 549C

Code: JHC
Adopted: 2/12/18
Revised/Readopted: 9/19/19; 10/20/22
Orig. Code: JHC

Student Health Services and Requirements

Although the district's primary responsibility is to educate students, the student's health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The district shall staff nursing services appropriate for students with medical needs and prevention-oriented health services per applicable requirements of Oregon Revised Statutes (ORS) 336.201 and Oregon Administrative Rule (OAR) 581-022-2220. The district shall provide:

1. One registered nurse, licensed practical nurse (LPN), or school nurse for every 125 medically fragile students;
2. One registered nurse, LPN, or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and
3. One registered nurse, LPN, or school nurse for every 225 medically complex students. The district may use the most cost effective means available to meet the above requirements.

The nurses employed by the district shall be licensed to practice as a registered nurse, LPN, or nurse practitioner in Oregon and will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

The district shall maintain a prevention oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or rules;
2. Health appraisal to include screening for possible vision or hearing problems;
3. Health counseling for students, staff and parents when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick and injured child from the student body;
5. Control and prevention of communicable diseases as required by the State Health Division and the county health department;
6. Assistance for students in taking prescription and/or nonprescription medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs;

8. Integration of school health services with school health education programs.

The Board directs its district health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees.

In accordance with the requirements of the Every Student Succeeds Act of 2015 (ESSA) the district recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination¹ or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

Notification will be provided at least annually at the beginning of the school year when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

Procedures shall be developed and implemented to carry out this policy. All district employees will be apprised of their responsibilities in this area. Parents shall have the opportunity to request their students be exempt from participation in vision or hearing screening. The district will abide by those requests.

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)

[ORS 336.211](#)

[OAR 581-022-2220](#)

[ORS 336.201](#)

[OAR 581-022-2050](#)

[OAR 581-022-2225](#)

Protection of Pupil Rights, 20 U.S.C. § 1232h (2018); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2022).

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

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

Cross Reference(s):

JH - Student Welfare

JHH - Student Suicide Prevention

Medford School District 549C

Code: JFCEB
Adopted: 5/09/16
Revised/Readopted: 9/19/19; xx/xx/xx
Orig. Code: JFCEB

Student Use of Personal Electronic Devices and Social Media**

Student possession or use of personal electronic devices on district property in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data including pictures and videos.

Personal electronic devices shall be turned off **and away** during instructional or class time or at any other time where such use of the device would cause a disruption of school activities.¹ ~~except as allowed by the instructor.~~

~~If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Electronic curriculum will be provided free of charge to students.~~

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities.

The district will not be liable for information/comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP). **Other exceptions may be requested by instructors for educational purposes and would be approved on a case-by-case basis by the school administrator.**²

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the student code of conduct or acceptable use policy. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student’s parent/guardian as appropriate.

The superintendent shall ensure that the Board’s policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and

¹ “Turned off *and away*” will be enacted beginning the 2025-26 school year.

² “Case-by-case basis” will be enacted beginning the 2025-26 school year.

that pertinent provisions of policy and school rules are communicated to staff, students and parents/guardians through building handbooks and other means.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101-1332 (2012); 19 C.F.R. Part 133 (2017).

Medford School District 549C

Code: JFCEB
Adopted: 5/09/16
Revised/Readopted: 9/19/19; xx/xx/xx
Orig. Code: JFCEB

Student Use of Personal Electronic Devices and Social Media**

Student possession or use of personal electronic devices on district property in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data including pictures and videos.

Personal electronic devices shall be turned off and away during instructional or class time or at any other time where such use of the device would cause a disruption of school activities.¹

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities.

The district will not be liable for information/comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP). Other exceptions may be requested by instructors for educational purposes and would be approved on a case-by-case basis by the school administrator.²

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the student code of conduct or acceptable use policy. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student’s parent/guardian as appropriate.

The superintendent shall ensure that the Board’s policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents/guardians through building handbooks and other means.

END OF POLICY

¹ “Turned off and away” will be enacted beginning the 2025-26 school year.

² “Case-by-case basis” will be enacted beginning the 2025-26 school year.

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101-1332 (2012); 19 C.F.R. Part 133 (2017).

DRAFT



EXECUTIVE SUMMARY

| | |
|-----------------------|---|
| Meeting Date: | January 23, 2025 |
| Agenda Item: | October 2024 Complaints against Board Member |
| Item Type: | Discussion |
| Administrator: | Cynthia Wright |
| Objective: | Discuss next steps for October complaints filed against a Board member. |

Background: There are two unresolved complaints against Board Member Michael Williams. According to School Board Policy KL

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

At the November 21 Board meeting, Board Chair Cynthia Wright read the complaints and the Board discussed taking action. Board Member Williams was not present at this meeting, so it was determined that no action should be taken until Williams had an opportunity to make a statement. Since that date, a statement has not been presented.

