

Regular Meeting
Wednesday, May 21, 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. Special Executive Session - April 21st 2025
 - 3.A.2. Regular Board Meeting - April 16th, 2025
 - 3.A.3. Special Board Work Session - May 7th, 2025
4. **Presentations**
 - 4.A. SHS Leadership
 - 4.B. West Valley E-Zone
Presenter: Abisha Stone
5. **Public Input**
6. **Administrative/Program Reports**
 - 6.A. Faulconer-Chapman School
Presenter: Adam DeLatte
 - 6.B. Special Programs
Presenter: Melissa Love
 - 6.C. Superintendent Report
Presenter: Dorie Vickery
 - 6.D. Fiscal
Presenter: Karen Daniels
7. **New/Unfinished Business**
 - 7.A. SHS Graduation
8. **Action Items**
 - 8.A. K-12 Math Adoption
 - 8.B. WESD Board Appointment
 - 8.C. Policies
9. **Topics For Next Meeting**
10. **Board Comments**
11. **Next Regular Meeting Date: Wednesday, June 18th at 6:00 P.M.**
12. **Upcoming Events**
13. **Adjournment**

Executive Session
Monday, April 21, 2025 6:00 PM

Agenda

1. Pledge of Allegiance

2. Roll Call

[Not Present] Michael Griffith, Director
[x] Larry Deibel, Director
[x] Samantha Bagby, Director
[x] Rubi Ramirez, Vice-Chair
[x] Scott Burke, Chairperson

Executive Session

ORS 192.660 (2)(f)

Executive sessions permitted on certain matters: The governing body of a public body may hold an executive session to consider information or records that are exempt by law from public inspection.

ORS 332.061

Hearing to examine confidential records; the school board members may vote in an executive session conducted pursuant to this section.

4. Adjournment @ 8:37 PM

Board Chair

Superintendent

Regular Meeting
Wednesday, April 16, 2025 6:00 PM

Agenda

1. Pledge of Allegiance

2. Roll Call

[x] Michael Griffith, Vice ChairPos. #1 – 2025
[x] Larry Deibel, Director.....Pos. #2 – 2025
[x] Samantha Bagby, Director Pos. #3 – 2027
[x] Rubi Yarez, Director Pos. #4 – 2027
[x] Scott Burke, Chair..... Pos. #5 – 2025

Student Representative – Cherish Niehus

3. Approval of Agenda – Action Items Consent Agenda

3.A. Meeting Minutes

3.A.1. Special Board Meeting/Exec Session – March 5th, 2025

3.A.2. Regular Board Meeting – March 19th, 2025

Motioned By: Samantha

2nd By: Rubi

[x] Michael Griffith, Vice Chair

[x] Larry Deibel, Director

[x] Samantha Bagby, Director

[x] Rubi Yarez, Director

[x] Scott Burke, Chair

Approval – Unanimous

4. Presentations

4.A. SHS Leadership – Meghan Whitehead

Events, Sports and FFA recaps, Field trips upcoming include Knife River and already several universities. 28 HS Girls – Abby's Closet Dress Success

5. Public Input – N/A

6. Administrative/Program Reports

6.A. Sheridan High School

Presenter: Patrick Schrader

Enrollment flat in current year, helpful for planning

In process of big hiring for teaching and football

Pre-ACT for 10th graders, opt out process about 75% of current students took the test. Results pending as late as the fall.

Professional development, AVID – HS is recommitted to utilizing and enhancing programs.

Visit to Parkrose High School – Most diverse population in the State and 5th Nationally. Go in the classrooms with staff “field trip” to visit and see just how amazing it is.

Brought back Student of the Month – announced at an assembly

Prom next week, a great location that does a lot of elegant decoration and minimizes the cost and ability to set up.

Graduation – 6/7/2025

Senior Awards

Discussion on AVID, need for post HS adults to be a tutor for specific “points of confusion”. Talked about going K-12 vs HS only

6.B. Superintendent Report

Presenter: Dorie Vickery

25–27 Integrated Plan Overview – slight changes, but allowed to use previous answers on some of the questions.

Special Considerations – AVID Framework – students learn, how they learn

Priorities – Meet student mental health services, FCS support staff to manage behaviors, CTE instruction, class reduction, SHS support staff (grad coach, dean of students, etc.)

Strategic Plan – Pillars are not in priority list

Integrated Budget Breakdown and which positions are funded by which grant/fund (SIA, HSS and Early Literacy Success Grant)

Review of state target for success

Michael: This plan is the basis on how we use the grants, submitted to ODE.

6.C. Fiscal

Presenter: Karen Daniels

Starting Budget work, classified union negotiations, liability rates are increasing by 18% according to our PACE insurance.

CTEC – Fire tower is here, plans to install are in office

Explained AC for Simulator Room

April 28th – 1st Budget Meeting

Larry asked about landscaping expenses at FCS.

7. New/Unfinished Business

7.A. Board Calendar 25/26 – Proposed calendar after new board members are onboarded

7.B. May 7th, 2025 – Work Session – Roundtable w/long time members leaving with new members forum – Potluck

Larry Update on Easement – Mr. Pay is claiming it is not on the easement, Sean is looking into another survey, digging in and finding who is allowing the permits.

8. Action Items

8.A. Teacher Appreciation

Motioned By: Samantha

2nd By: Rubi

[x] Michael Griffith, Vice Chair

[x] Larry Deibel, Director

[x] Samantha Bagby, Director

[x] Rubi Yarez, Director

[x] Scott Burke, Chair

Approval – Unanimous

8.B. CTGR – MOU

Motioned By: Samantha

2nd By: Rubi

[x] Michael Griffith, Vice Chair

[x] Larry Deibel, Director

[x] Samantha Bagby, Director

[x] Rubi Yarez, Director

[x] Scott Burke, Chair

Approval – Unanimous

Integrated Plan 25-27 Application

Motioned By: Rubi

2nd By: Samantha

[x] Michael Griffith, Vice Chair

[x] Larry Deibel, Director

[x] Samantha Bagby, Director

[x] Rubi Yarez, Director

[x] Scott Burke, Chair

Approval – Unanimous

9. Executive Session:

ORS 192.660 (2)(f)

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ORS 332.061

Hearing to examine confidential records; the school board members may vote in an executive session conducted pursuant to this section.

Ended Exec. Session ended 7:15

10. Topics for Next Meeting

Dorie: Letter from City of Sheridan and Willamina – Enterprise Zone, what it means for our district – can put it in Friday Report if desired.

Michael: Status of CTECH

11. Board Comments

Larry – We have to do something to become productive on the CTECH property and CTE program.

Samantha – Brainstorming to get the smaller picture started, Sean developing CTE background to teach the pathway and utilizing our current facilities to create electives and classes within our own student body.

Put feelers out for next year's student reps and how to involve them more.

Scott out next meeting, Michael in charge.

12. Next Regular Meeting Date: Wednesday, May 21st at 6:00 P.M.

13. Upcoming Events

14. Adjournment @ 7:27 PM

Board Chair

Superintendent

Special Board Meeting
Wednesday, May 7, 2025 6:00 PM

Agenda

Work Session

2. Roll Call

[x] Michael Griffith, Vice-ChairPos. #1 - 2025
[x] Larry Deibel, Director.....Pos. #2 - 2025
[x] Samantha Bagby, Director..... Pos. #3 - 2027
[x] Rubi Yarez, Director..... Pos. #4 - 2027
[x] Scott Burke, Chair..... Pos. #5 - 2025

Round table discussion between candidates and existing board members to gain insight into the roles and responsibilities of their positions.

