

Regular Meeting
Wednesday, September 17, 2025 6:00 PM

Sheridan School District Office
435 South Bridge St
Sheridan, OR 97378

Agenda

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda - Action Items**
 - Consent Agenda**
 - 3.A. Meeting Minutes
 - 3.A.1. Board Work Session - September 10, 2025
 - 3.A.2. Regular Board Meeting - August 20, 2025
 - 3.B. HR Report
4. **Presentations - None**
5. **Public Input**
6. **Administrative/Program Reports**
 - 6.A. Faulconer-Chapman School
Presenter: Adam DeLatte
 - 6.B. Sheridan High School
Presenter: Patrick Schrader
 - 6.C. Superintendent Report
Presenter: Dorie Vickery
 - 6.D. Fiscal
Presenter: Karen Daniels
7. **New/Unfinished Business**
 - 7.A. Board Student Representative
8. **Action Items**
 - 8.A. Board Student Representative
 - 8.B. Policies
 - 8.C. Board - Superintendent Agreement
9. **Topics For Next Meeting**
10. **Board Comments**
11. **Next Regular Meeting Date: Wednesday, October 15th at 6:00 P.M.**
12. **Upcoming Events**
13. **Adjournment**

Work Session

Wednesday, September 10, 2025

6:30 PM

Sheridan School District Office

435 South Bridge St

Sheridan, OR 97378

- Samantha dispersed OSBA training materials
 - Parliamentary Procedures
 - Conflict of Interest/Ethics
 - Motioning prior to discussion, motion verbiage
- Superintendent evaluation
 - 8 Standards - Evaluate scale 1-4
 - Executive Session - Stays in session, not public
 - Check ins frequently to keep on track
 - First check in over the first few standards to help catch new members up
- Board/Superintendent Agreement

Adjournment Sep 10, 2025 7:28 PM

Board Chair

Superintendent

Regular Meeting
Wednesday, August 20, 2025 6:00 PM

Sheridan School District Office
435 South Bridge St
Sheridan, OR 97378

Minutes

1. Pledge of Allegiance

2. Roll Call

- [x] Natalya Ables, DirectorPos. #1 - 2029
[x] Jeremy Hutchinson, Director.....Pos. #2 - 2029
[x] Samantha Bagby, Director Pos. #3 - 2027
[x] Rubi Yarez, Director Pos. #4 - 2027
[x] Ray Watkins, Director Pos. #5 - 2029

3. Approval of Agenda - Action Items

Consent Agenda Rubi motioned to approve seconded by Natalya

3.A. Meeting Minutes

3.A.1. Regular Board Meeting - July 16th, 2025

- [x] Natalya Ables, DirectorPos. #1 - 2029
[x] Jeremy Hutchinson, Director.....Pos. #2 - 2029
[x] Samantha Bagby, Director Pos. #3 - 2027
[x] Rubi Yarez, Director Pos. #4 - 2027
[x] Ray Watkins, Director Pos. #5 - 2029

4. Presentations

SHS Cheer and R & C switched order, to allow all members and coach to be present

4.A. SHS Cheer

Presenter: Sarah Hillyard

Earned the right to attend Nationals again, 22 students co-ed - Out of state asking to Nevada Feb 19- 21 2026 - Orlean's Stadium - Chaperone's and fundraising goal is to fund themselves at no cost to the District.

3 days missed - working with teachers to have athletes ready and prepared for time missed

Every other year is the goal for frequent participation - sustainable vs yearly

Co-Op - Cheer with Willamina - due to low numbers working with other districts to maintain activities as neutral support to both teams. Delphian is included and they are under Willamina.

Soccer - Co-op - Yearly renewal due to timing of the years; Willamina already approved co-op. Simple renewal.

4.B. R & C Introduction

Presenter: Scott/Adam

Adam - 2014 Started with R&C

Scott - Day to Day started in 1988

Intentional mid sized company - not too big and not too small

Reviewed the upcoming timeline, meetings in place and procurement started - Summer 2026-2027 - prioritizing projects so the community can see the return.

Rubi - How about social media presence - working with District Communications

5. Public Input

6. Administrative/Program Reports

6.A. Superintendent Report

Presenter: Dorie Vickery

Bond - Celebrating the passing, selling of the bonds - sold last Tuesday

Talking points, Piper - 6 million sold - reduced interest rate, paid premium price to get lower rates - 285k above the 6 million - excellent credit rating, S & P rated our fiscal performance positively.

Karen shared experience watching the sales of bonds. Fascinating to see.

Next Tuesday, closing verification that funds are at the bank.

OSBA - Bond Ballots Conference in Winter would like a board member to join Dorie in attendance.

6.B. Fiscal

Presenter: Karen Daniels

Two resolutions - finish approving our budget - now that we know how much to levy - housekeeping item - to clean up after Summer school.

Fiscal year set up, contracts, timecards - shout out to Selene for all of her work and effort in supporting the summer.

7. New/Unfinished Business

7.A. OSBA Recap/Conference

Presenter: Jeremy/Rubi

Jeremy - Full weekend - Surprised to see so many experienced board members - drinking from a fire house - amount of information. Public meeting law class required. Cell phone policy - feedback was positive overall.

Rubi - Sat/Sun - Improving mental health in schools, cell phone ban, public comment procedure. 5 to 1 positive to negative feedback. Networked with rural school districts, who paid out pocket for their turf and playground. CTE pathways and review of policies and discussion.

7.B. Bond Oversight Committee Applications

Molly - Sometimes we make choices that won't make the community happy - how do you plan to handle that sort of feedback.

The community trusts me and knows that I will

What is your reason for attending - been here her whole life and willing to carry on the tradition of supporting the school.

Suey - 18 years, kids that graduated during pandemic - supporting community and children.

Listening to the community and being respectful - want to give back to the community now that time is more available

Steven - 4 years in community - kids in both schools - expanding family and will be here for a while.

Listening and taking in the feedback - reaching out to those that may disagree and making sure we connect with those that may feel neglected.

Trying to get more involved in the town we moved to, volunteering at hometown days and supporting kids in school.

Joe Neely - here since 1994 and plan to stay around

Active listening, asking questions, empathizing - online presence - reaching out and being proactive.

Change - wants positive change to the community - pride in their classrooms - teachers and students.

Independent journalist - guidelines will be followed

Jared Sherwood - Lifelong resident of Yamhill - been here for a few years - architecture background

Interested in seeing the details and project - narrow down the concern - explain the why - good at drilling down the conversation.

Belief in the town and the potential, natural progression

Mike - Not present - former board member

Larry Diebel - Long time former board member - been through several bonds and committed here.

Determining what the root is of the concern - community asking for the oversight and keeping accountable to the taxpayers.

Angie

Newer to community - 5 years - came up to take care of the family - managing local apartments and trying to improve the community

Reassure community that funds are being spent as they should be

Want the kids to have a place they are proud of attending.

8. Action Items

8.A. Bond Oversight Committee

Motioned By: Rubi to approve

Second By: Jeremy

Comment - Samantha - Excited to see so many people, requesting to have a staff member on the committee.

Natalya - asking why staff member

Different perspective and view of the project

Dorie - explained several staff members interested in being on committee - we can open it back up and review additional apps later.

[x] Natalya Ables, DirectorPos. #1 - 2029

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[x] Ray Watkins, Director Pos. #5 - 2029

Motion Passes

8.B. Bond Oversight Committee Charter

Motioned By: Postpone to Next month - Jeremy

Second By: Natalya

- [x] Natalya Ables, DirectorPos. #1 - 2029
- [x] Jeremy Hutchinson, Director.....Pos. #2 - 2029
- [x] Samantha Bagby, Director Pos. #3 - 2027
- [x] Rubi Yarez, Director Pos. #4 - 2027
- [x] Ray Watkins, Director Pos. #5 - 2029

8.C. Organizational Procedures

Motioned By: Accepted Jeremy

Second By: Ray

- [x] Natalya Ables, DirectorPos. #1 - 2029
- [x] Jeremy Hutchinson, Director.....Pos. #2 - 2029
- [x] Samantha Bagby, Director Pos. #3 - 2027
- [x] Rubi Yarez, Director Pos. #4 - 2027
- [x] Ray Watkins, Director Pos. #5 - 2029

Motion Passes

8.D. Bread RFP

Motioned By: Rubi accepted

Second By: Jeremy

- [x] Natalya Ables, DirectorPos. #1 - 2029
- [x] Jeremy Hutchinson, Director.....Pos. #2 - 2029

[x] Samantha Bagby, Director Pos. #3 - 2027

[x] Rubi Yarez, Director Pos. #4 - 2027

[x] Ray Watkins, Director Pos. #5 - 2029

Motion passes

8.E. Dairy RFP

Motioned By: Accept Natalya

Second By: Ray

[x] Natalya Ables, DirectorPos. #1 - 2029

[x] Jeremy Hutchinson, Director.....Pos. #2 - 2029

[x] Samantha Bagby, Director Pos. #3 - 2027

[x] Rubi Yarez, Director Pos. #4 - 2027

[x] Ray Watkins, Director Pos. #5 - 2029

Motion passes

8.F. Cheer Out-of-State Travel Request

Motioned By: Accepted as proposed - change to 3 day Ray

Second By: Jermey

[x] Natalya Ables, DirectorPos. #1 - 2029

[x] Jeremy Hutchinson, Director.....Pos. #2 - 2029

[x] Samantha Bagby, Director Pos. #3 - 2027

[x] Rubi Yarez, Director Pos. #4 - 2027

[x] Ray Watkins, Director Pos. #5 - 2029

Motion Passes

8.G. Co-Op Soccer with Willamina and Delphian

Motioned By: Accept - Jeremy

Second By: Rubi

- [x] Natalya Ables, DirectorPos. #1 - 2029
- [x] Jeremy Hutchinson, Director.....Pos. #2 - 2029
- [x] Samantha Bagby, Director Pos. #3 - 2027
- [x] Rubi Yarez, Director Pos. #4 - 2027
- [x] Ray Watkins, Director Pos. #5 - 2029

Motion passes

8.H. Co-Op Cheer with Willamina and Delphian

Motioned By: Natalya Approve

Second By: Ray

- [x] Natalya Ables, DirectorPos. #1 - 2029
- [x] Jeremy Hutchinson, Director.....Pos. #2 - 2029
- [x] Samantha Bagby, Director Pos. #3 - 2027
- [x] Rubi Yarez, Director Pos. #4 - 2027
- [x] Ray Watkins, Director Pos. #5 - 2029

