Mandatory non-curricular training

Annual Training

- Administration of Medication – School districts must adopt policies that provide annual training for designated personnel to successfully complete annual training on the administration of medication. Training must be provided by a registered nurse, a doctor of medicine, or a licensed pharmacist. The first training and every third training for designated personnel must be in person and may be done virtually in the intervening years. ORS 336.201, ORS 339.869; OAR 581-021-0037.
- Bloodborne Pathogens – Employees who may encounter blood or other potentially infectious materials (e.g. bites or skin lesions) must undergo annual training on the OSHA Bloodborne Pathogen Standard. OAR 581-022-2220.
- Concussions – Athletic coaches must receive annual training to recognize the symptoms of concussions. ORS 336.485. OAR 581-02202215.
- Child Abuse and Sexual Conduct – Schools must provide employees with annual training on the prevention and identification of child abuse and on the obligations of school employees to report child abuse. Training must include standards for appropriate electronic communication with students. ORS 339.400; OAR 581-022-2205.
- Suicide Prevention – Each school district shall adopt a policy requiring a comprehensive district plan on student suicide prevention for students in kindergarten through grade 12. The plan must be made available annually to the community, students, parents, and employees. ORS 339.343. The plan must include supports that are culturally and linguistically responsive to the needs of students at high risk of suicide, including LGBTQ and BIPOC students. Schools must develop a process for designating staff to be trained in an evidence-based suicide prevention program. The Department of Education will provide a list of available programs. OAR 581-022-2510.
- District Emergency Plan – Each school shall have at least one staff member with a current first aid card for every 60 students enrolled who are trained annually on the district or building emergency plans. Emergency planning must include the presence of at least one staff member with current first aid/CPR/AED card for every 60 students for school sponsored activities where students are present. OAR 581-022-2220(3).
- Food Services – Local food service personnel shall complete annual training and receive annual certification to ensure program compliance, and to demonstrate competence in the administrative practices training. 42 U.S.C. 1776.
- Additional Trainings – Districts should comply with any additional training requirements imposed by a district's school board, even if the training is not required by Oregon law.

Periodic Training

- Every Students Belong – Districts must adopt and implement policies and procedures that prohibit the use or display of hate symbols including the noose, swastika, or confederate

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flag in any program or school-sponsored activity except where used in teaching curricula that are aligned with the Oregon State Standards. Schools are required to develop and implement instructional materials to make this policy and related practices, including reporting procedures, educational processes and possible consequences, known to all school employees and students of the education provider. OAR 581-022-2312; ORS 659.850.

- Title IX – Every school district must designate at least one Title IX Coordinator. Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and information resolution processes. ODE offers monthly open-enrollment training during the school year. 34 C.F.R. § 106.8.
- Training of Educational Assistants – Districts employing educational assistants in any capacity shall provide or arrange for suitable training to prepare them to perform such functions as they may be assigned. OAR 581-037-0025.
- Physical Restraint and Seclusion* – School districts must adopt written policies for the use of physical force upon a student. The Department of Education shall provide training programs in restraint and seclusion that teach evidence-based techniques, provide evidence based skills training related to positive behavior support, conflict prevention, de-escalation, and crisis response techniques and are consistent with the policies and practices of DHS. In the implementation of a behavior intervention plan, the district shall inform school personnel about any portions of the behavior intervention plan relevant to them and about any training opportunities available to them. ORS 339.250; OAR 581-021-0563; OAR 581-015-2181
- Confidentiality of State Assessment Tests – School districts must ensure that Oregon Statewide Assessments are administered by a trained testing administrator who has signed an Assurance of Test Security form for the current school year on file in the district office. OAR 581-022-2100.
- Confidentiality of Students Education Records/Students with Disabilities – School employees who work with personally-identifying information of students with disabilities must be instructed or trained on the importance of its confidentiality. OAR 581-021-0265, OAR 581-021-0037; 20 U.S.C. 1417; 34 C.F.R. 300.623; ORS 343.485.
- Steroids and Performance Enhancing Substances – Each school district shall ensure school district employees who are coaches or athletic directors receive training once every four years on identifying the components of anabolic steroids abuse and prevention strategies for the use of performance-enhancing substances. Districts must use evidence-based programs such as ATLAS and ATHENA which have demonstrated effectiveness in reducing performance enhancing substance use. ORS 342.726; OAR 581-022-2210.