4. Adjournment @ 8:01 pm

Board Chair

Superintendent

West Valley Enterprise Zone

Designated: June 23, 2015

Terminates: June 30, 2025

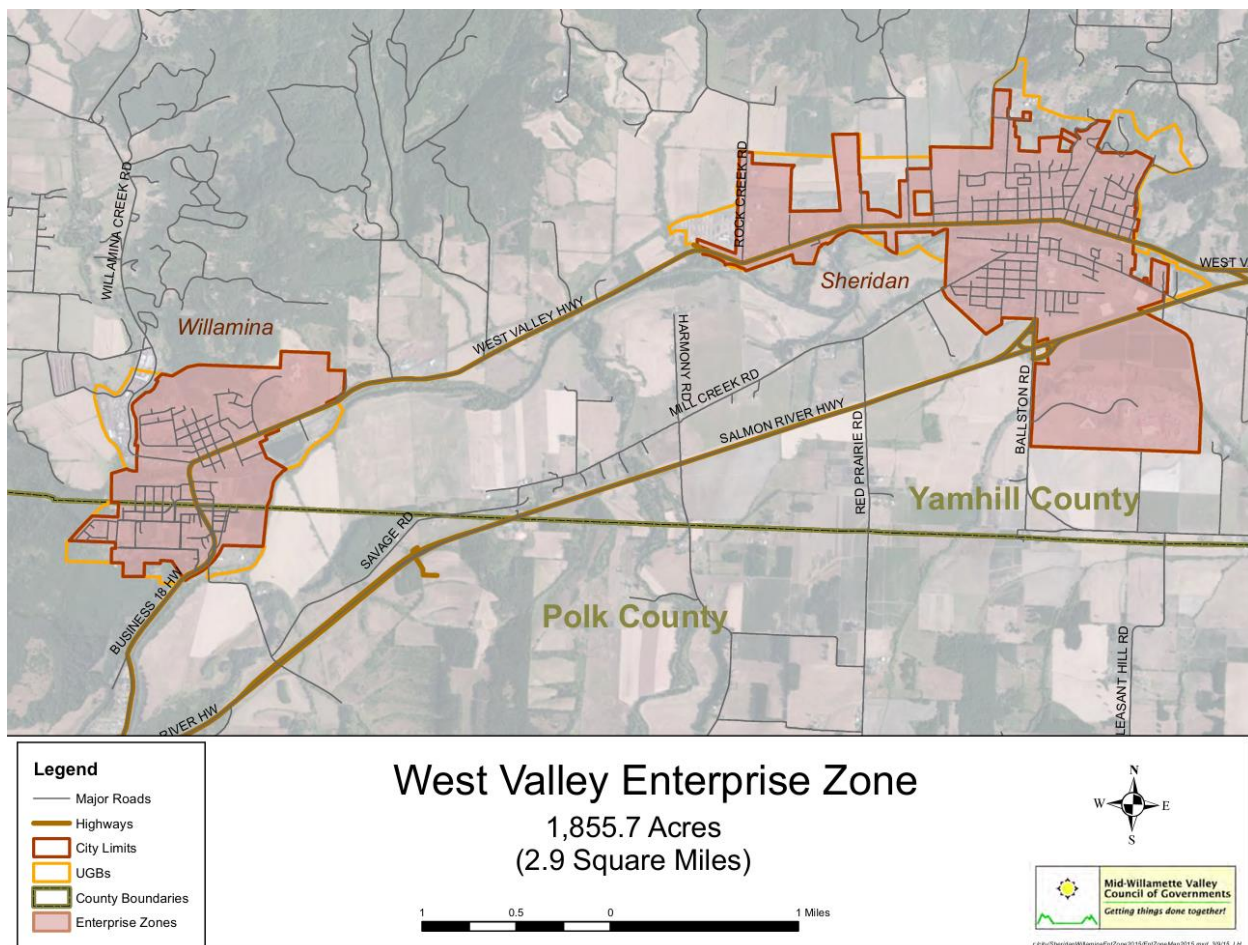
County(ies) of Record: Polk, Yamhill

Zone Sponsor(s): City of Willamina, City of Sheridan

Zone Manager: Strategic Economic Development Corporation (SEDCOR)

Application Fee: None

Features: Rural Zone, Hotel/Resorts, E-Commerce Incentives



Enterprise Zones

Oregon's enterprise zones offer a unique resource to Oregon communities, and an excellent opportunity for businesses growing or locating in Oregon. Primarily, enterprise zones exempt businesses from local property taxes on new investments for a specified amount of time, which varies among the different zone programs.

Sponsored by city, port, county, or tribal governments, an enterprise zone typically serves as a focal point for local development efforts. There are currently 73 enterprise zones creating better opportunities for business investment across Oregon: 56 rural and 17 urban. Local governments are responsible for creating, amending, managing, and renewing most of these zones, until June 30, 2025.

Standard Program

In exchange for locating or expanding into any enterprise zone, eligible (generally non-retail) businesses receive total exemption from the property taxes normally assessed on new plant and equipment. Subject to local authorization, timely filings and criteria the benefits include:

- Construction-in-Process Enterprise Zone Exemption—For up to two years before qualified property is placed in service, it can be exempt from local taxes, which can cover more property than the regular exemption for commercial facilities under construction.
- Three to five consecutive years of full relief from property taxes on qualified property, after it is in service.

Who is Eligible?

Examples of eligible businesses include manufacturers, processors, shippers, call centers, headquarter-type facilities, and hotels or resorts (depending on the zone). Retail, construction, financial, and certain other defined activities are ineligible. Local fulfillment centers for retail/household transactions are also specifically excluded, but regular business-to-business or intrafirm distribution, warehousing and wholesale are, of course, eligible.

Basic – 3yr Tax Exemption

For the standard three-year enterprise zone exemption period, the business must:

- Increase the full-time, permanent employment of the firm at least by one new job or 10 percent (except with special-case local sponsor waivers);
- Generally speaking, have no concurrent job losses outside the zone boundary within Oregon, especially beyond 30 miles of the zone boundary;
- Maintain the minimum employment level during the exemption period;
- Enter into a first-source agreement with local Worksource Oregon office (state Employment Department); and,
- Satisfy any additional local condition that has been established in an urban zone.

Extended Exemption (4th & 5th yr)

For an abatement period of four or five years in total, the business needs to meet the following additional criteria in conjunction with requirements for the three-year period:

- Special local approval (before authorization application is approved) by written agreement between the business and local zone sponsor;*
- Agreement must provide for payment of school support fee in fourth and fifth year, based on rate established between the school district and zone's sponsoring governments in the range of 15 to 30 percent of all property taxes foregone in each of those years; and
- Except in the urban zones of the Salem and Portland areas, the average of new employees'
 - Compensation including benefits, during all years of the abatement, must be at or above 130 or 150 percent of the county average wage as set at the time of authorization; and
 - Wages must be greater than or equal to the then current county average wage in the fourth or fifth year.

*The sponsor may reasonably request additional requirements for the business to also satisfy.

Electronic Commerce (E-Commerce) Zone

Several of Oregon's more than 70 enterprise zones have (also) been designated as Electronic Commerce (E-Commerce) Zones to further encourage e-commerce investments. E-commerce involves the buying and selling of goods and services based primarily on using the internet.

Who is Eligible?

Business activities normally allowed under the Standard Enterprise Zone Program are also eligible in an E-commerce designated zone, and many businesses engaged in e-commerce can use any enterprise zone, as well. An E-commerce designation does, however, expand what is eligible in terms of professional services, retail or other operations, if they largely involve e-commerce, such as local fulfillment centers or third-party vendors who facilitate the use of the internet for business transactions.

In addition, readily movable machinery and equipment ("personal property" in Oregon) can qualify for property tax abatement to a greater extent in an E-commerce zone. Normally, an item or integrated system of personal property needs to cost \$50,000 or more to qualify, unless used for tangible production. But personal property may likewise cost as little as \$1,000, if used for e-commerce inside an E-commerce Zone.

School Support Fee Rates

What is it?

The 2023 Legislature (House Bill 2009) required future enterprise zone business firms to pay a fee to the K–12 school district in which it is located. The zone sponsor and school district establish the fee rate, which must be a whole percentage from 15.0% to 30.0%, or 22.5%, to be multiplied by the firm's entire property tax savings in:

- the 4th and 5th years of a standard program's 3- to 5-year exemption period, or
- the 6th and later years with the long-term rural facilities program.

These extended or long-term tax abatements entail an upfront agreement between the business and zone sponsor. The agreements need to contain the same fee rate (%) that the zone sponsor and school district have established for the area in which the zone and district overlap. A zone sponsor may set different rates with different districts, and a school district may have different rates for different enterprise zones.

The law allows existing zones to set rates with school districts, **but a zone sponsor must set or reset a fee rate with every school district inside the enterprise zone, in order to be designated or re-designated.**

The submission to Business Oregon must therefore:

- Account for all school districts and the rate or rates that are (newly) established **before** adoption of a sponsorship resolution, which should also recognize the school support fee rate(s), and
- Contain formal, executed documents setting the rate, such as letters, memorandum of understanding (MOU), or resolutions by the school board (see administrative rules).

How does it work?

1. As described above, the school district issues a letter to the zone sponsor(s) setting a fee rate for 4th and 5th year tax exempt projects under the Enterprise Zone program
2. When a firm applies for 4th or 5th year exemption, the school district is notified and an agreement letter is signed between the school district and the firm, noticing to the firm that they shall pay to the School District in (each of) the additional (year/two years) an amount equal to the entirety of the property taxes not owed in such year by the Firm due to the exemption, multiplied by the rate for the school support fee established between the district and The Zone Sponsor
3. The school support fee amount shall be based on the property tax information provided each year by The Zone Sponsor
4. The Firm will receive notice from the District by December 1 of each year about making payment

5. Payment of the school support fee shall be due in full on December 31 of each year, after which, payment is deemed delinquent
6. A delinquency agreement should be included in the agreement letter which can include an interest rate and/or fee for delinquent payments
7. If more than 60 days following the date of delinquency (or other agreed upon timeframe), the delinquent fee payment has not been cured, the school district will give written notice to the office of the assessor for County, of any outstanding fee amount to include interest or penalty, and future taxes on property otherwise still subject to exemption shall be due to the county tax collector or payable through subsequent property tax bill
8. For the school year in which the funds are collected, the school district records those funds as earned revenue (Please review impact to annual State School Funds)

FAQ

1. What happens if the School District does not notice/bill the Firm in either of the fee-qualifying tax years?
 - There is no penalty to the District, or the Firm, and Assessor collection of those funds is not enacted
2. Once set, can the School Support Fee Rate be changed?
 - Yes, the fee can be adjusted for new applicants at time of application processing. A zone sponsor may set different rates with different districts, and a school district may have different rates for different enterprise zones.
3. Where can I find more information on the Enterprise Zone program?
 - <https://www.oregon.gov/biz/programs/enterprisezones/StandardEnterpriseZone/Pages/default.aspx>

K-12 Math Curriculum Adoption



Team Members

K-5

- Tasha Laflen- 5th Grade
- Krysia Wakefield- 3rd Grade
- Amy Rockwell- 2nd Grade
- Ryan Winship- Kindergarten

Middle School

- Jeremy Brown
- Aaron Henderson

SHS

- Ken MacPherson
- Patrick Schrader

Needs Assessment

Initial meetings including Needs Assessment conducted 23/24

- Who do we serve?
- Current tool's strengths and weaknesses
- Assessments programs
- What do we value in curriculum?