Motion passes

8.I. Resolution 26-02 Levy Taxes

Motioned By: Accept - Rubi

Second By: Jeremy

Permanent rate regardless of bond

- [x] Natalya Ables, DirectorPos. #1 - 2029
- [x] Jeremy Hutchinson, Director.....Pos. #2 - 2029

[x] Samantha Bagby, Director Pos. #3 - 2027

[x] Rubi Yarez, Director Pos. #4 - 2027

[x] Ray Watkins, Director Pos. #5 - 2029

Motion passes

8.J. Resolution 26-03 Establish Fund 226 Summer School

Motioned By: Natalya

Second By: Ray

[x] Natalya Ables, DirectorPos. #1 - 2029

[x] Jeremy Hutchinson, Director.....Pos. #2 - 2029

[x] Samantha Bagby, Director Pos. #3 - 2027

[x] Rubi Yarez, Director Pos. #4 - 2027

[x] Ray Watkins, Director Pos. #5 - 2029

Motion passes

9. Topics For Next Meeting

Program review - reading help from Delphian

10. Board Comments

Community baby shower in McMinnville

Appreciate transparency in presentation/organization

Fundraiser - Mission's trip Sept 26th - Dinner Dance Auction

11. Next Regular Meeting Date: Wednesday, September 17 at 6:00 P.M.

12. Upcoming Events

13. Adjournment @ 7:15

Board Chair

Superintendent

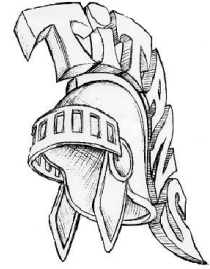
New Hires:

- Cheyenne Driscoll, 4th Grade Teacher, Effective 08/25/2025
- Zackary Vinyard, FCS, K-3 Music Teacher, Effective 08/21/2025
-

Resignations:

- McKenzie Grauer, Elementary Teacher, 08/25/2025

FCS September Board Report



Inservice Week

It was exciting to welcome our staff back for in-service week at the end of August. This year, we focused on implementing our new math curriculum and rolling out the behavior management extension of our school management system. Our new staff connected with our REN mentor leadership team, and we have had a very productive week preparing for students.

Back To School Night

FCS hosted our Back To School Night/ Supply Drop Off during in-service week for the 2nd year in a row. We were pleased to see many families and students, and it was a great way to begin building relationships.

First Weeks of School

Our staff hit the ground running to welcome students back on September 2nd and 3rd. Teachers spent the first two weeks building relationships and conducting initial assessments, while our support staff provided essential help with assessments, behavioral support, and supervision. We were also delighted to welcome many new students to our school community.

Academics

This month, we're focused on assessing our students and rolling out a new curriculum. We're currently completing our Fall STAR benchmark assessments at every grade level to set baseline scores for the year. Our staff has also begun the initial implementation of our new math curriculum, a key step in our academic plan for the year.

This work builds on the significant efforts from the end of last school year. Staff reviewed math and reading data during our 100% meetings on June 6th, where we discussed areas of success and opportunities for improvement. We also celebrated our students' accomplishments at the academic rewards celebration assembly on June 11th.

Sports

The fall sports season is officially underway. Our volleyball, football, and cross-country teams have started their seasons with strong participation numbers across the board. The high level of student involvement is a testament to the hard work of both our coaches and students.

Staff Highlights

We have a few new staff members joining us this year. Jenny King and Madeline Esnard join us as 5th-grade teachers, Cheyenne Driscoll will be our new 4th-grade teacher, Zack Vinyard will be our K-3 elementary music teacher, and Abbie Warmbier joins us as a Science/STEM elective teacher for 4th-8th grades. Taylor Propst will join our team as a Special Education Instructional Assistant, and Nina Skeelee as our Speech and Language Pathologist. We are confident that these talented staff members will be wonderful additions to our FCS family.

Our new staff did an excellent job connecting with students and families these first few weeks. I'd like to thank each of them for their amazing start to the year!

Upcoming Dates

Sept 18th	Faulconer Chapman PTO Meeting (3rd Thursday of the month)
Oct 28th	FCS Halloween Parade
Oct 29th-30th	Parent Teacher Conferences

SHS September 2025 Board Report

Submitted by Patrick Schrader

Principal, Sheridan High School



Staffing Update

- Roman Balum - Dean of Students
- Elias Polanski - Health and PE
- Taylor Down - English Language Arts
- Jake Ruger - Social Studies

Enrollment

- 9th - 59
- 10th - 38
- 11th - 45
- 12th - 43

Grad Requirement Changes for 25-26

- Personal Finance
- Higher Education Career & Career Path Skills

STARS Testing Data Update

- Math
- ELA

Fall Sports Update

- Football
- Co-Op Girls Soccer
- Volleyball
- Cross Country

Superintendent Report

September 2025



Personal Electronic Devices

Key points about this policy:

- Defines “personal electronic device”
- Prohibits the use of personal electronic devices by students during the instructional day
- Clarifies how devices will be stored
- Actions taken when a student violates the requirements
- Explains the exceptions - medical provider’s order, student’s IEP or 504
- Excludes times when the students are not on school grounds

Enrollment

Faulconer Chapman Elementary

	September 2024	September 2025
Kinder	62	38
1	54	62
2	59	50
3	65	49
4	57	67
5	51	60
Total	348	326

SHAPA K-5: 101

Faulconer Chapman Middle

	September 2024	September 2025
6th	62	53
7th	54	67
8th	57	48
Total	173	168

Sheridan High School

	September 2024	September 2025
9th	47	59
10th	50	38
11th	53	45
12th	62	43
Total	212	185

SHAPA 9-12: 167

2025 Bond - Update

R&C held the mandatory meeting for Architect and Engineer as part of the request for proposals.

- Technical proposals due 9/24
- If necessary, interviews will be conducted 10/7
- Contract awarded 10/8

R&C will have their contract agreement to the Board next month.

The necessary documents for the OSCIM grant have been submitted.

Questions or Comments?

Board Meeting Financial Report

September, 2025

Included Documents

- General Fund Budget Update
- Appropriations Check
- Check List
- Monthly Check Register

Current Events

- Open Enrollment for benefits
- Prepping for September payroll

Future Events

- FY25 Audit
- End of calendar year – W2 prep work

100 GENERAL FUND As of August 31, 2025							
Revenue	SOURCE	BUDGET	YEAR TO DATE	RECEIVABLE ENCUMBRANCE	TOTAL	BALANCE	Year to Date % of Budget
R1111	CUR YR TAXES	1,998,500	10,560.09	1,987,939.91	1,998,500.00		0.53%
R1510	INTEREST ON INVESTMENTS	199,000	32,664.81	-	32,664.81		16.41%
R1910	RENTALS	-	-	-	-		
R1960	RECOV PRIOR YRS EXP	-	1,236.26		1,236.26		
R1990	MISC	4,017	295.86	-	295.86		7.37%
R2101	COUNTY SCHOOL FUNDS	-	-		-		
R2199	HERT REVENUE	-	-	-	-		
R3101	SSF- GEN SUPPORT	13,278,238	3,355,507.00	10,066,522.74	13,422,029.74		25.27%
R3103	COMMON SCH FUND	120,000	-		-		
R3299	RESTR GRANTS OTHER	-	-	-	-		
R5200	INTERFUND TRANSFERS	100,000	-	-	-		
R5400	RESOURCES BEG FUND BAL	1,000,000	1,157,691.37	-	1,157,691.37		115.77%
Revenue Totals:		16,699,755	4,557,955.39	12,054,462.65	16,612,418.04		99.48%
Expenses	DESCRIPTION	BUDGET	YEAR TO DATE	REC/ENC	TOTAL	BALANCE	% of Budget
100	SALARIES	5,704,966	198,827.45	5,524,022.76	5,722,850.21	(17,884.21)	3.49%
200	BENEFITS	3,579,314	131,023.07	3,091,882.99	3,222,906.06	356,407.94	3.66%
300	PURCHASED SERVICES	5,768,025	1,232,489.08	4,600,595.15	5,833,084.23	(65,059.23)	21.37%
400	SUPPLIES	350,000	125,374.75	173,741.37	299,116.12	50,883.88	35.82%
500	CAPITAL EQUIPMENT	-	-	-	-		
600	OTHER OBJECTS	197,450	185,848.39	16,697.54	202,545.93	(5,095.93)	94.12%
700	FUND MODIFICATIONS	100,000	-		-	100,000.00	
810	CONTINGENCY	200,000	-	200,000.00	200,000.00		
820	RESERVED FOR NEXT YEAR	800,000	-	800,000.00	800,000.00		
Expense Totals:		16,699,755	1,873,562.74	14,406,939.81	16,280,502.55		
						Ending Fund Balance	
Balance Based On			Revenue	Expenditures	Balance	1,000,000.00	
Year to Date Actuals			3,400,264.02	1,873,562.74	2,684,392.65	331,915.49	
Actuals + Receivables/Encumbrances			15,454,726.67	16,280,502.55	331,915.49	1,331,915.49	

2025-26 Appropriations Review

As of August 31, 2025

	Adopted Budget	Budget Modifications	New Appropriation	Y to D Expenditures	Check	EOY
General Fund						
Instruction	11,045,262		11,045,262	1,247,907	✓	✓
Support Services	4,554,493		4,554,493	625,656	✓	✓
Transfer	100,000		100,000	-	✓	✓
Contingency	200,000		200,000	-	✓	✓
Fund Total	15,899,755		15,899,755			
Combined Special Project Fund						
Instruction	1,517,451	149,000	1,666,451	188,512	✓	✓
Support Services	2,292,404		2,292,404	25,921	✓	✓
Enterprise Services	629,849		629,849	28,467	✓	✓
Transfer	10,000		10,000	-	✓	✓
Fund Total	4,439,704		4,588,704			
Debt Service						
Debt Service	681,017		681,017	-	✓	✓
Fund Total	681,017		681,017			
Capitol Project Funds						
Support Services	310,000		310,000	2,700	✓	✓
Facilities (Capitol Projects)	12,007,000		12,007,000	-	✓	✓
Transfer	50,000		50,000	-	✓	✓
Fund Total	12,367,000		12,367,000			
Unemployment Fund						
Support Services	275,000		275,000	-	✓	✓
Fund Total	275,000		275,000			
Total Appropriations						
	33,662,476		33,811,476			
Total Unappropriated Reserve						
	800,000		800,000			
Total Budget						
	34,462,476		34,611,476			