At this meeting, the Board will discuss next steps.

Additional Materials: [Policy KL](#)

Recommendation:

Suggested Motion: At the Board's discretion.

Medford School District 549C

Code: KL
Adopted: 9/19/19
Revised/Readopted: 2/20/20; 1/25/24
Orig. Code: KL

Public Complaints**

Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by discussing the matter with the administrator. That administrator shall attempt to resolve the complaint within 10 working days of initiation of the complaint with the administrator. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within 10 working days of the decision from the administrator. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within 20 days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district and the complainant.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal should be filed with the superintendent or designee. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may file an appeal to the Deputy Superintendent of Public Instruction under OAR 581-001-0001 – 581-001-0023.

Charter Schools of which the District Board is a Sponsor

The district Board, through this policy, will review an appeal of a decision reached by the Board of the district public charter school (i.e., Madrone Trail, Kids Unlimited Academy, Logos, or The Valley School) on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards). A complainant may appeal and will submit such appeal to the superintendent on behalf of the district Board within 30 calendar days of receipt of the decision from the public charter school board. A final decision reached by the district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

Review Process for a Public School Board Complaint Decision

The appeal of a complaint from a public charter school to be reviewed by the district Board will be presented by the Board chair and reviewed by the Board at a Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board will review the appeal and make a decision about appropriate action, which may include, but is not limited to, holding a hearing, requesting information, and recognizing the decision reached by the public charter school board. A decision will be reached, within 20 days, in open session, unless allowed in executive session. A final written decision regarding the appeal shall be issued by the district Board within 10 days. The written decision of the district Board will address each allegation in the complaint and include reasons for the district Board's decision.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.107](#)

[ORS 659.852](#)

[OAR 581-002-0001 - 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Cross Reference(s):

IIA - Instructional Resources/Instructional Materials



EXECUTIVE SUMMARY

| | |
|-----------------------|--|
| Meeting Date: | January 23, 2025 |
| Agenda Item: | Staff Assignment Report |
| Item Type: | Report |
| Administrator: | Janel Reed |
| Objective: | Approve new licensed and administrative staff. |

Background:

Under current Board policy, one responsibility of the Board is to approve the hiring of licensed and administrative staff. The Staff Assignment Report includes that information, as well as any retirements or resignations.

Additional Materials: Staff Assignment Report

Recommendation: Administration recommends approval of the new hires.

Suggested Motion: A formal motion is not required if approved with the consent agenda.

**Medford School District Staff Assignment
School Board Meeting, January 23, 2025**

Recommendation for election to the position of Temporary Teacher for the 2024-25 school year:

| Employee Name | School/Location | Position | University/College |
|------------------|---------------------------|----------------------|----------------------------|
| Peterson, Aaron | Oak Grove Elementary | Elementary - Grade 5 | Southeastern University |
| Quigley, Malaika | South Medford High School | Math | Southern Oregon University |
| Richards, John | Innovation Academy | Science | University of Phoenix |
| Robinson, Mindy | Oak Grove Elementary | Elementary - Grade 3 | Southern Oregon University |
| Stine, Kevin | McLoughlin Middle School | PE/Health | Southern Oregon University |

Resignations:

| Employee Name | School/Location | Position | Effective Date |
|-------------------|----------------------|------------------------------|----------------|
| Peterson, Aaron | Oak Grove Elementary | Elementary - Grade 5 | 01.15.2025 |
| Roberts, Charlene | Special Education | Roving Special Education Sub | 01.03.2025 |
| Thonstad, Dennis | Oak Grove Elementary | Elementary - Grade 3 | 01.02.2025 |

Retirements:

| Employee Name | School/Location | Position | Effective Date |
|-------------------------|---------------------------|---------------------|---|
| Christopherson, Kirstie | North Medford High School | CTE - Manufacturing | 12.31.2024 (Working back remainder of year) |



EXECUTIVE SUMMARY

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| Meeting Date: | January 23, 2025 |
| Agenda Item: | Consideration for approval of minutes from previous meeting(s) |
| Item Type: | Minutes |
| Administrator: | Bret Champion, Jodi Fahy |
| Objective: | Approve meeting minutes |

Background: School Board policies BDDG and BDDC indicate the Board shall provide for the taking of written minutes of all its meetings, and that the minutes shall be available to the public after approval by the Board.

Additional Materials: Draft minutes for the Board meeting held on December 19, 2024.

Recommendation: Approve the minutes included with the consent agenda.

Suggested Motion: A formal motion is not required if approved with the consent agenda.