Ability to differentiate (online tools)

Assessments tied to Oregon standards

Common instructional strategies focused on best practices

Materials Review Stage 1

- Initial review of Oregon's approved list including state level scoring rubric
- Identified multiple high scoring curriculums to request samples
- Multi-day sample review process led to the identification of two finalist curriculums that best met the requirements identified in Needs Assessment

Secondary Selection: 2024-25 School Year

Middle School: Oregon EdGems Math

High School: McGraw-Hill Illustrative Mathematics

K-5 Adoption Process

K-5 Materials Review Stage 2

Two curriculum finalist:

EnVision Mathematics 2024 (Savaas)

iReady Classroom Mathematics and iReady (Curriculum Associates)



Materials Review Stage 2

Strengths:

EnVision Mathematics 2024 (Savaas)

- Instructional method more aligned with middle school curriculum
- More practice opportunities
- Program components fit current curriculum's weak areas

iReady Classroom Mathematics and iReady (Curriculum Associates)

- Online differentiated instruction
- Program widely used Nationally and locally with high performance on normed assessments
- Free upgrades to any program updates for the life of the adoption
- Familiarity with the program for current staff

Program Pilot:

Strengths:

EnVision Mathematics 2024 (Savaas)

- Piloted in committee member's classrooms for a minimum of 4 weeks

iReady Classroom Mathematics and iReady (Curriculum Associates)

- Currently used curriculum
- Addition of new Fluency Flight component added

K-5 Final Recommendation

- Our team recommends the adoption for iReady Classroom Mathematics for K-2 and enVision Mathematics for 3-5 with iReady online for K-5
- This plan will allow us to address program weaknesses, better prepare our students for middle school mathematics, and utilize high quality materials at each grade level

Training and Technology Needs

- Both programs will provide professional development through online and/or in person trainings
- 3rd-5th will focus on the integration of materials to meet the requirements of Oregon's Math Standards
- Current level of Chromebook access for K-5 must be maintained or increased in order to adequately utilize online resources

K-12 Math Adoption

K-2: iReady Classroom Mathematics

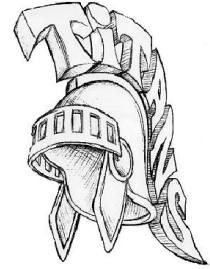
3-5: enVision Mathematics with iReady online for K-5

K-5: iReady online

6-8: Oregon EdGems Math

9-12: McGraw-Hill Illustrative Mathematics

FCS May Board Report



Academics

The end of the school year is rapidly approaching and that means Spring assessments. Students in grade 4th-8th are completing their SBAC assessments and we will begin STAR testing next week. At the end of the year we will meet in 100% meetings to analyze our data and see if we have met our grade level goals. On June 10th FCS will celebrate our growth and achievement during our end of year celebration assembly.

Sports

Track season has wrapped up! Below are some facts from the season:

Our 54 athletes accounted for one quarter of the athletes in the 10-team league

- ★ The next two biggest programs YC (38) and Santiam Christian (35) are both in larger classifications than our HS

70 ribbons were awarded to FCS competitors, with several multi-ribbon winners

- ★ 11 of the events champions were from FCS

Both Varsity 4x100 relay teams included a sixth grader, and the boys finished first and the girls only finished behind Santiam Christian.

As a team, FCS won both the boys and girls sides of the JV Meet.

At the varsity meet, the boys finished in second, 4 point behind SC, while the girls finished in third, behind SC and YC, again both of which are bigger HS programs

Both teams beat Amity, Dayton, Nestucca, and others.

Special Events

This month we hosted the Confederated Tribes of Grand Ronde for a music and dance assembly for all students. Community members from CTGR joined us and presented multiple drumming songs and dance performances that included FCS students and Shawash-ili?i Skul students. Our students and staff greatly enjoyed the assembly and we have already decided to repeat this event next school year. Included in the report are a few pictures from the event.

Our FCS Drama Club performed their play to a large audience on May 2nd. This club has grown under Mrs. Davidson's leadership each year over the last three years and is very well received. This year's performance was nearly 90 minutes long and performed solely by 5th and 6th graders! Pictures of the cast are included in this report.

Staff Highlights

We celebrated Teacher appreciation week this month at FCS. Our certified staff work tirelessly and pour their hearts into our students. They are dedicated, passionate, and resilient professionals who shape our students into the citizens they will become. Thank you teachers for everything you do for our students!

Nicole Mirabito has been a classified staff member for years at FCS and is soon to be our first completer of the Grow Your Own Program. Nicole was recently chosen as a scholarship recipient and will continue her education at Linfield University under scholarship. This is an incredible accomplishment and we are very proud of her!

The WESD coordinator of the Grow Your Own program has approached FCS staff and recently came out for a site visit and meeting. We were told that we are the leading participatory district in this area for classified staff completing the Grow Your Own program to become certified teachers. A huge shout out to Mina, Danielle, Nicole, Mel, Sonia, Jessica and Skylee!

Upcoming Dates

May 21st-23rd	Outdoor School
May 21st-22nd	Sheridan Pond Fishing Field Trips
June 5th	5th-8th Band and Choir Concert
June 9th	8th Grade Promotion
June 10th	Kindergarten Celebration
June 12th	Last Day of School!







SPED Spring Board Report

SPED by the Numbers

		Ninth	7
Kindergarten	9	Tenth	8
First	6	Eleventh	10
Second	8	Twelfth	7
Third	14		
Fourth	12	SHAPA	61
Fifth	10	Outside Placements	6
Sixth	8		
Seventh	8		
Eighth	13		
		TOTAL	187

Speech only 24

Last Year (SPRING): 157

K-5: 43 students

6 - 8: 23 students

9 - 12: 32 students

SHAPA: 46 students

Outside Placements: 13

Transition (post-high) Program: Dayton has closed its program, so we are developing our own. At this point, we will have two students. One of the students will join us the whole day, taking elective classes with support from our special education department, and then working on job/life skills. We will have one student joining us 2 times per week. We will be looking at adding another staff member to assist us with this new program.

Pre-Kinders (11): We have more incoming Pre-K students than ever before. These students are identified through the WESD. From birth to age 5 (school age), they are on what they call an IFSP (Individual Family Service Plan). Before they start kindergarten, we have Kindergarten transition meetings during the spring, during which we transfer the IFSP to an individualized education plan.

Services from WESD: Physical Therapist, Occupational Therapist, Speech and Language Pathologist, and an Assistant, Aug Com (communication devices), Deaf and Hard of Hearing and Vision Services

Superintendent Report

May 2025

Artificial Intelligence in Education

In the classroom:

- Lesson planning
- Creating instructional materials, activities and assessments
- Data analysis
- Locating educational resources based on state standards

Teach students how to use AI properly, the tools to edit and critique content.

A tool for enhancing learning, not a replacement.

AI - Staff Use

Professional learning - example, creating an audio summary of three education research articles

Written communication, at a specific reading level

Retrieving information on a certain topic

State reports, use of data and creating summaries

AI Policy Overview - IKJ

AI Tool - applications or systems that generate outputs based on human inputs.

Generative AI - a type of artificial intelligence that learns from large amounts of data and creates new content.

All AI generated content must be reviewed by human eyes for accuracy of content.

Summer Programs

Summer Programs - \$149,000

Submitted the ODE Summer Program Plan on May 9

Requirements:

- Literacy focus, students not yet at grade level
- 80 minutes of student contact time, must be continuous
- Partner with at least one other organization
- Provide meals and transportation
- Field trips aligned with the goals of the grant

Next Steps: July 7 - August 1

Program design & schedule - Enrichment activities and literacy instruction

Fun Friday Field Trips

Possible Partners: Evergreen Aviation & OSU Extension

Post positions and hire summer staff

Open registration, by invitation first, and then open to other students

May Election Results

Board Meeting Financial Report May, 2025

Included Documents

- General Fund Budget Update
- Appropriations Check
- Fund Balance Review
- Monthly Check Register

Current Events

- Budget
- Negotiations
- Interim Audit

Future Events

- End of fiscal year
- Gearing up for FY26

100 GENERAL FUND As of April 30, 2025								
Revenue	SOURCE	BUDGET	AWARD	YEAR TO DATE	RECEIVABLE ENCUMBRANCE	TOTAL	BALANCE	Year to Date % of Budget
R1111	CUR YR TAXES	1,950,000		2,006,138.86	-	2,006,138.86		102.88%
R1510	INTEREST ON INVESTMENTS	150,000		195,716.08	-	195,716.08		130.48%
R1910	RENTALS	-		1,450.00	-	1,450.00		
R1960	RECOV PRIOR YRS EXP	-		19,484.17		19,484.17		
R1990	MISC	5,000		3,097.34	-	3,097.34		61.95%
R2199	HERT REVENUE	-		9.32	-	9.32		
R3101	SSF- GEN SUPPORT	12,471,391	12,561,904	11,046,659.00	1,505,245.42	12,551,904.42		88.58%
R3103	COMMON SCH FUND	120,000	-	66,348.84	53,651.16	120,000.00		55.29%
R3299	RESTR GRANTS OTHER	127,240	-	-	-	-		
R5200	INTERFUND TRANSFERS	100,000	-	-	-	-		
R5400	RESOURCES BEG FUND BAL	1,200,000		1,150,305.23	-	1,150,305.23		95.86%
Revenue Totals:		16,123,631		14,489,208.84	1,558,896.58	16,048,105.42		99.53%
Expenses	DESCRIPTION	BUDGET	UPDATED	YEAR TO DATE	REC/ENC	TOTAL	BALANCE	% of Budget
100	SALARIES	5,736,117		4,023,903.21	1,652,410.88	5,676,314.09	59,802.91	70.15%
200	BENEFITS	3,496,911		2,560,520.23	978,583.81	3,539,104.04	(42,193.04)	73.22%
300	PURCHASED SERVICES	5,326,358	5,307,936	4,515,564.40	678,416.24	5,193,980.64	113,955.84	84.78%
400	SUPPLIES	298,995		187,636.35	66,630.01	254,266.36	44,728.64	62.76%
500	CAPITAL EQUIPMENT	-		-	-	-		
600	OTHER OBJECTS	165,250		172,251.56	2,915.32	175,166.88	(9,916.88)	104.24%
700	FUND MODIFICATIONS	100,000		13,194.07	80,000.00	93,194.07	6,805.93	13.19%
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:		16,123,631		11,473,069.82	4,458,956.26	15,932,026.08		
							Ending Fund Balance	
Balance Based On			BFB	Revenue	Expenditures	Balance	1,000,000.00	
Year to Date Actuals			1,150,305.23	13,338,903.61	11,473,069.82	3,016,139.02	116,079.34	
Actuals + Receivables/Encumbrances			1,150,305.23	14,897,800.19	15,932,026.08	116,079.34	1,116,079.34	