CHECKS OVER \$10,000					
FUND	NUMBER	CHECK DATE	NAME	DESCRIPTION	AMOUNT
100- GENERAL FUND	V50169	08/20/2025	SHERIDAN ALL PREP	SSF PAYMENT	337,265.85
100- GENERAL FUND	V50169	08/20/2025	SHERIDAN ALL PREP	SSF PAYMENT	41,381.82
221- 2025-26 TITLE IA	V50182	08/28/2025	SHERIDAN ALL PREP	FSI GRANT	28,615.00
100- GENERAL FUND	50122	08/06/2025	NORTHWEST TEXTBOOK DEPOSITORY	ENVISION MATH	25,437.00
100- GENERAL FUND	50130	08/06/2025	S&P GLOBAL RATINGS	ANALYTICAL SERVICES	19,850.00
100- GENERAL FUND	V50179	08/26/2025	HRA VEBA TRUST CONTRIBUTIONS	HRA	17,835.00
100- GENERAL FUND	V50171	08/25/2025	INTERNAL REVENUE SERVICE	TAXES	15,698.02
100- GENERAL FUND	50111	08/06/2025	CURRICULUM ASSOCIATES LLC	CURRICULUM	12,499.20
100- GENERAL FUND	V50171	08/25/2025	INTERNAL REVENUE SERVICE	TAXES	12,089.55
100- GENERAL FUND	V50146	08/14/2025	OREGON PERS/EMPLOYER EMPLOYEE CONTR	PERS	10,394.45

VENDORS WITH MONTHLY TOTAL OVER \$10,000	
SHERIDAN ALL PREP	411,612.67
NORTHWEST TEXTBOOK DEPOSITORY	48,279.00
INTERNAL REVENUE SERVICE	47,851.06
OREGON PERS/EMPLOYER EMPLOYEE CONTR	23,644.62
S&P GLOBAL RATINGS	19,850.00
MID COLUMBIA BUS CO INC	19,780.60
HRA VEBA TRUST CONTRIBUTIONS	17,835.00
US BANK	17,428.50
PORTLAND GENERAL ELECTRIC	13,833.40
OREGON DEPT OF REVENUE	13,809.29
CURRICULUM ASSOCIATES LLC	12,499.20
AVID CENTER	12,468.00

POWERSCHOOL
DATE: 09/11/2025
TIME: 14:03:08

SHERIDAN SCHOOL DISTRICT
CHECK REGISTER - BY FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.yr='26' and transact.period='2'
ACCOUNTING PERIOD: 3/26

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	50103	08/06/25	17295	ABIDE WEB DESIGN LL	1002690005000	389	BOND WEB MAIN JULY'	0.00	67.50
A101	50104	08/06/25	17541	KYLE LAIER	1002690005000	389	PJT MANAGE JULY '25	0.00	1,020.00
A101	50105	08/06/25	16441	CENTURY LINK - NC	1002410620000	351	SHS #320155978 7/1	0.00	64.73
A101	50106	08/06/25	17476	CINTAS CORPORATION	1002542620000	410	SHS 7/29	0.00	73.11
A101	50106	08/06/25	17476	CINTAS CORPORATION	1002542620000	410	SHS 8/5	0.00	73.11
A101	50106	08/06/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 8/5	0.00	114.13
A101	50106	08/06/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 7/29	0.00	114.13
TOTAL CHECK								0.00	374.48
A101	50107	08/06/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 7/29	0.00	46.74
A101	50108	08/06/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 8/5	0.00	46.74
A101	50109	08/06/25	00489	CITY OF SHERIDAN	1002542116000	327	FCS 8/1	0.00	55.61
A101	50109	08/06/25	00489	CITY OF SHERIDAN	1002542116000	327	FCS 8/1	0.00	1,104.63
A101	50109	08/06/25	00489	CITY OF SHERIDAN	1002542620000	327	SHS 8/1	0.00	1,118.40
A101	50109	08/06/25	00489	CITY OF SHERIDAN	1002542005000	327	ANNEX 8/1	0.00	53.13
A101	50109	08/06/25	00489	CITY OF SHERIDAN	1002542005000	327	DO 8/1	0.00	57.77
TOTAL CHECK								0.00	2,389.54
A101	50110	08/06/25	00489	CITY OF SHERIDAN	1002542005550	327	BRCTEC 8/1	0.00	169.30
A101	50111	08/06/25	17017	CURRICULUM ASSOCIAT	1001111137050	420	ITEM #13176.0 I-RE	0.00	12,499.20
A101	50112	08/06/25	00681	DAVISON AUTO PARTS	1002542620000	410	SUPPLY 7/14	0.00	39.06
A101	50114	08/06/25	17570	SELENE FRY	1002490005000	340	MILEAGE OSPA SUMME	0.00	92.40
A101	50115	08/06/25	17498	HASCO STATIONS, LLC	1002552005011	410	FUEL 7/31	0.00	51.16
A101	50116	08/06/25	17588	IMPERIAL POINT ALTH	1001122116000	460	WOMANS VOLLEYBALL L	0.00	1,840.00
A101	50116	08/06/25	17588	IMPERIAL POINT ALTH	1001122116000	460	SHIPPING	0.00	60.00
TOTAL CHECK								0.00	1,900.00
A101	50119	08/06/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #2201-2 7/18	0.00	23.34
A101	50119	08/06/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS 7/18	0.00	171.44
A101	50119	08/06/25	01794	NORTHWEST NATURAL G	1002542620000	326	SHS #2247-5 7/18	0.00	101.12
A101	50119	08/06/25	01794	NORTHWEST NATURAL G	1002542005000	326	DO 32361-4 7/18	0.00	31.71
TOTAL CHECK								0.00	327.61
A101	50120	08/06/25	01812	NORTHWEST TEXTBOOK	1001111137050	420	#36490.0 I-READY C	0.00	2,914.00
A101	50120	08/06/25	01812	NORTHWEST TEXTBOOK	1001111137050	420	#36491.0 I-READY C	0.00	2,914.00
A101	50120	08/06/25	01812	NORTHWEST TEXTBOOK	1001111137050	420	#36492.0 I-READY C	0.00	2,914.00
TOTAL CHECK								0.00	8,742.00
A101	50121	08/06/25	01812	NORTHWEST TEXTBOOK	1001121116060	420	#979-8-89749-237-4	0.00	3,000.00
A101	50121	08/06/25	01812	NORTHWEST TEXTBOOK	1001121116060	420	#978-1-957150-01-7	0.00	1,300.00
A101	50121	08/06/25	01812	NORTHWEST TEXTBOOK	1001121116060	420	#979-8-89749-238-1	0.00	3,960.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	50121	08/06/25	01812	NORTHWEST TEXTBOOK	1001121116060	420	#978-1-957150-02-4	0.00	1,300.00
A101	50121	08/06/25	01812	NORTHWEST TEXTBOOK	1001121116060	420	#979-8-89749-239-6	0.00	3,240.00
A101	50121	08/06/25	01812	NORTHWEST TEXTBOOK	1001121116060	420	#978-1-957150-04-8	0.00	1,300.00
TOTAL	CHECK							0.00	14,100.00
A101	50122	08/06/25	01812	NORTHWEST TEXTBOOK	1001111137050	420	ENVISION MATH	0.00	25,437.00
A101	50123	08/06/25	16926	ODESSA HANSEN	1002240620000	340	MILEAGE DESIGN EDU	0.00	168.84
A101	50124	08/06/25	17359	POLK ADOLESCENT DAY	1001250005320	371	DAY - LC JULY '25	0.00	4,400.00
A101	50125	08/06/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7734220000 7/1	0.00	519.10
A101	50126	08/06/25	17256	RECOLOGY WESTERN OR	1002542116000	328	FCS 7/31	0.00	215.24
A101	50126	08/06/25	17256	RECOLOGY WESTERN OR	1002542116000	328	FCS JULY '25	0.00	902.19
A101	50126	08/06/25	17256	RECOLOGY WESTERN OR	1002542620000	328	SHS 7/31	0.00	742.63
A101	50126	08/06/25	17256	RECOLOGY WESTERN OR	1002542005000	328	DO ANNEX 7.31	0.00	125.00
TOTAL	CHECK							0.00	1,985.06
A101	50127	08/06/25	17527	SAFERWATCH LLC	1002660005000	470	SAFERWATCH SAAS PLA	0.00	4,000.00
A101	50127	08/06/25	17527	SAFERWATCH LLC	1002660005000	470	SAFERWATCH SAAS PLA	0.00	2,000.00
TOTAL	CHECK							0.00	6,000.00
A101	50128	08/06/25	16759	SIERRA SPRINGS	1002310005000	410	DO WATER 7/25	0.00	68.45
A101	50128	08/06/25	16759	SIERRA SPRINGS	1002190005050	410	SPED WATER 7/25	0.00	10.99
TOTAL	CHECK							0.00	79.44
A101	50130	08/06/25	16394	S&P GLOBAL RATINGS	1002690005000	389	ANALYTICAL SERVICES	0.00	19,850.00
A101	50131	08/06/25	16127	TERRY'S TIRES AND S	1002552005000	322	8/1 TIRE	0.00	20.00
A101	50133	08/06/25	16528	US BANK EQUIPMENT F	1002410620000	355	SHS 7/18	0.00	125.00
A101	50134	08/06/25	17486	VERIZON CONNECT	1002552005000	389	1000000184485 8/1	0.00	105.40
A101	50135	08/06/25	15962	VIRCO INC	1001111137050	460	VIRCO INC #48LF3060	0.00	460.64
A101	50135	08/06/25	15962	VIRCO INC	1001111137050	460	VIRCO INC #482448	0.00	159.32
A101	50135	08/06/25	15962	VIRCO INC	1001111137050	460	VIRCO INC #482436	0.00	147.68
A101	50135	08/06/25	15962	VIRCO INC	1001111137050	460	VIRCO INC #ANTASK18	0.00	1,051.92
A101	50135	08/06/25	15962	VIRCO INC	1001111137050	460	VIRCO INC #ZCSM18	0.00	969.85
A101	50135	08/06/25	15962	VIRCO INC	1001111137050	460	VIRCO INC #ZC2M15	0.00	866.20
A101	50135	08/06/25	15962	VIRCO INC	1001111137050	460	VIRCO INC #2301-15T	0.00	3,025.16
TOTAL	CHECK							0.00	6,680.77
A101	50136	08/06/25	16330	WALTER E NELSON CO	1002542116000	410	ORDER SOSLM004348	0.00	256.84
A101	50136	08/06/25	16330	WALTER E NELSON CO	1002542620000	410	SOSLM003958 7/1	0.00	25.60
TOTAL	CHECK							0.00	282.44
A101	50137	08/06/25	17380	WEST VALLEY BULLETI	1002310005000	354	ADS JULY '25	0.00	380.00
A101	50139	08/08/25	15041	GARRETT HEMANN ROBE	1002310005000	382	LEGAL JULY '25	0.00	60.00