Regular Meeting of the Board of Education

Thursday, December 19, 2024 5:30 PM

Oakdale Middle School Room 230
815 S. Oakdale Ave.
Medford, OR 97501

Michelle Atkinson: Present
Lilia Caballero: Present
Kendell Ferguson: Present
Jeff Kinsella: Present
Suzanne Messer: Present
Michael Williams: Present
Cynthia Wright: Present

A video recording of the Board meeting can be found on the district website at [this link](#). The slide presentation can be viewed by clicking on Extras listed next to the meeting at [this link](#).

1. Call to Order / Pledge of Allegiance / Roll Call

Board Chair Cynthia Wright called the meeting to order at 5:30 PM and led the Pledge of Allegiance. Roll was called.

Chair Wright welcomed the public, stated the district's vision statement, and read the public meeting civility standards for Medford School District (MSD) Board meetings.

2. Agenda Adjustments and Approval

MOTION: I move that we move our January 16th meeting to January 23rd. This motion, made by Suzanne Messer and seconded by Lilia Caballero, Passed.

Roll call vote:

**Kinsella: Yea, Caballero: Yea, Messer: Yea, Atkinson: Yea, Ferguson: Yea,
Wright: Yea, Williams: Absent**

Yea: 6, Nay: 0, Absent: 1

Motion carried.

Hearing no objections, the agenda was approved by unanimous consent.

3. Citizen Comments

Chair Wright shared the citizen comment guidelines. The following patrons came forward to speak.

Board Director Michael Williams arrived at 5:34 PM, during the guideline instructions for citizen comments.

Penny Blaisdell/Patron/Shared disappointment with local media coverage of recent Board events and expressed support for Superintendent Bret Champion.

Nathanael Swan/Parent/Expressed dissatisfaction with current Board events and actions. He was asked to end his comments after mentioning an employee by name on multiple occasions.

Paul Cynar/MEA Grievance Chair/Spoke regarding numerous grievances and provided detailed examples.

Kari Hensen/ Teacher/Completed Cynar's citizen comment regarding grievances, and noted the statement would serve as the official written Oregon Government Ethics Commission grievance in compliance with HB2805.

Lisa North/Teacher/Spoke regarding dissatisfaction with lack of coherency, trust, safety, and an unhealthy culture.

Chair Wright acknowledged receipt of a written comment from patron Taryne Saunders and thanked everyone who participated in citizen comments.

4. Items for Information & Discussion / Board Action Items

4.a. Potential K-5 Pilot Program of Choice - 2025-26 School Year

Deputy Superintendent Jeanne Grazioli presented a potential pilot program of choice, partnering with home school families to provide instructional materials and access to extracurricular courses and activities. She went on to explain that students would be enrolled with the Medford School District; access to learning support would be provided; and the program would be co-located at an existing school site (to be determined).

Board Directors put forth questions and comments regarding the number of anticipated students; weekly or daily check-ins; current data on when homeschool students typically enter public school and where they are academically; and researching existing models.

4.b. Math Instructional Materials Adoption

MOTION: I move to approve the K-12 Math Instructional Materials as presented. This motion, made by Michelle Atkinson and seconded by Suzanne Messer, Passed.

Discussion: Board Directors expressed an interest in having a deeper discussion on math including culture, test scores, and encouraging teacher and community support. A suggestion was made to also include an emphasis on English Language Arts.

Roll call vote:

Messer: Yea, Caballero: Yea, Atkinson: Yea, Ferguson: Yea, Kinsella: Yea, Williams: Yea, Wright: Yea

Yea: 7, Nay: 0

Motion carried unanimously.

4.c. Cell Phone Policy Revision(s) / JFCEB Student Use of Personal Electronic Devices and Social Media

Grazioli shared she spent time talking with secondary principals, the student leadership groups, and the Medford Education Association leadership regarding the proposed revisions to the policy. She reminded the Board that the revisions would not impact elementary and middle schools. Grazioli went on to share that high school principals suggested implementing the policy revisions beginning next school year to allow time to update student handbooks and reteach students the new rules regarding electronic device use before enforcement. She directed attention to the proposed revisions.

Board Directors put forth questions and comments regarding the timing of the policy change (beginning of 2025-26 school year); student access to cell phones for medical needs; grade specific or K-12; student access to cell phones if curriculum requires it; and Chromebooks provided by district.

It was determined the revisions would move forward with a second reading of the policy at the January 23 Board meeting.

4.d. 2025-26 School Year Calendar Proposal

Grazioli directed attention to the proposed 2025-26 school year calendar, noting it was similar to the current calendar with the exception of shifting the staff inservice week to Monday through Thursday instead of Tuesday through Friday. A request was made to include the Board meeting dates on the calendar.