2024-25 Appropriations Review

April 30, 2025

	Adopted Budget	Budget Modifications	New Appropriation	Y to D Expenditures	Check	EOY	
General Fund							
Instruction	9,120,072	1,689,000 45,000	10,809,072	8,024,430	✓	✓	
Support Services	4,169,559		4,214,559	3,435,446	✓	✗	
Transfer	100,000		100,000	13,194	✓	✓	
Contingency	200,000		200,000	-	✓	✓	
Fund Total	13,589,631		15,323,631				
Combined Special Project Fund							
Instruction	1,626,509	645,000	1,626,509	788,003	✓	✓	
Support Services	3,959,020		4,604,020	1,389,107	✓	✓	
Enterprise Services	649,796		649,796	399,451	✓	✓	
Fund Total	6,235,325		6,880,325				
Debt Service							
Debt Service	1,256,336		1,256,336	43,216	✓	✓	
Transfer	50,000		50,000	-	✓	✓	
Fund Total	1,306,336		1,306,336				
Capitol Project Funds							
Support Services	310,000		310,000	86,625	✓	✓	
Facilities (Capitol Projects)	7,000		7,000	4,500	✓	✓	
Transfer	50,000		50,000	-	✓	✓	
Fund Total	367,000		367,000				
Unemployment Fund							
Support Services	275,000		275,000	-	✓	✓	
Fund Total	275,000		275,000				
Total Appropriations	21,773,292		24,152,292				
Total Unappropriated Reserve	800,000	800,000					
Total Budget	22,573,292	24,952,292					

Ending Fund Balance Overview

2020-21		Fund 100	Fund 200	Fund 300	Fund 400	TOTALS
	Revenue	9,421,137	2,936,902	1,005,111	249,077	13,612,227
	Expenditures	9,387,985	3,128,016	1,082,287	203,135	13,801,424
	Over/Under	33,152	(191,114)	(77,176)	45,942	(189,196)
	Transfers	(3,957)	3,957	-	72,096	72,096
	Fund Balance Change	29,195	(187,157)	(77,176)	118,038	(117,100)
	Beginning Fund Balance	1,085,145	1,273,501	285,521	729,919	3,374,086
	Ending Fund Balance	1,114,340	1,086,344	208,345	847,957	3,256,985

2021-22		Fund 100	Fund 200	Fund 300	Fund 400	TOTALS
	Revenue	10,567,025	4,640,191	1,183,680	1,985,971	18,376,868
	Expenditures	9,897,983	4,589,286	1,109,491	2,168,771	17,765,531
	Over/Under	669,042	50,905	74,189	(182,800)	611,337
	Transfers	(3,957)	3,957	-	-	-
	Fund Balance Change	665,085	54,862	74,189	(182,800)	611,337
	Beginning Fund Balance	1,114,340	1,086,342	208,345	847,957	3,256,983
	Ending Fund Balance	1,779,425	1,141,204	282,534	665,157	3,868,320

59.68%

2022-23		Fund 100	Fund 200	Fund 300	Fund 400	TOTALS
	Revenue	12,177,873	4,317,107	28,345	15,255	16,538,580
	Expenditures	12,098,452	3,764,555	62,031	169,490	16,094,528
	Over/Under	79,421	552,552	(33,686)	(154,235)	444,052
	Transfers	(72,802)	3,688	69,114	-	-
	Fund Balance Change	6,619	556,240	35,428	(154,235)	444,052
	Beginning Fund Balance	1,779,541	1,152,110	283,238	628,616	3,843,505
	Ending Fund Balance	1,786,160	1,708,350	318,665	474,381	4,287,557

0.38%

2023-24		Fund 100	Fund 200	Fund 300	Fund 400	TOTALS
	Revenue	13,277,266	4,082,334	100,142	19,748	17,479,490
	Expenditures	13,902,051	3,872,292	71,120	21,505	17,866,968
	Over/Under	(624,785)	210,042	29,022	(1,757)	(387,478)
	Transfers	(3,683)	3,683	-	-	-
	Fund Balance Change	(628,468)	213,725	29,022	(1,757)	(387,478)
	Beginning Fund Balance	1,786,159	1,708,350	318,665	474,381	4,287,554
	Ending Fund Balance	1,157,691	1,922,074	347,688	472,623	3,900,076

-35.19%

2024-25	YEAR TO DATE	Fund 100	Fund 200	Fund 300	Fund 400	TOTALS
	Revenue	13,338,904	2,525,023	50,229	14,345	15,928,501
	minus Expenditures	11,473,070	2,576,561	43,216	91,125	14,183,973
	Over/Under	1,865,834	(51,538)	7,013	(76,781)	1,744,528
	Transfers					-
	Fund Balance Change	1,865,834	(51,538)	7,013	(76,781)	1,744,528
	Beginning Fund Balance	1,150,305	1,922,074	347,688	472,623	3,892,689
	Ending Fund Balance	3,016,139	1,870,536	354,701	395,842	5,637,217

	Receivables	1,558,897	265,450	-	-	1,824,347
	Encumbrances	3,458,956	1,345,557	-	-	4,804,513
	Projected EFB	1,116,079	790,429	354,701	395,842	2,657,051

-3.59%

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49615	04/01/25	17295	ABIDE WEB DESIGN LL	1002310005000	389	MARCH'25 MANAGE/DEV	0.00	607.50
A101	49616	04/01/25	16441	CENTURY LINK - NC	1002410620000	351	SHS #320155978 3/1	0.00	0.55
A101	49617	04/01/25	12293	CHEMEKETA COMMUNITY	1001131620050	371	EO WINTER 2025	0.00	2,981.00
A101	49618	04/01/25	17476	CINTAS CORPORATION	1002542116000	410	SHS 3/25	0.00	191.80
A101	49618	04/01/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 3/25	0.00	111.00
TOTAL CHECK								0.00	302.80
A101	49619	04/01/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 3/25	0.00	360.81
A101	49620	04/01/25	00681	DAVISON AUTO PARTS	1002542116000	460	SUPPLY TO 3/25	0.00	98.08
A101	49621	04/01/25	00702	MYNA L DECK	1002140005000	389	SERVICE 3/3-4/1/25	0.00	3,740.00
A101	49624	04/01/25	15262	FAULCONER-CHAPMAN S	1002520005000	640	FUNDS FROM SQUARE	0.00	978.42
A101	49625	04/01/25	17240	UNITED HOME IMPROVE	1002543005000	322	6 MONTH SERVICE 2/2	0.00	475.00
A101	49626	04/01/25	01395	JEFFREY WRAY LAWREN	1002310005000	389	UNEMPLOY APRIL-JUNE	0.00	125.00
A101	49627	04/01/25	15975	NORTHWEST CONTROL C	1002542620000	322	SHS AHU-2 BLOWER MO	0.00	3,291.40
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #0038610000 3/	0.00	851.80
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #9949211000 3/1	0.00	6,772.86
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7721670000 3/1	0.00	24.36
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS 31611690000 3/1	0.00	43.52
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS 31038610000 3/1	0.00	185.06
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #0905290000 3/1	0.00	289.50
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #0059211000 3/1	0.00	703.35
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #6758520000 3/1	0.00	755.99
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #8847290000 3/1	0.00	2,901.01
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542005000	325	DO #0742760000 3/1	0.00	164.64
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1002542005000	325	ANNEX #2649280000 3	0.00	311.51
A101	49628	04/01/25	02043	PORTLAND GENERAL EL	1001250618320	325	BLDG 1 #6038221000	0.00	514.27
TOTAL CHECK								0.00	13,517.87
A101	49629	04/01/25	17341	SALEM VOLLEYBALL OF	1001132620000	640	VB OCTOBER 2024	0.00	2,691.55
A101	49630	04/01/25	02310	SALEM-KEIZER SCHOOL	1002410620000	410	PAPER PALLET 3/19	0.00	1,512.80
A101	49630	04/01/25	02310	SALEM-KEIZER SCHOOL	1002410620000	355	SHS TARDY SLIPS 3/1	0.00	39.61
TOTAL CHECK								0.00	1,552.41
A101	49631	04/01/25	12203	SHERIDAN CHAMBER OF	1002321005000	640	2024-25 MEMBERSHIP	0.00	75.00
A101	49632	04/01/25	16528	US BANK EQUIPMENT F	1002410620000	355	SHS 5000637677000 3	0.00	125.00
A101	49633	04/01/25	17220	US BANK/11	1002134005000	410	SUPPLY	0.00	107.76
A101	49633	04/01/25	17220	US BANK/11	1002410116000	340	FOOD COSA 2025 MUL	0.00	20.13
A101	49633	04/01/25	17220	US BANK/11	1002410116000	340	LODGING 1015 COSA	0.00	595.59