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A101	50141	08/08/25	03219	RODDA PAINT CO	1002542116000	410	SUPPLY 8/7	0.00	311.08
A101	50142	08/08/25	17071	US BANK/10	1002520005000	640	CREDIT	0.00	-5.00
A101	50142	08/08/25	17071	US BANK/10	1002240620000	340	FOOD DESIGN EDUCAT	0.00	95.49
A101	50142	08/08/25	17071	US BANK/10	1002240620000	340	LODGING DESIGN EDU	0.00	697.44
A101	50142	08/08/25	17071	US BANK/10	1002490005000	340	LODGING OSPA SUMME	0.00	392.08
TOTAL	CHECK							0.00	1,180.01
A101	50143	08/08/25	17274	US BANK/16	1002410116000	470	QUICKBOOKS FCS	0.00	38.00
A101	50143	08/08/25	17274	US BANK/16	1002410620000	470	QUICKBOOKS SHS	0.00	38.00
A101	50143	08/08/25	17274	US BANK/16	1002520005000	640	CREDIT/REFUND	0.00	-170.73
A101	50143	08/08/25	17274	US BANK/16	1002310005000	355	SHREDDING CREDIT	0.00	-14.64
A101	50143	08/08/25	17274	US BANK/16	1002542005000	460	ROUND TABLES 12 /	0.00	3,149.99
A101	50143	08/08/25	17274	US BANK/16	1002542005000	460	STACKING CHAIR 28	0.00	2,679.98
TOTAL	CHECK							0.00	5,720.60
A101	50148	08/14/25	03087	OSEA	100	L472.302	DED:5001 OSEA DUES	0.00	1,411.97
A101	50148	08/14/25	03087	OSEA	100	L472.302	DED:5003 OSEA ADD'L	0.00	125.76
TOTAL	CHECK							0.00	1,537.73
A101	50150	08/20/25	17583	CAROLINA COVERTECH,	1002542005000	410	HHC8X24WT 8 INCHES	0.00	279.80
A101	50150	08/20/25	17583	CAROLINA COVERTECH,	1002542005000	410	SHIPPING & HANDLING	0.00	32.24
TOTAL	CHECK							0.00	312.04
A101	50151	08/20/25	15927	CENTURY LINK/AZ	1002190005050	351	FCS #314225840 8/11	0.00	67.54
A101	50151	08/20/25	15927	CENTURY LINK/AZ	1002190005050	351	FCS #446533202 8/2	0.00	317.79
A101	50151	08/20/25	15927	CENTURY LINK/AZ	1002410620000	351	SHS #313747293 8/1	0.00	131.06
A101	50151	08/20/25	15927	CENTURY LINK/AZ	1002321005000	351	DO, ANNEX PHONE	0.00	317.79
TOTAL	CHECK							0.00	834.18
A101	50152	08/20/25	12614	CHOWN HARDWARE	1002542005000	410	;PCLS 8/11	0.00	1,203.97
A101	50153	08/20/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 8/19	0.00	46.74
A101	50153	08/20/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 8/12	0.00	46.74
A101	50153	08/20/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 8/19	0.00	114.13
A101	50153	08/20/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 8/12	0.00	114.13
TOTAL	CHECK							0.00	321.74
A101	50154	08/20/25	17476	CINTAS CORPORATION	1002542620000	410	SHS 8/12	0.00	73.11
A101	50155	08/20/25	17476	CINTAS CORPORATION	1002542620000	410	SHS 8/19	0.00	73.11
A101	50159	08/20/25	17024	NORTHWEST LOGGING S	1002543005000	410	SUPPLY 8/14	0.00	88.00
A101	50160	08/20/25	16681	OETC	1002660005000	470	VMWARE VSPHERE STAN	0.00	4,046.40
A101	50161	08/20/25	16528	US BANK EQUIPMENT F	1001250005320	355	SP KYOCERA 8/4	0.00	166.75
A101	50161	08/20/25	16528	US BANK EQUIPMENT F	1002190116320	355	FCS KYOCERA 8/4	0.00	166.75
A101	50161	08/20/25	16528	US BANK EQUIPMENT F	1002310005000	355	DO KYOCERA 8/4	0.00	260.05
A101	50161	08/20/25	16528	US BANK EQUIPMENT F	1002410137000	355	FCS KYOCERA 8/4	0.00	573.70

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A101	50161	08/20/25	16528	US BANK EQUIPMENT F	1002410620000	355	SHS KYOCERA 8/4	0.00	166.75
TOTAL CHECK								0.00	1,334.00
A101	50162	08/20/25	00489	CITY OF SHERIDAN	1002321005000	640	DEVELOPMENT / PLANN	0.00	66.50
A101	50163	08/20/25	17358	CALE GEORGE	1002321005000	389	POWERSCHOOL FUNCTIO	0.00	736.00
A101	50163	08/20/25	17358	CALE GEORGE	1002321005000	389	ADDITIONAL AMOUNT A	0.00	136.00
TOTAL CHECK								0.00	872.00
A101	50164	08/20/25	17498	HASCO STATIONS, LLC	1002552005011	410	FUEL TO 8/15	0.00	56.69
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #5731231000 8/	0.00	210.44
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #090529000 8/13	0.00	243.67
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #0059211000 8/1	0.00	249.72
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #8847290000 8/1	0.00	2,129.57
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1001250618320	325	DO #0742760000 8/13	0.00	222.35
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1001250618320	325	DLC #6038221000 8/1	0.00	313.46
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #9949211000 8/1	0.00	8,415.70
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7721670000 8/1	0.00	24.36
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS 31611690000 8/1	0.00	43.10
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #2649280000 8/1	0.00	49.51
A101	50166	08/20/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #1038610000 8/1	0.00	68.82
TOTAL CHECK								0.00	11,970.70
A101	50168	08/20/25	16330	WALTER E NELSON CO	1002542116000	410	ORDER SOSLM05035 8/	0.00	408.97
A101	50168	08/20/25	16330	WALTER E NELSON CO	1002542620000	410	SOSLM004623 7/23	0.00	67.32
A101	50168	08/20/25	16330	WALTER E NELSON CO	1002542620000	410	ORDER #SOSLM004627	0.00	71.15
A101	50168	08/20/25	16330	WALTER E NELSON CO	1002542620000	410	ORDER SOSM005263 8/	0.00	134.78
A101	50168	08/20/25	16330	WALTER E NELSON CO	1002542620000	410	ORDER SOSLM005066 8	0.00	226.27
A101	50168	08/20/25	16330	WALTER E NELSON CO	1002542005000	410	DO 410 SUPPLY	0.00	664.81
TOTAL CHECK								0.00	1,573.30
A101	50183	08/28/25	15521	3D AUTO BODY & PAIN	1002558005320	322	REPLACE LEFT REAR S	0.00	741.50
A101	50186	08/28/25	16441	CENTURY LINK - NC	1002410620000	351	SHS #320155978 8/19	0.00	64.72
A101	50187	08/28/25	17412	CHEMEKETA COMMUNITY	1001131620050	371	SHS CCN 2024-25	0.00	100.00
A101	50188	08/28/25	00681	DAVISON AUTO PARTS	1002542116000	410	SUPPLY 8/14	0.00	14.07
A101	50190	08/28/25	17590	JULIA VANDERZANDEN	1002222620000	430	SHS LIBRARY BOOKS	0.00	43.98
A101	50191	08/28/25	15507	MID COLUMBIA BUS CO	1002552005000	331	HOME/SCHOOL JULY '2	0.00	8,747.55
A101	50191	08/28/25	15507	MID COLUMBIA BUS CO	1002558005320	331	SPED TRANS JULY '2	0.00	8,254.60
A101	50191	08/28/25	15507	MID COLUMBIA BUS CO	1002552620620	332	SHS COCURR JULY '2	0.00	869.21
TOTAL CHECK								0.00	17,871.36
A101	50192	08/28/25	17024	NORTHWEST LOGGING S	1002543005000	460	SUPPLY 8/25	0.00	112.99
A101	50193	08/28/25	01794	NORTHWEST NATURAL G	1002542620000	326	SHS #2247-5 8/18	0.00	79.66
A101	50193	08/28/25	01794	NORTHWEST NATURAL G	1002542005000	326	DO #2361-4 8/18	0.00	28.96