4.e. Budget Committee Applications and Next Steps

Board Chair Wright acknowledged receipt of three applications for the three vacancies on the committee and suggested the Board appoint the applicants at the January Board meeting. Board Directors were in agreement.

4.f. School Board Policies - *second reading*

MOTION: I move to approve the December 19th policy packet with the removal of EBBA, EBBA-AR, EBBAA, and EBBB. This motion made by Kendell Ferguson and seconded by Michael Williams, passed.

Roll call vote:

Atkinson: Yea, Messer: Yea, Kinsella: Yea, Williams: Yea, Caballero: Yea, Ferguson: Yea, Wright: Yea,

Yea: 7, Nay: 0

Motion carried unanimously.

4.g. Board Resolution: August 2024 Complaint against Board Member

Chair Wright reminded the Board they approved a list of restrictions for Board Member Michael Williams following the results of the investigation report which they adopted at the December 5 meeting. She also noted at that meeting she requested that legal counsel draft a formal resolution incorporating the restrictions to present at the next Board meeting for adoption. Chair Wright read the resolution.

Board Directors put forth questions and comments regarding pocket knife exclusions/ORS 166.360 definition, and if there was any communication from Board Directors Williams' legal representation.

MOTION: I move that we adopt the Resolution with the following change - revise paragraph 5(B)(iii) to read Board Director Williams' participation in school visits, in-person attendance at Board meetings, or any other school district function that the entire board has been invited to participate in, and parent visits are conditional upon his compliance with the same District safety policies that apply to other members of the public entering MSD property, including not carrying any weapons, including but not limited to a knife, as defined in ORS 166.360(10), on his person. Law enforcement will be contacted as a result of any violation of this directive. This motion, made by Kendell Ferguson and seconded by Suzanne Messer, Passed.

Discussion: A request was made to hear from Board Member Williams. Williams responded that he disagreed with the premise of the complaint, the behavior of the administration, and the bias determination of the investigator.

Roll call vote:

**Messer: Yea, Caballero: Yea, Kinsella: Yea, Atkinson: Yea, Ferguson: Yea,
Williams: Nay; Wright: Yea**

Yea: 6, Nay: 1

Motion carried.

5. Consent Agenda

5.a. Staff Assignment Report

5.b. Minutes from previous meeting

Hearing no objections, the consent agenda was approved by unanimous consent.

6. Announcements

6.a. December 23 - January 3 - Winter Break - District Closed

6.b. January 6 - OSBA Southern Region 2025 Legislator's Reception - Phoenix High School at 6:30 PM

6.c. January 16 - Board Meeting at Oakdale Middle School - 5:30 PM

Chair Wright acknowledged the winter break, January 6 OSBA regional meeting, and the next Board meeting rescheduled for January 23.

7. Adjournment

There being no further business before the Board, the meeting was adjourned at 6:35 PM.

Chair of the District School Board
Medford School District

ATTEST:

Superintendent-Clerk



EXECUTIVE SUMMARY

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| Meeting Date: | January 23, 2025 |
| Agenda Item: | Financial Audit Firm Change |
| Item Type: | Consent Agenda |
| Administrator: | Brad Earl |
| Objective: | Approve financial auditor on the consent agenda |

Background: Pauly, Rogers and Co., P.C., located in Tigard, Oregon, has been providing auditing services for the Medford School District for many years. The district conducted a Request for Proposal process in January of 2013 and selected Pauly, Rogers to continue to provide auditing services for the district. Kenny Allen, CPA, CFE has been the Partner In Charge for the services provided for the district dating back to at least 2010.

Kenny Allen and our existing audit team has split from Pauly, Rogers & Co to the newly formed Clear Trail CPAs, LLC. Kenny Allen is highly regarded as one of the leading experts in K12 financial reporting in Oregon. The audit team and compliance managers will remain unchanged, ensuring a seamless transition of our services to Clear Trail CPAs.

There are a number of designations required or recommended as part of the organizational plan. In election years, that meeting must occur no later than the last day of July. (ORS 332.040 and 255.335(5)). Pauly Rogers was designated by the board for use as its audit firm at the board meeting on June 20, 2024. Because it is a continuation of an existing professional relationship, our attorney has advised us that the Board may approve the switch to (or designate) Clear Trail CPAs as the District's financial auditor on its consent agenda without going through a new RFP process.

Kenny Allen, with over 26 years of dedicated governmental auditing experience, and Tara Kamp, with 19 years of expertise, will lead a dynamic team of 17 professionals, including five licensed municipal CPAs right here in Oregon.

Additional Materials: None

Recommendation: Approve the District's engagement of Clear Trails CPAs with the consent agenda.

Suggested Motion: A formal motion is not required if approved with the consent agenda.