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A101	49633	04/01/25	17220	US BANK/11	1001111137130	410	MXL R1RR RIBBON MIC	0.00	99.95
A101	49633	04/01/25	17220	US BANK/11	1001111137130	410	SE ELCTRONICS V7 SU	0.00	396.00
A101	49633	04/01/25	17220	US BANK/11	1002134005000	410	#54110 AED PADS A	0.00	399.95
A101	49633	04/01/25	17220	US BANK/11	1002410137000	410	SUPPLY	0.00	415.01
A101	49633	04/01/25	17220	US BANK/11	1001121116060	410	SUPPLY / SCIENCE ST	0.00	36.82
TOTAL CHECK								0.00	2,071.21
A101	49634	04/01/25	17222	US BANK/13	1001250618320	410	BLDG 1 SUPPLY	0.00	163.41
A101	49634	04/01/25	17222	US BANK/13	1001132620000	340	WRESTLING STATE TOU	0.00	345.06
A101	49634	04/01/25	17222	US BANK/13	1002190005050	353	SPED POSTAGE	0.00	43.38
TOTAL CHECK								0.00	551.85
A101	49635	04/01/25	17224	US BANK/15	1002520005000	353	POSTAGE OPEN PO	0.00	9.68
A101	49635	04/01/25	17224	US BANK/15	1002240620000	340	QADA STATE AD CONFE	0.00	488.80
A101	49635	04/01/25	17224	US BANK/15	1002222620000	430	THRIFTBOOKS.COM	0.00	466.43
A101	49635	04/01/25	17224	US BANK/15	1002410620000	410	SUPPLY TO 3/14	0.00	304.15
A101	49635	04/01/25	17224	US BANK/15	1002410620000	410	SUPPLY TO 3/14	0.00	204.87
TOTAL CHECK								0.00	1,473.93
A101	49637	04/01/25	16330	WALTER E NELSON CO	1002542116000	410	ORDER #SOSLM000811	0.00	76.84
A101	49637	04/01/25	16330	WALTER E NELSON CO	1002542116000	410	ORDER#SOSLM000679 3	0.00	260.91
A101	49637	04/01/25	16330	WALTER E NELSON CO	1002542620000	410	ORDER #SOSLM000917	0.00	38.42
A101	49637	04/01/25	16330	WALTER E NELSON CO	1002542620000	410	ORDER#SOSLM000679 3	0.00	273.86
A101	49637	04/01/25	16330	WALTER E NELSON CO	1002542005000	410	ORDER#SOSLM000679 3	0.00	297.85
TOTAL CHECK								0.00	947.88
A101	49638	04/01/25	03702	WILLAMETTE EDUCATIO	1002410620000	319	EDUSTAFF PAY DATES	0.00	1,323.93
A101	49638	04/01/25	03702	WILLAMETTE EDUCATIO	1002410137000	319	EDUSTAFF PAY DATES	0.00	2,392.86
A101	49638	04/01/25	03702	WILLAMETTE EDUCATIO	1001250005320	319	EDUSTAFF PAY DATES	0.00	2,560.42
A101	49638	04/01/25	03702	WILLAMETTE EDUCATIO	1001131620050	319	EDUSTAFF PAY DATES	0.00	7,474.27
A101	49638	04/01/25	03702	WILLAMETTE EDUCATIO	1001121116060	319	EDUSTAFF PAY DATES	0.00	7,562.74
A101	49638	04/01/25	03702	WILLAMETTE EDUCATIO	1001111137050	319	EDUSTAFF PAY DATES	0.00	39,359.33
TOTAL CHECK								0.00	60,673.55
A101	49645	04/09/25	17541	KYLE LAIER	1002690005000	389	SERVICES 4/1/25	0.00	2,125.00
A101	49646	04/09/25	17476	CINTAS CORPORATION	1002542116000	410	SHS CREDIT 3/18	0.00	-49.44
A101	49646	04/09/25	17476	CINTAS CORPORATION	1002542116000	410	SHS 4/8 SHS	0.00	187.68
A101	49646	04/09/25	17476	CINTAS CORPORATION	1002542116000	410	SHS 4/2	0.00	233.00
A101	49646	04/09/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 4/8	0.00	111.00
A101	49646	04/09/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 4/2	0.00	111.00
TOTAL CHECK								0.00	593.24
A101	49647	04/09/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 4/2	0.00	381.41
A101	49648	04/09/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 4/8	0.00	360.81
A101	49649	04/09/25	00489	CITY OF SHERIDAN	1002542116000	327	FCS #99-001-7-01 4	0.00	81.25
A101	49649	04/09/25	00489	CITY OF SHERIDAN	1002542116000	327	FCS #99-0016-00 4/1	0.00	1,430.23
A101	49649	04/09/25	00489	CITY OF SHERIDAN	1002542620000	327	SHS 302-0262-00 4/1	0.00	1,255.14
A101	49649	04/09/25	00489	CITY OF SHERIDAN	1002542005000	327	ANNEX #02-0310-02 4	0.00	51.70

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A101	49649	04/09/25	00489	CITY OF SHERIDAN	1002542005000	327	DO #02-0234-00 4/1	0.00	59.33
TOTAL CHECK								0.00	2,877.65
A101	49650	04/09/25	00489	CITY OF SHERIDAN	1002542005550	327	BRCTEC 02-0154-02 4	0.00	169.30
A101	49651	04/09/25	15773	COPYCATS	1002310005000	410	SUPPLY 3/28	0.00	952.00
A101	49652	04/09/25	17271	DOCUSIGN, INC	1002660005000	470	SIGNATURE BUSINESS	0.00	3,600.00
A101	49652	04/09/25	17271	DOCUSIGN, INC	1002660005000	470	PREMIER SUPPORT - E	0.00	540.00
TOTAL CHECK								0.00	4,140.00
A101	49653	04/09/25	15041	GARRETT HEMANN ROBE	1002310005000	382	LEGAL THRU 4/3	0.00	495.00
A101	49654	04/09/25	17498	HASCO STATIONS, LLC	1002558005320	322	SPED FUEL TO 3/31	0.00	61.38
A101	49654	04/09/25	17498	HASCO STATIONS, LLC	1002552005011	410	FUEL TO 3/31	0.00	419.82
TOTAL CHECK								0.00	481.20
A101	49657	04/09/25	15710	JULIA HOLSTI	1001131620050	410	COLLEGE APPRECIATIO	0.00	93.61
A101	49659	04/09/25	15373	EMILIE I MOLLOY	1002520005000	353	POSTAGE 4/2/25	0.00	30.69
A101	49660	04/09/25	15975	NORTHWEST CONTROL C	1002542620000	322	SHS RM 3 & 7, CONDU	0.00	1,645.36
A101	49661	04/09/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #2201-2 3/28	0.00	982.32
A101	49661	04/09/25	01794	NORTHWEST NATURAL G	1002542116000	326	FCS #1407699-6 3/2	0.00	1,650.80
A101	49661	04/09/25	01794	NORTHWEST NATURAL G	1002542620000	326	SHS #2247-5 3/28	0.00	2,768.39
A101	49661	04/09/25	01794	NORTHWEST NATURAL G	1002542005000	326	DO 32361-4 3/28	0.00	146.64
TOTAL CHECK								0.00	5,548.15
A101	49662	04/09/25	17359	POLK ADOLESCENT DAY	1001250005320	371	DAY TREATMENT MAR '	0.00	4,400.00
A101	49663	04/09/25	17212	RECOLOGY WESTERN OR	1002542116000	328	FCS #1080224311 3/	0.00	215.24
A101	49663	04/09/25	17212	RECOLOGY WESTERN OR	1002542116000	328	FCS MAR	0.00	902.19
A101	49663	04/09/25	17212	RECOLOGY WESTERN OR	1002542620000	328	SHS #1080224303 3/	0.00	867.63
TOTAL CHECK								0.00	1,985.06
A101	49664	04/09/25	04563	SHERIDAN BUILDING M	1002542620000	410	SUPPLY TO 3/31	0.00	216.52
A101	49665	04/09/25	16759	SIERRA SPRINGS	1002190005050	410	SPED WATER	0.00	10.49
A101	49665	04/09/25	16759	SIERRA SPRINGS	1002520005000	410	WATER	0.00	51.95
TOTAL CHECK								0.00	62.44
A101	49670	04/09/25	17224	US BANK/15	1002222620000	640	SCHOOL LIBRARY JOUR	0.00	159.99
A101	49671	04/09/25	16165	USA MECHANICAL INC	1002542005000	322	LOW WATER CUT OUT	0.00	4,356.25
A101	49672	04/09/25	17486	VERIZON CONNECT	1002552005000	389	VEHICLE TRACKING	0.00	105.40
A101	49674	04/09/25	17380	WEST VALLEY BULLETI	1002310005000	410	SUPPLY	0.00	158.00
A101	49674	04/09/25	17380	WEST VALLEY BULLETI	1002310005000	410	SUPPLY	0.00	200.00
A101	49674	04/09/25	17380	WEST VALLEY BULLETI	1002310005000	354	ADVERTSING MARCH	0.00	363.20

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	721.20
A101	49677	04/16/25	17005	BOTTEN'S EQUIPMENT	1001132620000	410	SAND	0.00	533.00
A101	49678	04/16/25	12614	CHOWN HARDWARE	1002542116000	460	4/9 SUPPLY	0.00	500.00
A101	49678	04/16/25	12614	CHOWN HARDWARE	1002542620000	410	4/9 SUPPLY	0.00	107.44
A101	49678	04/16/25	12614	CHOWN HARDWARE	1002542620000	460	4/9 SUPPLY	0.00	500.00
TOTAL CHECK								0.00	1,107.44
A101	49680	04/16/25	17498	HASCO STATIONS, LLC	1002552005011	410	FUEL TO 4/15	0.00	132.81
A101	49680	04/16/25	17498	HASCO STATIONS, LLC	1002558005320	322	SPED FUEL TO 4/15	0.00	194.12
TOTAL CHECK								0.00	326.93
A101	49681	04/16/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #5731231000 4	0.00	210.88
A101	49682	04/16/25	02310	SALEM-KEIZER SCHOOL	1001111137050	410	ADDITIONAL AMOUNT A	0.00	19.10
A101	49682	04/16/25	02310	SALEM-KEIZER SCHOOL	1001111137050	410	ADDITIONAL AMOUNTN A	0.00	771.27
A101	49682	04/16/25	02310	SALEM-KEIZER SCHOOL	1001121116060	410	ADDITIONAL AMOUNTN A	0.00	771.28
TOTAL CHECK								0.00	1,561.65
A101	49683	04/16/25	02433	SHERIDAN ROTARY CLU	1002310005000	640	DUES APR - JUNE '	0.00	160.00
A101	49686	04/16/25	16528	US BANK EQUIPMENT F	1001250005320	355	SP KYOCERA	0.00	166.75
A101	49686	04/16/25	16528	US BANK EQUIPMENT F	1002190116320	355	FCS KYOCERA	0.00	166.75
A101	49686	04/16/25	16528	US BANK EQUIPMENT F	1002310005000	355	DO KYOCERA	0.00	260.05
A101	49686	04/16/25	16528	US BANK EQUIPMENT F	1002410137000	355	FCS KYOCERA	0.00	573.70
A101	49686	04/16/25	16528	US BANK EQUIPMENT F	1002410620000	355	SHS KYOCERA	0.00	166.75
TOTAL CHECK								0.00	1,334.00
A101	49687	04/16/25	17517	SEAN VESPER	1002542005000	340	MILE 3/7 EUGENE	0.00	112.00
A101	49688	04/16/25	03702	WILLAMETTE EDUCATIO	1002240005000	340	AI CADRE SUMMIT 4/	0.00	100.00
A101	49689	04/23/25	15927	CENTURY LINK/AZ	1002410137000	351	FCS #314225840 4/11	0.00	67.85
A101	49689	04/23/25	15927	CENTURY LINK/AZ	1002410137000	351	FCS #446533202 4/1	0.00	67.85
A101	49689	04/23/25	15927	CENTURY LINK/AZ	1002190005050	351	FCS #446533202 4/1	0.00	249.83
A101	49689	04/23/25	15927	CENTURY LINK/AZ	1002410620000	351	SHS #313747293 4/11	0.00	131.78
A101	49689	04/23/25	15927	CENTURY LINK/AZ	1002321005000	351	DO / YELLOW HOUSE P	0.00	317.67
TOTAL CHECK								0.00	834.98
A101	49690	04/23/25	17476	CINTAS CORPORATION	1002542116000	410	SHS 4/15	0.00	99.10
A101	49690	04/23/25	17476	CINTAS CORPORATION	1002542116000	410	SHS 4/22	0.00	774.10
A101	49690	04/23/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 4/22	0.00	111.00
A101	49690	04/23/25	17476	CINTAS CORPORATION	1002542005000	324	UNIFORMS 4/15	0.00	111.00
TOTAL CHECK								0.00	1,095.20
A101	49691	04/23/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 4/15	0.00	55.93
A101	49692	04/23/25	17476	CINTAS CORPORATION	1002542116000	410	FCS 4/22	0.00	135.38
A101	49695	04/23/25	15507	MID COLUMBIA BUS CO	1002552005000	331	H/S MAR '25	0.00	27,324.67