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A101	50193	08/28/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #2201-2 8/18	0.00	23.34
A101	50193	08/28/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #1408699-6 8/1	0.00	154.95
TOTAL	CHECK							0.00	286.91
A101	50194	08/28/25	16984	OREGON SCHOOL PERSO	1002490005000	640	FRY DUES 2025/26	0.00	110.00
A101	50195	08/28/25	01938	OREGON SMALL SCHOOL	1002321005000	640	MEMBERSHIP 2025/26	0.00	723.00
A101	50196	08/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #6758520000 8/1	0.00	378.78
A101	50196	08/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #0038610000 8/1	0.00	419.21
A101	50196	08/28/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7734220000 8/1	0.00	545.61
TOTAL	CHECK							0.00	1,343.60
A101	50197	08/28/25	03219	RODDA PAINT CO	1002542620000	410	SUPPLY 8/22	0.00	91.12
A101	50197	08/28/25	03219	RODDA PAINT CO	1002542620000	410	SUPPLY 8/21	0.00	171.06
TOTAL	CHECK							0.00	262.18
A101	50198	08/28/25	17196	SALEM BASKETBALL OF	1001132620000	389	SHS BB 2024/25	0.00	4,927.54
A101	50199	08/28/25	17204	SALEM FOOTBALL OFFI	1001132620000	389	SHS FOOTBALL 25/26	0.00	2,704.00
A101	50200	08/28/25	02310	SALEM-KEIZER SCHOOL	1001111137050	410	FCS 8/6	0.00	18.03
A101	50200	08/28/25	02310	SALEM-KEIZER SCHOOL	1001111137050	410	FCS 8/5	0.00	64.47
A101	50200	08/28/25	02310	SALEM-KEIZER SCHOOL	1001111137050	410	FCS 8/5	0.00	87.28
A101	50200	08/28/25	02310	SALEM-KEIZER SCHOOL	1001111137050	410	FCS START UP	0.00	3,234.93
TOTAL	CHECK							0.00	3,404.71
A101	50201	08/28/25	17529	SARAH HILLYARD	1001132620000	340	MILE THRU 8/28	0.00	102.41
A101	50202	08/28/25	16759	SIERRA SPRINGS	1002310005000	410	WATER	0.00	54.96
A101	50202	08/28/25	16759	SIERRA SPRINGS	1002190005050	410	SPED WATER 8/22	0.00	62.45
TOTAL	CHECK							0.00	117.41
A101	50205	08/28/25	16528	US BANK EQUIPMENT F	1002410620000	355	SHS KYOCERA	0.00	125.00
A101	50206	08/28/25	17220	US BANK/11	1002410137000	410	REGISTRAR START UP	0.00	196.61
A101	50206	08/28/25	17220	US BANK/11	1001111137050	410	KINDERGARTEN START	0.00	24.04
A101	50206	08/28/25	17220	US BANK/11	1001111137050	410	KINDERGARTEN START	0.00	180.83
A101	50206	08/28/25	17220	US BANK/11	1001111137050	410	1ST GRADE START UP	0.00	79.40
TOTAL	CHECK							0.00	480.88
A101	50207	08/28/25	17222	US BANK/13	1002490005000	389	FIELD PRINT	0.00	12.50
A101	50207	08/28/25	17222	US BANK/13	1002190005050	353	POSTAGE SPED	0.00	454.30
A101	50207	08/28/25	17222	US BANK/13	1002190005050	410	SPED SUPPLY TO 8/15	0.00	461.16
A101	50207	08/28/25	17222	US BANK/13	1001250010320	353	POSTAGE - SHAPA OP	0.00	271.65
TOTAL	CHECK							0.00	1,199.61
A101	50208	08/28/25	17224	US BANK/15	1001131620131	410	JW PEPPER 8/14	0.00	149.99
A101	V50144	08/14/25	11747	INTERNAL REVENUE SE	100	L471.003	Q3/25 MEDICARE	0.00	2,236.45
A101	V50144	08/14/25	11747	INTERNAL REVENUE SE	100	L471.001	Q3/25 FED W/H	0.00	4,592.98

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A101	V50144	08/14/25	11747	INTERNAL REVENUE SE	100	L471.003	Q3/25 FICA	0.00	9,562.75
TOTAL	CHECK							0.00	16,392.18
A101	V50145	08/14/25	03099	OREGON DEPT OF REVE	100	L472.010	Q3/25 WBFA ER	0.00	23.24
A101	V50145	08/14/25	03099	OREGON DEPT OF REVE	100	L471.005	Q3/25 WBFA EE	0.00	23.24
A101	V50145	08/14/25	03099	OREGON DEPT OF REVE	100	L471.006	Q3/25 TRANSIT	0.00	77.13
A101	V50145	08/14/25	03099	OREGON DEPT OF REVE	100	L471.002	Q3/25 STATE W/H	0.00	4,754.00
TOTAL	CHECK							0.00	4,877.61
A101	V50146	08/14/25	02037	OREGON PERS/EMPLOYE	100	L473.002	DED:1000 PERS	0.00	3,717.87
A101	V50146	08/14/25	02037	OREGON PERS/EMPLOYE	100	L473.001	DED:1011 PERS	0.00	9,532.30
A101	V50146	08/14/25	02037	OREGON PERS/EMPLOYE	100	L473.000	DED:1012 PERS	0.00	10,394.45
TOTAL	CHECK							0.00	23,644.62
A101	V50169	08/20/25	15899	SHERIDAN ALL PREP	1001288005320	360	SAP SSF AUG '25 SP	0.00	41,381.82
A101	V50169	08/20/25	15899	SHERIDAN ALL PREP	1001288005000	360	SAP SSF AUG '25	0.00	337,265.85
TOTAL	CHECK							0.00	378,647.67
A101	V50170	08/25/25	16131	EMPLOYMENT DEPARTME	1002520005000	640	FY26 PFMLI RENEWAL	0.00	150.00
A101	V50171	08/25/25	11747	INTERNAL REVENUE SE	100	L471.003	Q3/25 MEDICARE	0.00	3,671.31
A101	V50171	08/25/25	11747	INTERNAL REVENUE SE	100	L471.001	Q3/25 FED W/H	0.00	12,089.55
A101	V50171	08/25/25	11747	INTERNAL REVENUE SE	100	L471.003	Q3/25 FICA	0.00	15,698.02
TOTAL	CHECK							0.00	31,458.88
A101	V50172	08/25/25	03099	OREGON DEPT OF REVE	100	L472.010	Q3/25 WBFA ER	0.00	33.27
A101	V50172	08/25/25	03099	OREGON DEPT OF REVE	100	L471.005	Q3/25 WBFA EE	0.00	33.27
A101	V50172	08/25/25	03099	OREGON DEPT OF REVE	100	L471.006	Q3/25 TRANSIT	0.00	127.31
A101	V50172	08/25/25	03099	OREGON DEPT OF REVE	100	L471.002	Q3/25 STATE W/H	0.00	8,571.00
TOTAL	CHECK							0.00	8,764.85
A101	V50173	08/26/25	03048	AFLAC	100	L472.006	DED:2066 AFLAC	0.00	194.74
A101	V50174	08/26/25	10088	AMERICAN FIDELITY A	100	L472.008	DED:2068 AMER PREM	0.00	2,371.80
A101	V50174	08/26/25	10088	AMERICAN FIDELITY A	100	L472.009	DED:2067 AMER FIDEL	0.00	3,828.41
TOTAL	CHECK							0.00	6,200.21
A101	V50175	08/26/25	10094	AMERICAN FIDELITY A	100	L472.003	DED:2069 AMER DEPEN	0.00	566.66
A101	V50175	08/26/25	10094	AMERICAN FIDELITY A	100	L472.002	DED:2070 MEDICAL	0.00	175.00
TOTAL	CHECK							0.00	741.66
A101	V50176	08/26/25	10097	AMERICAN FIDELITY A	100	L472.039	DED:4010 ROTH IRA	0.00	250.00
A101	V50176	08/26/25	10097	AMERICAN FIDELITY A	100	L472.038	DED:4003 DEF COMP	0.00	1,225.00
A101	V50176	08/26/25	10097	AMERICAN FIDELITY A	100	L472.033	DED:4004 TSA	0.00	3,967.00
A101	V50176	08/26/25	10097	AMERICAN FIDELITY A	100	L472.033		0.00	375.00
TOTAL	CHECK							0.00	5,817.00
A101	V50177	08/26/25	16055	AMERICAN FIDELITY H	100	L472.011	DED:2035 HSA EMPEE	0.00	525.00
A101	V50177	08/26/25	16055	AMERICAN FIDELITY H	100	L472.011	DED:2033 HSA	0.00	8,253.98
TOTAL	CHECK							0.00	8,778.98

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	V50178	08/26/25	16905	AXA-EQUITABLE	100	L472.035	DED:4009 TSA	0.00	2,891.60
A101	V50179	08/26/25	16768	HRA VEBA TRUST CONT	100	L472.012	DED:2034 HRA	0.00	17,835.00
A101	V50180	08/26/25	03099	OREGON DEPT OF REVE	100	L472.965	DED:6003 ORE REV	0.00	166.83
A101	V50181	08/26/25	11984	TEXAS LIFE INSURANC	100	L472.051	DED:3000 LIFE INS	0.00	2,304.37
TOTAL CASH ACCOUNT								0.00	683,350.73
TOTAL FUND								0.00	683,350.73

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ACCOUNTING PERIOD: 3/26

FUND - 204 - HIGH SCHOOL SUCCESS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	50118	08/06/25	17364	KEN MACPHERSON	2041299620050	340	TRANSPORTATION AVI	0.00	506.60
A101	50143	08/08/25	17274	US BANK/16	2041299620050	340	FOOD COST AVID SUM	0.00	1,577.88
A101	50143	08/08/25	17274	US BANK/16	2041299620050	340	LODGING AVID SUMME	0.00	7,182.84
TOTAL CHECK								0.00	8,760.72
A101	50158	08/20/25	17364	KEN MACPHERSON	2041299620050	340	PARKING AVID	0.00	111.00
A101	50165	08/20/25	01206	INDUSTRIAL WELDING	2041299620050	410	TANK RENTAL	0.00	5.00
A101	50185	08/28/25	16021	AVID CENTER	2041299620050	389	AVID IGNITE SHS	0.00	875.00
A101	50185	08/28/25	16021	AVID CENTER	2041299620050	389	AVID IGNITE FAULC	0.00	875.00
A101	50185	08/28/25	16021	AVID CENTER	2041299620050	389	AVID MEMBERSHIP FEE	0.00	4,649.00
A101	50185	08/28/25	16021	AVID CENTER	2041299620050	389	AVID MEMBERSHIP FEE	0.00	4,649.00
A101	50185	08/28/25	16021	AVID CENTER	2041299620050	389	AVID WEEKLY SECONDA	0.00	710.00
A101	50185	08/28/25	16021	AVID CENTER	2041299620050	389	AVID WEEKLY SECONDA	0.00	710.00
TOTAL CHECK								0.00	12,468.00
A101	50208	08/28/25	17224	US BANK/15	2041299005050	410	UBER EATS 8/15	0.00	135.00
TOTAL CASH ACCOUNT								0.00	21,986.32
TOTAL FUND								0.00	21,986.32

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ACCOUNTING PERIOD: 3/26

FUND - 207 - ESD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	50143	08/08/25	17274	US BANK/16	2072240005050	340	LODGING ACTE HOLST	0.00	267.36
TOTAL CASH ACCOUNT								0.00	267.36
TOTAL FUND								0.00	267.36

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ACCOUNTING PERIOD: 3/26

FUND - 221 - 2025-26 TITLE IA

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	V50182	08/28/25	15899	SHERIDAN ALL PREP	2211272620367	360	FEDERAL SCHOOL IMPR	0.00	28,615.00
TOTAL CASH ACCOUNT								0.00	28,615.00
TOTAL FUND								0.00	28,615.00