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- Emergency Plans and Safety Programs – Districts must ensure an accident prevention in-service program for all employees is conducted periodically and documented. OAR 581-022-2223, OAR 581-022-2225.
- Harassment, Intimidation, Bullying and Cyberbullying – School districts must incorporate into existing training programs for students and school employees information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying, and cyberbullying. ORS 339.359; OAR 581-022-2310.
- School Traffic Patrols – School traffic patrols will be trained to operate in accordance with the guidelines described in the Oregon Traffic Patrol Manual published by the Oregon Department of Education. OAR 581-021-0100.
- School Social Worker – School social workers shall be trained in and use mediation and conflict resolution strategies to promote students' resolution of their nonproductive encounters in the school and community and to promote productive relationships. OAR 584-018-0510(9). School social workers shall provide consultation to, parents, local education agency personnel, school board members, and community representatives to promote understanding and effective utilization of school social work services. OAR 584-018-0510(5).
- Sexual Harassment – Schools must provide training and policies on the prevention and response to sexual harassment. ORS 326.051, ORS 342.700-708; OAR 581-021-0038.
- Children's Internet Protection Act – A school or library that receives discounts for internet access and internal connections services under the federal universal service support mechanism for schools and libraries must certify on FCC Form 486 that an Internet safety policy is being enforced. The internet safety policy adopted and enforced must include a technology protection measure that protects against internet access to visual depictions that are obscene, child pornography, or harmful to minors. 47 C.F.R. § 54.520.
- Student Accounting System – The Oregon Department of Education shall provide training for school district personnel on the student accounting system which provides schools with management tools for assessing which students are dropouts and why they drop out. ORS 339.510-515.
- Asbestos Management Plan – Local education agencies shall ensure, prior to the implementation of the operations and maintenance provisions of the management plan, that all members of its maintenance and custodial staff (custodians, electricians, heating/air conditioning engineers, plumbers, etc.) who may work in a building that contains asbestos-containing building material (ACBM) receive awareness training of at least 2 hours, whether or not they are required to work with ACBM. 20 U.S.C. 4011; 40 C.F.R. 763.92.

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- Automated External Defibrillator (AED) Use** – Schools that received Defibrillator Grants from the Department of Education to install AEDs shall use those funds for the purchase, training, or other related expenses approved by the Department. ORS 327.365.
- Integrated Pest Management Coordinator (IPM) – Each school shall have the service of at least one integrated pest management plan coordinator. IPMs must be trained in their responsibilities related to pesticides which include authorizing each application, providing written notifications, posting warning signs around treatment sites, and keeping application records. OAR 603-057-0110.
- National Incident Management System (NIMS) – Schools that receive funding through the U.S. Department of Education's Readiness and Emergency Management for Schools (REMS) or the Emergency Management for Higher Education (EMHE) Discretionary Grant Programs are required to fulfill annual NIMS implementation activities. This obligation includes training of personnel who have any role in emergency preparedness, incident management, or response. 34 C.F.R. 74-82, 84-86, 97-99.
- Lead Based Paint – Workers or firms performing maintenance or renovation in schools built before 1978 who disturb lead-based paint must be trained and/or certified in lead-safe practices. 15 U.S.C. 2683; ORS 431A.358; OAR 812-007-0000, OAR333-069-0100.

Recommended Non-Curricular Training

- Food Safety Inspection – National School Lunch Program and School Breakfast Program Requirements means schools shall obtain a Food Safety Inspection conducted by a state or local governmental agency responsible for food safety inspections at least twice each school year. The school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served. 7 C.F. R. 210.13,7 C.F.R. 220.7; OAR 581-051-0305(9).

*Districts must also adopt policies and inform individual staff members on the rules governing the use of physical force towards students in emergency situations. ORS 339.250. Generally, an individual may use reasonable force upon a student to prevent a student from harming him/herself, other students, or school staff, and only if restrictive interventions would not be effective. ORS 339.285, ORS 339.291; OAR 581-021-0061.

**ORS 327.365 only applies to grant-funded AEDs under this statute.

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