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49695	04/23/25	15507	MID COLUMBIA BUS CO	1002558005320	331	SPED MAR '25	0.00	21,848.27
A101	49695	04/23/25	15507	MID COLUMBIA BUS CO	1002552137137	331	K-5 FIELD MAR '25	0.00	739.55
A101	49695	04/23/25	15507	MID COLUMBIA BUS CO	1002552116116	331	6-8 FIELD MAR '25	0.00	888.93
A101	49695	04/23/25	15507	MID COLUMBIA BUS CO	1002552620620	331	SHS FIELD MAR '25	0.00	737.81
A101	49695	04/23/25	15507	MID COLUMBIA BUS CO	1002552116116	332	7-8 COCURR MAR '25	0.00	407.03
A101	49695	04/23/25	15507	MID COLUMBIA BUS CO	1002552620620	332	SHS COCURR MAR '25	0.00	1,220.08
TOTAL	CHECK							0.00	53,166.34
A101	49696	04/23/25	15507	MID COLUMBIA BUS CO	1002552005000	332	GR MAR '25	0.00	4,704.00
A101	49697	04/23/25	16681	OETC	1002660005000	460	EPSON POWERLITE 119	0.00	1,008.00
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #0038610000 4/1	0.00	771.94
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542116000	325	FCS #9949211000 4/1	0.00	6,976.22
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7734220000 4/1	0.00	0.27
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #7721670000 4/1	0.00	24.94
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #1611690000 4/1	0.00	44.54
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #1038610000 4/1	0.00	165.24
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #0905290000 4/1	0.00	274.38
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #0059211000 4/1	0.00	581.21
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #6758520000 4/1	0.00	725.73
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542620000	325	SHS #8847290000 4/1	0.00	2,867.50
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542005000	325	DO #0742760000 4/16	0.00	152.02
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1002542005000	325	ANNEX#2649280000 4/	0.00	253.30
A101	49698	04/23/25	02043	PORTLAND GENERAL EL	1001250618320	325	DLC #6038221000 4/1	0.00	399.37
TOTAL	CHECK							0.00	13,236.66
A101	49699	04/23/25	16517	SOLUTIONS YES	1002410116000	355	FCS UP B/W 1/12-4/1	0.00	249.66
A101	49699	04/23/25	16517	SOLUTIONS YES	1002410137000	355	FCS LOW COLOR 1/12-	0.00	1,449.25
A101	49699	04/23/25	16517	SOLUTIONS YES	1002410137000	355	FCS LOW COLOR	0.00	262.81
A101	49699	04/23/25	16517	SOLUTIONS YES	1002410620000	355	SHS B/W 1/12-4/11/	0.00	872.45
A101	49699	04/23/25	16517	SOLUTIONS YES	1001250005320	355	SP B/W 1/12-4/11/25	0.00	65.35
A101	49699	04/23/25	16517	SOLUTIONS YES	1001250005320	355	SP COLOR 1/12-4/11	0.00	43.40
A101	49699	04/23/25	16517	SOLUTIONS YES	1002310005000	355	DO B/W 1/12-4/11	0.00	70.01
A101	49699	04/23/25	16517	SOLUTIONS YES	1002310005000	355	DO COLOR 1/12-4/11	0.00	88.21
TOTAL	CHECK							0.00	3,101.14
A101	49701	04/23/25	16528	US BANK EQUIPMENT F	1002410620000	355	SHS KYOCERA	0.00	125.00
A101	49702	04/23/25	17071	US BANK/10	1002190005050	410	SUPPLY SPED	0.00	74.46
A101	49702	04/23/25	17071	US BANK/10	1002190005050	410	SUPPLY SPED	0.00	497.81
A101	49702	04/23/25	17071	US BANK/10	1002190005050	353	SPED POSTAGE	0.00	310.60
TOTAL	CHECK							0.00	882.87
A101	49703	04/23/25	17274	US BANK/16	1002542116000	460	SUPPLY TO 4/3	0.00	474.22
A101	49703	04/23/25	17274	US BANK/16	1001132620000	640	ATHELTIC.NET	0.00	290.90
A101	49703	04/23/25	17274	US BANK/16	1001132620000	410	SHS CO-CURR SUPPLY	0.00	103.43
A101	49703	04/23/25	17274	US BANK/16	1001250618320	410	DLC	0.00	499.00
A101	49703	04/23/25	17274	US BANK/16	1002660005000	470	MONTHLY FCS	0.00	70.00
A101	49703	04/23/25	17274	US BANK/16	1001111137050	410	#2510DS 300' DUAL-	0.00	329.99
A101	49703	04/23/25	17274	US BANK/16	1001111137050	410	SHIPPING	0.00	42.90

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49703	04/23/25	17274	US BANK/16	1001250618320	410	PETE THE CAT	0.00	98.00
TOTAL CHECK								0.00	1,908.44
A101	49704	04/23/25	16330	WALTER E NELSON CO	1002542005000	410	ORDER#SOSLM001352 4	0.00	97.63
A101	49704	04/23/25	16330	WALTER E NELSON CO	1002542116000	410	ORDER#SOSLM001352	0.00	137.87
A101	49704	04/23/25	16330	WALTER E NELSON CO	1002542116000	460	ORDERSOSLM000999 3/	0.00	164.30
TOTAL CHECK								0.00	399.80
A101	49705	04/23/25	03702	WILLAMETTE EDUCATIO	1002150137050	389	2024/25 SLP/SLPA HY	0.00	58,918.75
A101	49718	04/28/25	03084	OEA-NEA/OREGON EDUC	100	L472.300	DED:5000 OEA DUES	0.00	4,323.72
A101	49719	04/28/25	03087	OSEA	100	L472.302	DED:5003 OSEA ADD'L	0.00	128.09
A101	49719	04/28/25	03087	OSEA	100	L472.302	DED:5001 OSEA DUES	0.00	1,837.98
TOTAL CHECK								0.00	1,966.07
A101	49720	04/29/25	17295	ABIDE WEB DESIGN LL	1002310005000	389	APR '25 BOND WEBSIT	0.00	168.75
A101	49721	04/29/25	16441	CENTURY LINK - NC	1002410620000	351	SHS #320155978 4/1	0.00	64.61
A101	49722	04/29/25	16404	COSA	1002410116000	340	DELATTE COSA JUNE '	0.00	375.00
A101	49722	04/29/25	16404	COSA	1002410116000	340	LOVE COSA JUNE '25	0.00	375.00
A101	49722	04/29/25	16404	COSA	1002321005000	340	VICKERY COSA JUNE '	0.00	375.00
A101	49722	04/29/25	16404	COSA	1002410620000	340	SCHRADER COSA JUNE'	0.00	375.00
TOTAL CHECK								0.00	1,500.00
A101	49727	04/29/25	17282	RIDDELL / ALL AMERI	1001132620000	389	22 HELMETS ORDER #	0.00	1,489.40
A101	49729	04/29/25	02586	STUCK ELECTRIC CO	1002542116000	322	FUSES 4/22	0.00	530.01
A101	49731	04/29/25	17220	US BANK/11	1002134005000	410	NURSING SUPPLY	0.00	149.97
A101	49731	04/29/25	17220	US BANK/11	1002134005000	410	NURSE SUPPLY	0.00	56.99
A101	49731	04/29/25	17220	US BANK/11	1002410137000	410	ADDITIONAL \$1000 AD	0.00	551.26
TOTAL CHECK								0.00	758.22
A101	49732	04/29/25	17222	US BANK/13	1002558005320	322	SPED CAR WASH	0.00	11.00
A101	49732	04/29/25	17222	US BANK/13	1002410620000	340	LODGING COSA 2025	0.00	332.40
A101	49732	04/29/25	17222	US BANK/13	1002321005000	340	LODGING COSA 2025	0.00	332.40
A101	49732	04/29/25	17222	US BANK/13	1002410116000	340	LODGING COSA 2025	0.00	664.80
TOTAL CHECK								0.00	1,340.60
A101	49733	04/29/25	17224	US BANK/15	1002410620000	410	SHS PRINTING	0.00	165.01
A101	49733	04/29/25	17224	US BANK/15	1002410620000	410	SUPPLY GENERAL OPE	0.00	73.03
A101	49733	04/29/25	17224	US BANK/15	1002410620000	410	SUPPLY OFFICE	0.00	76.72
A101	49733	04/29/25	17224	US BANK/15	1002410620000	410	PRINTER INK	0.00	59.49
A101	49733	04/29/25	17224	US BANK/15	1001132620000	640	CHEER COACH	0.00	50.00
TOTAL CHECK								0.00	424.25
A101	49734	04/29/25	17224	US BANK/15	1002520005000	640	4/6/25	0.00	110.73
A101	49735	04/29/25	16375	USA MECHANICAL	1002542620000	322	SHS FLOW SWITCH	0.00	1,653.50