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ACCOUNTING PERIOD: 3/26

FUND - 226 - SUMMER LEARNING										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
A101	50140	08/08/25	17285	MELISSA M LOVE	2261400005000	410	SUPPLY 7/21 SUMMER	0.00	27.89	
A101	50143	08/08/25	17274	US BANK/16	2261400005000	410	SUPPLY TO 8/5	0.00	2,058.82	
A101	50143	08/08/25	17274	US BANK/16	2261400005000	340	EVERGREEN SUMMER	0.00	621.00	
TOTAL CHECK								0.00	2,679.82	
A101	50191	08/28/25	15507	MID COLUMBIA BUS CO	2261400005000	332	SUMMER SCHOOL TRANP	0.00	1,909.24	
A101	50206	08/28/25	17220	US BANK/11	2261400005000	410	SUMMER SCHOOL SUPPL	0.00	127.49	
A101	50206	08/28/25	17220	US BANK/11	2261400005000	340	SUMMER SCHOOL FRIDA	0.00	3,911.00	
TOTAL CHECK								0.00	4,038.49	
TOTAL CASH ACCOUNT								0.00	8,655.44	
TOTAL FUND								0.00	8,655.44	

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FUND - 252 - CTEC REVITALIZATION

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	50156	08/20/25	17549	CRAIG ALAN BROCKETT	2522690005554	340	MILEAGE 7/24	0.00	165.90
A101	50156	08/20/25	17549	CRAIG ALAN BROCKETT	2522690005554	389	ASA-CTE THRU 8/15/2	0.00	4,350.00
TOTAL CHECK								0.00	4,515.90
A101	50203	08/28/25	17460	SEDCOR	2522690005554	389	8/1/25 INV	0.00	2,000.00
TOTAL CASH ACCOUNT								0.00	6,515.90
TOTAL FUND								0.00	6,515.90

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FUND - 261 - YAMHILL CO BR CTECH GRANT										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
A101	50109	08/06/25	00489	CITY OF SHERIDAN	2612690005000	640	PLAN/ENG JULY '25	0.00	226.50	
TOTAL CASH ACCOUNT								0.00	226.50	
TOTAL FUND								0.00	226.50	

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FUND - 264 - HAMPTON LUMBER - CTECH

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	50117	08/06/25	17489	JUST LOOK LEFT LLC	2642690005000	389	GRANT CONSULT JULY'	0.00	3,500.00
TOTAL CASH ACCOUNT								0.00	3,500.00
TOTAL FUND								0.00	3,500.00

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FUND - 271 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION----	SALES TAX	AMOUNT
A101	50138	08/06/25	17277	YANG'S 5TH TASTE	2713100116000	450	FCS 7/29	0.00	602.96
A101	50138	08/06/25	17277	YANG'S 5TH TASTE	2713100620000	450	SHS 7/29	0.00	301.48
TOTAL CHECK								0.00	904.44
A101	50149	08/20/25	16851	AUTO-CHLOR SYSTEM	2713100116000	324	FCS 8/7	0.00	134.25
A101	50149	08/20/25	16851	AUTO-CHLOR SYSTEM	2713100620000	324	SHS 8/7	0.00	134.25
TOTAL CHECK								0.00	268.50
A101	50167	08/20/25	17437	RICHARD'S REFRIGERA	2713100116000	322	REPAIR 8/8	0.00	347.50
A101	50167	08/20/25	17437	RICHARD'S REFRIGERA	2713100620000	322	REPAIR 8/8	0.00	585.00
TOTAL CHECK								0.00	932.50
A101	50184	08/28/25	16851	AUTO-CHLOR SYSTEM	2713100116000	324	FCS 7/11	0.00	134.25
A101	50184	08/28/25	16851	AUTO-CHLOR SYSTEM	2713100620000	324	SHS 7/11	0.00	134.25
TOTAL CHECK								0.00	268.50
A101	50189	08/28/25	17464	LINDA LEE HILL	2713100116000	450	HH FOODS 8/27	0.00	17.53
A101	50204	08/28/25	17442	SWIFT SENSORS INC	2713100620000	470	SWIFT SENSORS CLOUD	0.00	325.00
TOTAL CASH ACCOUNT								0.00	2,716.47
TOTAL FUND								0.00	2,716.47

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FUND - 272 - SUMMER FOOD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	50129	08/06/25	15118	SPRING VALLEY DAIRY	2723100005000	450	SUMMER 7/29	0.00	263.23
A101	50132	08/06/25	17077	UNITED SALAD CO	2723100005000	450	SUMMER 7/29	0.00	359.95
TOTAL CASH ACCOUNT								0.00	623.18
TOTAL FUND								0.00	623.18

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FUND - 280 - OTHER GRANTS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	V50169	08/20/25	15899	SHERIDAN ALL PREP	2801121116255	360	OUTDOOR SCHOOL 2025	0.00	4,350.00
TOTAL CASH ACCOUNT								0.00	4,350.00
TOTAL FUND								0.00	4,350.00

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FUND - 282 - FORD FAMILY FOUNDATION

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	50113	08/06/25	17556	ELAINE BURKE	2822690000000	389	COMM MANAGE JULY '2	0.00	960.00
TOTAL CASH ACCOUNT								0.00	960.00
TOTAL FUND								0.00	960.00

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ACCOUNTING PERIOD: 3/26

FUND - 403 - CAPITAL PROJECTS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	50157	08/20/25	16143	RUBEN CRUZ	4032542005000	389	FCS 7/20 - 8/3/25	0.00	1,200.00
TOTAL CASH ACCOUNT								0.00	1,200.00
TOTAL FUND								0.00	1,200.00
TOTAL REPORT								0.00	762,966.90

SHS Student Board Rep. Application

The Sheridan School Board invites a total of two students from Sheridan High School with Junior or Senior status to provide student input and perspective at school board meetings. Students must be in good standing, both academically and with regards to attendance.

Sheridan School Board meetings are held at 6pm on the third Wednesday of each month.

Name: *

NeVaeh

What year are you in at SHS? *

☐ Junior

☒ Senior

Is your current attendance rate over 90%? *

☒ Yes

☐ No

What is your current GPA? *

- ☐ 3.51-4.0
- ☒ 3.01-3.5
- ☐ 2.51-3.0
- ☐ 2.5 or below

Why are you interested in serving as a student representative on the Sheridan School Board? *

it's good leadership experience and I want the high school students to have a voice on our board .

What are some of your interests outside of high school? *

Basketball, Mechanics, and Health care.

What are your plans for after high school? *

study healthcare or go into trades.

This form was created inside of Sheridan.k12.or.us.

Google Forms

Sheridan School District 48J

Code: IKF
Adopted: 5/18/11
Revised/Readopted: 6/20/12; 12/18/13; 3/16/16; 5/18/16;
8/16/17; 1/17/18; 11/14/18; 11/20/19;
11/17/21; 3/15/23; 5/21/25
Orig. Code: IKF

Graduation Requirements

{If the district has additional credit or graduation requirements above the state requirements, the district is required to include those additional credits and graduation requirements in policy (see OAR 581-022-2000(1)). OAR 581-022-2115(13) requires districts to also have a policy on student-initiated test impropriety (model language to meet this requirement is also in policy IL – Assessment Program); OAR 581-022-2120 requires districts to have a policy about proficiency in Essential Skills in student languages of origin (currently waived through the 2027-28 school year); OAR 581-022-2020(3) requires districts to establish criteria for the certificate of attendance in policy.}

The Board establishes graduation requirements for awarding of a high school diploma, a modified diploma, an extended diploma and a certificate of attendance which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. In foster care¹;
2. Experiencing houselessness²;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker;
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program;
or
7. ³Enrolled in an approved recovery school under ORS 336.680.

¹ "Foster child" is defined in ORS 30.297.

² {ORS 329.451(2) and OAR 581-022-use the term "homeless."} See OAR 581-022-2000 for additional information.

³ Applies to high school diplomas awarded on or after January 1, 2026.

For any student identified above, the district shall accept any credits earned by the student in an educational program⁴ in this state, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that educational program in this state.

Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits which include at least:

1. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
2. Four credits in language arts⁵ (shall include the equivalent of one unit in written composition);
3. Three credits in science;
4. Three credits in social sciences (shall include 0.5 unit of US civics⁶ credit in addition to at least 2.5 units of credit aligned to the Oregon State Board adopted standards for US and world history, geography, economics and ⁷financial literacy);
5. ⁸One-half credit of higher education and career path skills;
6. ⁹One-half credit of personal financial education;
7. One credit in health education;
8. One credit in physical education; and
9. Three credits in career and technical education, the arts or world languages¹⁰ (units shall be earned in any one or a combination).

⁴ “Educational program in this state” means an educational program that is provided by a school district, a public charter school, an approved recovery school (applies to diplomas awarded on or after January 1, 2026), the Youth Corrections Education Program or the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long -term care or treatment facility described in ORS 343.961 or a hospital identified in ORS 343.261.

⁵ “Language arts” includes reading, writing and other communications in any language, including English.

⁶ Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451).

⁷ This requirement is replaced with a one-half credit of personal financial education requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year.

⁸ Higher education and career path skills becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).

⁹ Personal finance education becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).

¹⁰ “World languages” includes sign language, heritage languages and languages other than a student’s primary language.

The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025.

~~[¹¹] A student completing the International Baccalaureate Organization's (IB) Diploma Programme curriculum or the IB Career-related Programme curriculum will be considered to have completed the credit requirements listed above. The district shall ensure students in the IB programs complete .5 credit of Personal Finance Education and .5 credit of Higher Education and Career path Skills as stand-alone courses. The district shall develop a curriculum plan that ensures students in an IB program receive inclusive instruction aligned to the adopted standards in Civics and Health.]~~

To receive a diploma, in addition to credit requirements outlined above, a student must:

1. ¹²Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)); and
4. Participate in career-related learning experiences.

Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below and other criteria, if applicable, outlined in OAR 581-022-2010(3):

1. The student has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. The student has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits with at least 13 of those credits to include:

1. Three credits in language arts;
2. Two credits in mathematics;

~~¹¹ {Adopt this language only if the district offers an International Baccalaureate program for high school students. Waivers for the Personal Finance and Higher Education and Career path Skills can be requested by the district.}~~

¹² The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

3. Two credits in science;
4. Two credits in social sciences (which may include history, civics, geography and economics (including personal finance));
5. ¹³One-half credit in personal financial education;
6. ¹⁴One-half credit in higher education and career path skills;
7. One credit in health education;
8. One credit in physical education; and
9. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination).

Students may earn additional credits to earn a modified diploma pursuant to OAR 581-022-2010.

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

1. ¹⁵Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings;
2. Develop an education plan and build an education profile; and
3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)).

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in the achievement level, construct, or measured outcome of the assessment. This means that IEP or 504 school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard. The IEP or 504 team must inform the student's parent that the use of a modification on an assessment will result in an invalid assessment;
2. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in

¹³ This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

¹⁴ This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

¹⁵ The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified statewide assessment.