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A101	49735	04/29/25	16375	USA MECHANICAL	1002542620000	322	SHS AIR PUMP REPLAC	0.00	1,486.50
TOTAL	CHECK							0.00	3,140.00
A101	V49641	04/02/25	10088	AMERICAN FIDELITY A	100	L471.007	DED:0970 PD LV OR	0.00	5,826.65
A101	V49641	04/02/25	10088	AMERICAN FIDELITY A	100	L472.008	DED:2068 AMER PREM	0.00	2,467.90
A101	V49641	04/02/25	10088	AMERICAN FIDELITY A	100	L472.009	DED:2067 AMER FIDEL	0.00	3,820.41
TOTAL	CHECK							0.00	12,114.96
A101	V49642	04/02/25	11747	INTERNAL REVENUE SE	100	L471.001	Q2/25 FED W/H	0.00	0.01
A101	V49642	04/02/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 MEDICARE	0.00	51.88
A101	V49642	04/02/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 FICA	0.00	221.84
TOTAL	CHECK							0.00	273.73
A101	V49643	04/02/25	15648	OEBB	100	L472.002	OEBB	0.00	17.81
A101	V49643	04/02/25	15648	OEBB	100	L472.001	OEBB	0.00	375.35
A101	V49643	04/02/25	15648	OEBB	100	L473.110	OEBB	0.00	123,931.81
TOTAL	CHECK							0.00	124,324.97
A101	V49644	04/02/25	03099	OREGON DEPT OF REVE	100	L472.010	Q2/25 WBFA ER	0.00	0.32
A101	V49644	04/02/25	03099	OREGON DEPT OF REVE	100	L471.005	Q2/25 WBFA EE	0.00	0.32
A101	V49644	04/02/25	03099	OREGON DEPT OF REVE	100	L471.006	Q2/25 TRANSIT	0.00	1.79
A101	V49644	04/02/25	03099	OREGON DEPT OF REVE	100	L471.002	Q2/25 STATE W/H	0.00	96.00
TOTAL	CHECK							0.00	98.43
A101	V49687	04/17/25	02037	OREGON PERS/EMPLOYE	100	L473.002	DED:1000 PERS	0.00	30,870.85
A101	V49687	04/17/25	02037	OREGON PERS/EMPLOYE	100	L473.001	DED:1011 PERS	0.00	36,722.04
A101	V49687	04/17/25	02037	OREGON PERS/EMPLOYE	100	L473.000	DED:1012 PERS	0.00	96,290.39
TOTAL	CHECK							0.00	163,883.28
A101	V49688	04/23/25	15899	SHERIDAN ALL PREP	1001288005000	360	SAP SSF 4/23/2025	0.00	348,872.38
A101	V49706	04/28/25	11747	INTERNAL REVENUE SE	100	L471.001	Q2/25 FED W/H	0.00	45,396.30
A101	V49706	04/28/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 FICA	0.00	68,961.25
A101	V49706	04/28/25	11747	INTERNAL REVENUE SE	100	L471.003	Q2/25 MEDICARE	0.00	16,128.04
TOTAL	CHECK							0.00	130,485.59
A101	V49707	04/28/25	03099	OREGON DEPT OF REVE	100	L471.002	Q2/25 STATE W/H	0.00	35,721.00
A101	V49707	04/28/25	03099	OREGON DEPT OF REVE	100	L471.005	Q2/25 WBFA EE	0.00	130.98
A101	V49707	04/28/25	03099	OREGON DEPT OF REVE	100	L472.010	Q2/25 WBFA ER	0.00	130.98
A101	V49707	04/28/25	03099	OREGON DEPT OF REVE	100	L471.006	Q2/25 TRANSIT	0.00	564.57
TOTAL	CHECK							0.00	36,547.53
A101	V49708	04/28/25	02037	OREGON PERS/EMPLOYE	100	L472.020	04/20/25 PERS	0.00	113.42
A101	V49709	04/28/25	03048	AFLAC	100	L472.006	DED:2066 AFLAC	0.00	194.74
A101	V49710	04/28/25	10088	AMERICAN FIDELITY A	100	L472.008	DED:2068 AMER PREM	0.00	2,371.80
A101	V49710	04/28/25	10088	AMERICAN FIDELITY A	100	L472.009	DED:2067 AMER FIDEL	0.00	3,772.41
TOTAL	CHECK							0.00	6,144.21
A101	V49711	04/28/25	10094	AMERICAN FIDELITY A	100	L472.002	DED:2070 MEDICAL	0.00	100.00

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A101	V49711	04/28/25	10094	AMERICAN FIDELITY A	100	L472.003	DED:2069 AMER DEPEN	0.00	716.66
TOTAL CHECK								0.00	816.66
A101	V49712	04/28/25	10097	AMERICAN FIDELITY A	100	L472.039	DED:4010 ROTH IRA	0.00	250.00
A101	V49712	04/28/25	10097	AMERICAN FIDELITY A	100	L472.038	DED:4003 DEF COMP	0.00	1,225.00
A101	V49712	04/28/25	10097	AMERICAN FIDELITY A	100	L472.033	DED:4004 TSA	0.00	4,292.00
TOTAL CHECK								0.00	5,767.00
A101	V49713	04/28/25	16055	AMERICAN FIDELITY H	100	L472.011	DED:2035 HSA EMPEE	0.00	525.00
A101	V49713	04/28/25	16055	AMERICAN FIDELITY H	100	L472.011	DED:2033 HSA	0.00	8,646.05
TOTAL CHECK								0.00	9,171.05
A101	V49714	04/28/25	16905	AXA-EQUITABLE	100	L472.035	DED:4009 TSA	0.00	2,891.60
A101	V49715	04/28/25	16768	HRA VEBA TRUST CONT	100	L472.012	DED:2034 HRA	0.00	18,229.00
A101	V49716	04/28/25	03099	OREGON DEPT OF REVE	100	L472.965	DED:6003 ORE REV	0.00	166.83
A101	V49717	04/28/25	11984	TEXAS LIFE INSURANC	100	L472.051	DED:3000 LIFE INS	0.00	2,304.37
TOTAL CASH ACCOUNT								0.00	1,151,775.59
TOTAL FUND								0.00	1,151,775.59

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FUND - 202 - CARES FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49639	04/01/25	15056	AMANDA SNOOK	2023300005000	410	SUPPLY 3/30	0.00	362.97
TOTAL CASH ACCOUNT								0.00	362.97
TOTAL FUND								0.00	362.97

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FUND - 204 - HIGH SCHOOL SUCCESS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49634	04/01/25	17222	US BANK/13	2041299620050	410	OPEN PO	0.00	346.36
A101	49634	04/01/25	17222	US BANK/13	2041299620050	410	HOME DEPOT	0.00	505.83
TOTAL	CHECK							0.00	852.19
A101	49635	04/01/25	17224	US BANK/15	2041299620130	460	SHELVING UNIT	0.00	299.00
A101	49635	04/01/25	17224	US BANK/15	2041299620130	460	CASTERS	0.00	262.08
A101	49635	04/01/25	17224	US BANK/15	2041299620050	410	SUPPLY	0.00	55.42
TOTAL	CHECK							0.00	616.50
A101	49656	04/09/25	01206	INDUSTRIAL WELDING	2041299620050	410	TANK RENTAL	0.00	5.00
A101	49666	04/09/25	17468	CAITLIN SMITH	2041299620050	410	SUPPLY	0.00	159.24
A101	49702	04/23/25	17071	US BANK/10	2041299620050	460	BAMBU LAB X1C 3D PR	0.00	2,706.80
A101	49702	04/23/25	17071	US BANK/10	2041299620050	460	SUPPLIES	0.00	421.10
TOTAL	CHECK							0.00	3,127.90
A101	49733	04/29/25	17224	US BANK/15	2041299620050	410	SUPPLY	0.00	221.01
A101	49733	04/29/25	17224	US BANK/15	2041299620050	410	SUPPLY	0.00	236.02
TOTAL	CHECK							0.00	457.03
TOTAL	CASH ACCOUNT							0.00	5,217.86
TOTAL	FUND							0.00	5,217.86

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FUND - 207 - ESD

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49655	04/09/25	17515	MINA M HUTCHINSON	2072240005050	340	MILEAGE ENVOY CLAS	0.00	42.00
A101	49702	04/23/25	17071	US BANK/10	2072240005050	340	LODGING ACTE CONFE	0.00	301.50
A101	49725	04/29/25	16926	ODESSA HANSEN	2072240005050	340	MILEAGE OREGON ACT	0.00	142.80
TOTAL CASH ACCOUNT								0.00	486.30
TOTAL FUND								0.00	486.30

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ACCOUNTING PERIOD: 11/25

FUND - 208 - OCF

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49622	04/01/25	17556	ELAINE BURKE	2082690005000	389	SERVICES MARCH '25	0.00	1,850.00
TOTAL CASH ACCOUNT								0.00	1,850.00
TOTAL FUND								0.00	1,850.00

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FUND - 209 - CAREER PATHWAYS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49634	04/01/25	17222	US BANK/13	2091131620560	410	SUPPLY	0.00	2,018.21
A101	49702	04/23/25	17071	US BANK/10	2091131620130	410	SUPPLY - CTE PATHWA	0.00	121.90
TOTAL CASH ACCOUNT								0.00	2,140.11
TOTAL FUND								0.00	2,140.11