A student's school team (which must include an adult student, parent/guardian of the student) shall decide if a student will work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.

A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

For students with a documented history as described above, the district shall annually provide the parents or guardians of students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for such diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

Essential Skills

The district will allow English Language Learner (ELL) students to demonstrate proficiency in Essential Skills in the student's language of origin for a high school diploma or a modified diploma.

The district will develop procedures to provide local performance assessment options as described in the *Local Performance Assessment Manual*, in the ELL student's language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

Essential Skills Appeal

The district will ~~establish an appeal process~~ [follow Board policy KL - Public Complaints] in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations.

To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than 6 credits in a self-contained special education classroom, and will include:
 - a. Two credits in mathematics;
 - b. Two credits in language arts;
 - c. Two credits in science;
 - d. Three credits in history, geography, economics or civics;
 - e. One credit in health;
 - f. One credit in physical education; and
 - g. One credit in the arts or a world language; and
2. Have a documented history of:
 - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
 - b. A medical condition that creates a barrier to achievement; or
 - c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

For students with a documented history, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for such diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the state or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

Certificate of Attendance

A certificate of attendance¹⁶ will be awarded to students who:

1. Have maintained regular full-time attendance¹⁷ for at least four years beginning in grade nine;
2. Do not satisfy requirements for a high school diploma, modified diploma or extended diploma; and
3. Have a documented history¹⁸.

¹⁶ A student who began grade 9 before July 1, 2020, may be awarded an alternative certificate if the student satisfies the requirements for an alternative certificate which are in effect on the day before July 1, 2024.

¹⁷ "Regular full-time attendance" means not being absent for more than 10 percent of school days that the student is enrolled in a school year. See OAR 581-020-0631 for definition of chronic absenteeism. Excused absences will not be counted against a student.

¹⁸ "Documented history" means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

For students with a documented history¹⁹, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such a documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for the diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any required reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

Other District Responsibilities

The district will ensure that all students have onsite access to the appropriate resources and courses to achieve high school diplomas, modified diplomas, and extended diplomas at each high school in the district. The district will provide age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student who has the documented history listed under the modified diploma or extended diploma requirements outlined above the opportunity to pursue a diploma with more stringent requirements, for the sole reason the student has the document history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is an emancipated minor or who has reached the age of 18 (adult student) at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district must receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in the later of 4 years after starting grade 9, or until the student reaches the age of 21 years if the student is entitled to a public education until the age of 21 under state or federal law.

A student may complete the requirements for a modified diploma, an extended diploma or a certificate of attendance in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma, or a certificate of attendance shall have the option of participating in a high school graduation ceremony with the student's class.

¹⁹ "Documented history" means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

A student who receives a modified diploma, an extended diploma, or a certificate of attendance shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student. When added together, the district will provide a total number of hours of instruction and services to the student that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school. The district may not unilaterally decrease the total number of hours of instruction and services to which the student has access regardless of the age of the student.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a free appropriate public education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, a certificate of attendance or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma or certificate of attendance is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Oregon statewide assessments in language arts and/or mathematics by completing the Oregon Department of Education's Opt-out Form²⁰ and submitting the form to the district.

The district will issue a high school diploma to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

Legal Reference(s):

[ORS 329.007](#)
[ORS 329.045](#)
[ORS 329.451](#)
[ORS 329.479](#)
[ORS 332.107](#)

[ORS 332.114](#)
[ORS 336.585](#)
[ORS 336.590](#)
[ORS 339.115](#)
[ORS 339.505](#)

[ORS 343.295](#)

[OAR 581-021-0009](#)
[OAR 581-022-0102](#)
[OAR 581-022-2000](#)

²⁰ Oregon Department of Education page for: [30-day notice and opt-out form](#)

[OAR 581-022-2005](#)
[OAR 581-022-2010](#)
[OAR 581-022-2015](#)

[OAR 581-022-2020](#)
[OAR 581-022-2025](#)
[OAR 581-022-2030](#)

[OAR 581-022-2115](#)
[OAR 581-022-2120](#)
[OAR 581-022-2505](#)

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION.

Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992, published by the OREGON DEPARTMENT OF EDUCATION.

Cross Reference(s):

IKFA - Early Graduation
IKFB - Graduation Exercises
IL - Assessment Program

Sheridan School District 48J

Code: JFCEB
Adopted: 12/16/09
Revised/Readopted: 6/20/12; 7/16/14
Orig. Code: JFCEB

Personal Electronic Devices and Social Media (Version 1)

See new version

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 (PED)” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

“Independent communication” means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

Personal electronic devices shall be turned off during instructional or class time, during passing times between classes or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices, for curriculum.

A process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied, will be provided.

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

Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative. 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).

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 terms of this 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 or property owner, 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 through building handbooks and other means.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Oregon Executive Order 25-09

Sheridan School District 48J

Code: JFCEB-AR

Revised/Reviewed:

Request for Personal Electronic Devices Exception

(Version 2)

A parent or guardian may request an exception to the personal electronic device prohibition by submitting the following form to the principal:

Name of student: _____ Grade: _____

School: _____

If the reason for the request is included in the student's individualized education program, as defined in ORS 343.025 or an education plan developed for the student in accordance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, this form is not required.

This request is:

- ☐ In compliance with the student's medical provider's order for the care and treatment of a medical condition (attach a copy of the order);
- ☐ Accommodate the individual circumstances of the student;
- ☐ Further specific educational outcomes for the student.

Exemption requested (describe the requested possession or use of a personal electronic device to be allowed and reason for the requested exemption):

Duration for requested exemption: _____¹

Signed: _____ Date: _____

Parent or guardian name: _____

Parent or guardian phone: _____ Email: _____

For Completion by School Administration

Request: ☐ Granted Expiration of exemption: _____

¹ The maximum duration of an exemption is ~~one year~~ ~~the end of the current school year~~ ~~the end of the student's enrollment at this school~~.

☐ Denied Reason for denial: _____

☐ More information needed. Please submit by [date] for reconsideration.

Signed: _____ Date: _____

School administration will consult with a school nurse when appropriate. School administration decisions will be issued and communicated to the parent or guardian within {10} school days of receipt and can be appealed to the {superintendent} within 10 days of issuance. The {superintendent's} decision will be final. Denied requests may be resubmitted if circumstances change or after 12 months, whichever is earlier.

Guidelines for exemption consideration:

1. [Exemptions should only be approved for legitimate needs of students and their families, not mere convenience;
2. Exemptions should be consistently granted in a non-discriminatory manner;
3. Exemptions should be limited to address the specific need, with limitations communicated to the student regarding other possession and use;
4. Exemptions should only be approved when other communication methods and device availability (school phones, laptops, computers, available internet, etc.) are not adequate for the specific need;
5. Exemptions should be communicated to necessary staff in a way that protects student privacy;
6. Exemptions should minimize disruption to other students, staff and the educational environment.]

Sheridan School District 48J

Code: JFCEB

Adopted:

Personal Electronic Devices */**

(Version 2)

{This policy is required by ORS 336.840 and EO 25-09. EO-25-09 requires policy to be adopted and in place by October 31, 2025, with full implementation by January 1, 2026.}

Student ~~[possession or]~~ use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. Personal electronic devices can be used when students are not on school grounds and are not actively involved in instructional time under the supervision of school personnel. ~~[Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver).[†]]~~

Except as otherwise provided in this policy, “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure.^[2] This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student’s medical provider’s order for the care and treatment of a medical condition;³
2. The student’s individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);⁴
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within ~~[10]~~ school days.⁵

Personal electronic devices [must be placed in district-provided pouches or storage] [may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student’s

~~[†] If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours. {ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.}~~

~~²¹ ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides “This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.”[†]~~

~~^{3,2} JFCEB-AR must be submitted to the building administrator, along with a copy of the order.~~

~~^{4,3} If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.~~

~~^{5,4} JFCEB-AR must be submitted to the building administrator.~~

person or in the student's clothing] [may be stored on the student's person, but may not be used] during regular instructional hours.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include ~~{detention, Saturday school,~~ a change to storage requirements, etc. ~~{⁶}~~. However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.⁷ ~~{Steps may include: loss of privileges.~~

1. First Instance of Noncompliance: staff will give the student a verbal reminder of the policy and expectations to reinforce appropriate use of personal electronic devices;
2. Second Instance of Noncompliance: the device will be temporarily confiscated and held in the front office until the end of the school day. Parents or guardians will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;

~~3. Third Instance of Noncompliance: the device will again be temporarily held, and parents or guardians will be informed. A meeting with school administration and family will be arranged to review the policy and plan for improved compliance;~~

~~4.3. Beyond ~~Third~~ Second Instance of Noncompliance: In noncompliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning. ~~{⁸}~~~~

Necessary communications during the school day while on school grounds between students and parents or guardians can be made through the school office.

The superintendent or designee shall ensure this policy is posted on the district website and made available to district personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices⁹ that support academic activities and independent communications¹⁰, except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are

~~⁶ {Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack. }~~

~~^{7,5} For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.~~

~~⁸ {From guidance from the Oregon Department of Education. Consider whether these procedures apply at all grade levels and whether this much detail is desired in policy.}~~

~~⁹⁶ The use of "personal electronic device" in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn't necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.~~

~~^{10,7} "Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).~~

available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge.

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR – Request for Personal Electronic Devices Exemption. Appeals can be filed ~~{with the superintendent}~~ in accordance with KL-AR(1) – Public Complaint Procedure.

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

~~{This policy takes effect on January 1, 2026.}~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Oregon Executive Order 25-09

Sheridan School District 48J

Code: JFCEB-AR
Revised/Reviewed: 12/16/09; 6/20/12; 7/16/14
Orig. Code: JFCEB-AR

Personal Electronic Devices and Social Media

(Version 1)

[See new version](#)

Students may use and possess personal electronic devices on district grounds subject to the following:

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;¹
2. Unless as authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal electronic devices may be used during the student's lunch break. They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times;
3. Personal electronic devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or at district-sponsored events unless as expressly authorized in advance by the principal or designee;
4. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
5. Personal electronic devices such as may be used as electronic study aids during the school day if provided as a part of a student's individualized education plan (IEP) or if permission is received from the student's teacher;
6. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
7. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
8. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;
9. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student

¹ The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;

10. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative.

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Sheridan School District 48J

Code: JOA
Adopted: 4/15/09
Revised/Readopted: 6/20/12; 8/16/17; 2/21/18
Orig. Code: JOA

Directory Information**

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released.

Directory ~~The following categories are designated as directory information. The following directory~~ information may be released ~~to the public~~ through appropriate procedures and includes:

1. Student’s name;
- ~~2. Student’s address;~~
- ~~3. Student’s telephone listing;~~
- ~~4. Student’s electronic address;~~
- ~~5.2.~~ Student’s photograph;
- ~~6. Date and place of birth;~~
- ~~7.3.~~ Major field of study;
- ~~8.4.~~ Participation in officially recognized ~~sports and~~ activities and sports;
- ~~9.5.~~ Weight and height of members of athletic teams ~~team members~~;
- ~~10.6.~~ Dates of attendance; and
- ~~11. Grade level;~~
- ~~12.~~ Degrees and, ~~honors or~~ awards received;
- ~~13.7.~~ ~~Most recent previous school or program attended.~~

Public Notice

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district’s option to release such information and the requirement that the district must, by law upon request, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their names or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The district shall not, in accordance with ~~state~~^{stat} law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 180.805](#)

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 336.187](#)

[OAR 581-021-0220](#) - 021-0430
[OAR 581-022-2060](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2024).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2024); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2025).

Every Student Succeeds Act, 20 U.S.C. § 7908 (2024).

Cross Reference(s):

IGBAB/JO - Education Records/Records of Students with Disabilities

JO/IGBAB - Education Records/Records of Students with Disabilities

Sheridan School District 48J

Code: JO/IGBAB-AR
Revised/Reviewed: 4/15/09; 6/20/12; 6/19/13
Orig. Code: JO/IGBAB-AR

Education Records/Records of Students with Disabilities Management

1. Student Education Record

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

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

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

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. ~~Student's~~ ~~Student~~ birth date ~~and place of birth~~;
- d. Name of parents/guardians;
- e. Date of entry ~~into the~~ ~~in~~ school;

- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance; and
- k. Date of withdrawal from school; ~~and~~
- ~~l. Such additional information as the district may prescribe.~~

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

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

2. Confidentiality of Student Records

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

3. Rights of Parents and Eligible Students

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

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.

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

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

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

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

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

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

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

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP),¹ or any due process hearing, or any resolution session related to a due process hearing¹;
- c. In no case more than 45 days after it has received the request.

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

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

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

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

¹ Records must be provided without undue delay, which may not exceed 10 business days from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

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

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

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

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.345~~501~~(4) unless authorized by federal law.

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

Student

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

5. Release of Personally Identifiable Information

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

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

As used in this section, "legitimate educational interest" means a district official employed by the district as an administrator, supervisor, instructor or staff support member; a person serving on a school board who needs to review an educational record in order to fulfill ~~their~~ ~~his or her~~ professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the district would otherwise use employees, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to district policies concerning the redisclosure of personally identifiable information.

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

- b. The disclosure is to officials of another school within the district;
- c. The disclosure is to authorized representatives of:

The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state -supported education programs, or the enforcement of or compliance with federal or state -supported education programs, or the enforcement of or compliance with federal or state regulations.

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

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

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

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

- (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
- (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
- (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
- (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

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

- f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:

- (1) Designates the individual or entity as an authorized representative;
- (2) Specifies the personally identifiable information being disclosed;
- (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state -supported education programs;
- (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
- (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
- (6) Identifies the time period in which the personally identifiable information must be destroyed; and
- (7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) ~~FERPA~~ and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.

- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
- h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
- i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
- j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- k. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health-care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

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

- l. The disclosure is information the district has designated as "directory information" (See Board policy JOA - Directory Information);

- m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- n. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term “receives services” includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
- o. The disclosure is to the Board during an executive session pursuant to ORS 332.061;-

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

- p. The disclosure is to a caseworker or other representative, who has the right to access the student’s case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

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

6. Record-Keeping Requirements

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

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

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

- a. The parent(s) or ~~an~~ eligible student;
- b. The school official or ~~his/her~~ assistants who are responsible for the custody of the records;
- c. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the district.

7. Request for Amendment of Student’s Education Record

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

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

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

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

8. Hearing Rights of Parents or Eligible Students

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

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

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

The parent or eligible student may, at ~~his/her~~ own expense, ~~choose~~ ~~be assisted or represented by~~ one or more individuals ~~to assist or represent them~~ ~~of his/her own choice~~, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or a contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record

commenting on the contested information in the record or stating why there is disagreement~~he/she~~
~~disagrees~~ with the decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

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

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

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

9. Duties and Responsibilities When Requesting Education Records

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

10. Duties and Responsibilities When Transferring Education Records

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

- a. The student's permanent records, for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

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

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

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

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

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

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

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

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

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

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

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

Sheridan School District 48J

Code: IGBAB/JO-AR
Revised/Reviewed: 4/15/09; 6/20/12; 6/19/13
Orig. Code: IGBAB/JO-AR

Education Records/Records of Students with Disabilities Management

1. Student Education Record

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

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

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

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. ~~Student's~~ ~~Student~~ birth date ~~and place of birth;~~
- d. Name of parents/guardians;
- e. Date of entry ~~into the~~ ~~in~~ school;

- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance; and
- k. Date of withdrawal from school; ~~and~~
- ~~l. Such additional information as the district may prescribe.~~

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

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

2. Confidentiality of Student Records

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

3. Rights of Parents and Eligible Students

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

- a. Inspect and review the student's education records;
- b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- e. Obtain a copy of the district policy with regard to student education records.

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

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

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

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

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

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

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

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP),⁵ or any due process hearing, or any resolution session related to a due process hearing¹;
- c. In no case more than 45 days after it has received the request.

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

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

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

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

¹ Records must be provided without undue delay, which may not exceed 10 business days from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

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

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

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

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.345~~501~~(4) unless authorized by federal law.

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

Student

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

5. Release of Personally Identifiable Information

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

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

As used in this section, "legitimate educational interest" means a district official employed by the district as an administrator, supervisor, instructor or staff support member; a person serving on a school board who needs to review an educational record in order to fulfill ~~their~~ ~~his or her~~ professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the district would otherwise use employees, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to district policies concerning the redisclosure of personally identifiable information.

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

- b. The disclosure is to officials of another school within the district;
- c. The disclosure is to authorized representatives of:

The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state -supported education programs, or the enforcement of or compliance with federal or state -supported education programs, or the enforcement of or compliance with federal or state regulations.

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

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

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

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

- (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
- (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
- (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
- (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

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

- f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:

- (1) Designates the individual or entity as an authorized representative;
- (2) Specifies the personally identifiable information being disclosed;
- (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state -supported education programs;
- (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
- (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
- (6) Identifies the time period in which the personally identifiable information must be destroyed; and
- (7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) ~~FERPA~~ and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.

- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
- h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
- i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
- j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- k. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health-care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

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

- l. The disclosure is information the district has designated as "directory information" (See Board policy JOA - Directory Information);

- m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- n. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term “receives services” includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
- o. The disclosure is to the Board during an executive session pursuant to ORS 332.061;-

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

- p. The disclosure is to a caseworker or other representative, who has the right to access the student’s case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

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

6. Record-Keeping Requirements

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

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

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

- a. The parent(s) or ~~an~~ eligible student;
- b. The school official or ~~his/her~~ assistants who are responsible for the custody of the records;
- c. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the district.

7. Request for Amendment of Student’s Education Record

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

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

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

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

8. Hearing Rights of Parents or Eligible Students

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

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

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

The parent or eligible student may, at ~~his/her~~ own expense, ~~choose~~~~be assisted or represented by~~ one or more individuals ~~to assist or represent them~~~~of his/her own choice~~, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or a contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record

commenting on the contested information in the record or stating why there is disagreement~~he/she~~
~~disagrees~~ with the decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

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

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

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

9. Duties and Responsibilities When Requesting Education Records

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

10. Duties and Responsibilities When Transferring Education Records

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

- a. The student's permanent records, for one year;
- b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

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

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

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

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

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

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

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

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

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

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

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

Sheridan School Board/Superintendent Operating Agreement 2025-2026

Purpose:

To effectively meet the needs of all students, the school board and superintendent commit to a strong and collaborative partnership based on trust and respect for their mutually supportive roles. This operating protocol outlines our working agreements to promote the ongoing success of the governance (or board-superintendent) team.
(Board policy BBF)

Focus on Roles and Responsibilities:

1. The board will maintain a focus on improving opportunities for each and every student in the district.
2. The superintendent will provide adequate background information for the board to have understanding and make thoughtful decisions in their areas of responsibility.
3. The superintendent will provide guidance to board members to help them fulfill their role of providing strategic direction to the district and governing through policy.
4. The board will respect the superintendent's role for managing the routine operations of the district and not micromanage the district.
5. We will not make disparaging comments about students, staff, board members or district operations in a public meeting.
6. The board will be clear in its collective intent and provide clear and appropriate decisions and communication with the superintendent.

Successful Board Meetings:

1. The superintendent will keep the board informed of district activities through regular communication with each member.
2. The board chair will conduct business meetings in a manner that ensures each board member contributes to discussion and deliberation and all voices are heard.
3. Board members will address the chair when speaking in meetings.
4. The chair shall direct audience members to allow for appropriate participation and keep the business of the board moving in a productive manner.
5. School improvement reports shall be informed and guided by data. That data will be distributed to all board members in advance.
6. Supporting materials for board meetings shall be made available with the agenda four working days in advance of each meeting.

Successful Teamwork:

1. Board members will work directly with and through the superintendent to resolve concerns about the operation of the district. They will work collectively with the superintendent to resolve issues.

2. Board members will maintain the confidentiality of executive sessions and sensitive issues.
3. The board will appoint a spokesperson for all issues, and individual members will refrain from speaking publicly on controversial matters. Individuals will be clear that these opinions are their own.
4. We will not surprise each other in meetings. Individual members and the superintendent will apprise the board chair of questions and concerns at least 24 hours in advance of public meetings.
5. We will treat each other, staff, students, and district stakeholders with dignity and respect.
6. The Board will make clear their individual and collective positions on issues rather than allowing assumptions to be made about group direction – straw votes shall be utilized by the Chair when appropriate.

Board Members:

Natalya Ables Date

Dorie Vickery, Superintendent Date

Jeremy Hutchinson Date

Samantha Bagby Date

Rubi Yarez Date

Raymond Watkins Date

**Sheridan School Board/Superintendent
Operating Agreement - Version 2
2025-2026**

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Board Members:

Natalya Ables Date

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