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ACCOUNTING PERIOD: 11/25

FUND - 215 - SIA GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49675	04/09/25	16315	YAMHILL COUNTY HEAL	2152143005050	389	MH COUNSELING 4/8/2	0.00	9,397.58
TOTAL CASH ACCOUNT								0.00	9,397.58
TOTAL FUND								0.00	9,397.58

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FUND - 232 - SCHOOL HEALTH SVS GRANT										
CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
A101	49726	04/29/25	17567	REBECCA BORIS	2322690005362	340	MILEAGE OSNA SPRIN	0.00	50.40	
TOTAL CASH ACCOUNT								0.00	50.40	
TOTAL FUND								0.00	50.40	

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FUND - 233 - IDEA GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49634	04/01/25	17222	US BANK/13	2331250000320	410	SUPPLY IDEA	0.00	102.66
TOTAL CASH ACCOUNT								0.00	102.66
TOTAL FUND								0.00	102.66

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FUND - 252 - CTEC REVITALIZATION

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49636	04/01/25	17493	VIRAGE SIMULATION I	2522690005551	389	FULL TRAILER HARDWA	0.00	4,000.00
A101	49693	04/23/25	17549	CRAIG ALAN BROCKETT	2522690005554	389	CTE PATH 3/18-4/18/	0.00	5,850.00
A101	49700	04/23/25	17460	SEDCOR	2522690005551	389	ECONOM DEV 3/15	0.00	2,744.00
A101	49723	04/29/25	17549	CRAIG ALAN BROCKETT	2522690005554	340	MILE 2/28-3/25/25	0.00	231.00
TOTAL CASH ACCOUNT								0.00	12,825.00
TOTAL FUND								0.00	12,825.00

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FUND - 254 - EARLY LITERACY GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49633	04/01/25	17220	US BANK/11	2541111137000	410	FRIDAY ENRICHMENT S	0.00	288.32
A101	49655	04/09/25	17515	MINA M HUTCHINSON	2541111137000	340	MILE 3/5 SOR LIT	0.00	42.00
A101	49731	04/29/25	17220	US BANK/11	2541111137000	410	FRIDAY ENRICHMENT	0.00	86.59
TOTAL CASH ACCOUNT								0.00	416.91
TOTAL FUND								0.00	416.91

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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	49636	04/01/25	17493	VIRAGE SIMULATION I	2642690005000	389	FULL TRAILER HARDWA	0.00	5,500.00
A101	49636	04/01/25	17493	VIRAGE SIMULATION I	2642690005000	389	TRAILER INSTALLATIO	0.00	500.00
TOTAL CHECK								0.00	6,000.00
A101	49658	04/09/25	17489	JUST LOOK LEFT LLC	2642690005000	389	GRANT CONSULT FEB/M	0.00	4,000.00
A101	49703	04/23/25	17274	US BANK/16	2642690005000	410	ADOREEN CAT 6 OUTDO	0.00	49.99
TOTAL CASH ACCOUNT								0.00	10,049.99
TOTAL FUND								0.00	10,049.99

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FUND - 270 - FFV PROGRAM

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49669	04/09/25	17077	UNITED SALAD CO	2703100116000	450	FCS 3/6 FFVP CREDIT	0.00	-153.60
A101	49669	04/09/25	17077	UNITED SALAD CO	2703100116000	450	FCS 3/13 FFVP CREDI	0.00	-75.60
A101	49669	04/09/25	17077	UNITED SALAD CO	2703100116000	450	FCS 3/13 FFVP CREDI	0.00	-72.00
A101	49669	04/09/25	17077	UNITED SALAD CO	2703100116000	450	FCS 3/6 FFVP CREDIT	0.00	-40.70
A101	49669	04/09/25	17077	UNITED SALAD CO	2703100116000	450	FCS 3/18 FFVP CREDI	0.00	231.50
A101	49669	04/09/25	17077	UNITED SALAD CO	2703100116000	450	FCS 3/4 FFVP	0.00	256.80
A101	49669	04/09/25	17077	UNITED SALAD CO	2703100116000	450	FCS 3/11 FFVP	0.00	442.25
TOTAL CHECK								0.00	588.65
TOTAL CASH ACCOUNT								0.00	588.65
TOTAL FUND								0.00	588.65

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FUND - 271 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49638	04/01/25	03702	WILLAMETTE EDUCATIO	2713100116000	319	EDUSTAFF PAY DATES	0.00	531.83
A101	49640	04/01/25	04440	YAMHILL COUNTY PUBL	2713100620000	640	SHS 1/22	0.00	268.00
A101	49640	04/01/25	04440	YAMHILL COUNTY PUBL	2713100116000	640	FCS 2/11	0.00	345.00
TOTAL	CHECK							0.00	613.00
A101	49667	04/09/25	15118	SPRING VALLEY DAIRY	2713100620000	450	SHS 4/1	0.00	124.95
A101	49667	04/09/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 4/1	0.00	219.94
A101	49667	04/09/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 3/18	0.00	221.59
A101	49667	04/09/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 4/3	0.00	268.27
A101	49667	04/09/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 3/27	0.00	340.73
A101	49667	04/09/25	15118	SPRING VALLEY DAIRY	2713100620000	450	SHS 3/20	0.00	94.82
TOTAL	CHECK							0.00	1,270.30
A101	49668	04/09/25	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 3/31	0.00	1,062.33
A101	49668	04/09/25	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 3/27 CREDIT	0.00	-15.32
A101	49668	04/09/25	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 3/31	0.00	2,589.58
TOTAL	CHECK							0.00	3,636.59
A101	49669	04/09/25	17077	UNITED SALAD CO	2713100620000	450	SHS 3/4	0.00	174.40
A101	49669	04/09/25	17077	UNITED SALAD CO	2713100620000	450	SHS 3/11	0.00	341.50
A101	49669	04/09/25	17077	UNITED SALAD CO	2713100620000	450	SHS 3/18	0.00	420.60
A101	49669	04/09/25	17077	UNITED SALAD CO	2713100116000	450	FCS 3/13 NSLP CREDI	0.00	-29.00
A101	49669	04/09/25	17077	UNITED SALAD CO	2713100116000	450	SHS 3/4 NSLP	0.00	446.30
A101	49669	04/09/25	17077	UNITED SALAD CO	2713100116000	450	FCS 3/11 NSLP	0.00	481.80
A101	49669	04/09/25	17077	UNITED SALAD CO	2713100116000	450	FCS 3/18 NSLP	0.00	486.10
TOTAL	CHECK							0.00	2,321.70
A101	49676	04/16/25	16851	AUTO-CHLOR SYSTEM	2713100116000	324	FCS 4/10	0.00	366.85
A101	49676	04/16/25	16851	AUTO-CHLOR SYSTEM	2713100620000	324	SHS 4/10	0.00	287.30
TOTAL	CHECK							0.00	654.15
A101	49679	04/16/25	15986	GOODY MAN DISTRIBUT	2713100620000	450	SHS 4/10	0.00	49.80
A101	49679	04/16/25	15986	GOODY MAN DISTRIBUT	2713100116000	450	FCS 4/10	0.00	91.20
TOTAL	CHECK							0.00	141.00
A101	49684	04/16/25	15118	SPRING VALLEY DAIRY	2713100620000	450	SHS 4/8	0.00	167.50
A101	49684	04/16/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 4/8	0.00	266.34
A101	49684	04/16/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 4/10	0.00	339.05
TOTAL	CHECK							0.00	772.89
A101	49685	04/16/25	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 4/14	0.00	2,364.75
A101	49685	04/16/25	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 4/7	0.00	1,582.73
A101	49685	04/16/25	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS #652768303 4/7	0.00	2,347.33
TOTAL	CHECK							0.00	6,294.81
A101	49703	04/23/25	17274	US BANK/16	2713100116000	410	SUPPLY TO 4/3	0.00	11.99
A101	49703	04/23/25	17274	US BANK/16	2713100116000	410	FCS/SHS 410 SUPPLY	0.00	60.34
A101	49703	04/23/25	17274	US BANK/16	2713100620000	410	FCS/SHS 410 SUPPLY	0.00	431.25
TOTAL	CHECK							0.00	503.58

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FUND - 271 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49724	04/29/25	15986	GOODY MAN DISTRIBUT	2713100620000	450	SHS 4/24	0.00	55.70
A101	49724	04/29/25	15986	GOODY MAN DISTRIBUT	2713100116000	450	FCS 4/24	0.00	109.44
TOTAL CHECK									165.14
A101	49728	04/29/25	15118	SPRING VALLEY DAIRY	2713100620000	450	SHS 4/15	0.00	99.76
A101	49728	04/29/25	15118	SPRING VALLEY DAIRY	2713100620000	450	SHS 4/22	0.00	109.24
A101	49728	04/29/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 4/24	0.00	192.18
A101	49728	04/29/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 4/22	0.00	279.07
A101	49728	04/29/25	15118	SPRING VALLEY DAIRY	2713100116000	450	FCS 4/15	0.00	391.71
TOTAL CHECK									1,071.96
A101	49730	04/29/25	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 4/24 CREDIT	0.00	-45.27
A101	49730	04/29/25	02625	SYSCO FOOD SERVICES	2713100620000	450	SHS 4/21	0.00	1,148.55
A101	49730	04/29/25	02625	SYSCO FOOD SERVICES	2713100116000	450	FCS 4/21	0.00	1,970.76
TOTAL CHECK									3,074.04
TOTAL CASH ACCOUNT									21,050.99
TOTAL FUND									21,050.99

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FUND - 281 - PERS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	V49643	04/02/25	15648	OEBS	2812700005000	240	OEBS	0.00	3,166.15
TOTAL CASH ACCOUNT								0.00	3,166.15
TOTAL FUND								0.00	3,166.15

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FUND - 403 - CAPITAL PROJECTS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101	49623	04/01/25	17287	TERESA SPEAR	4034190005000	389	THREE YEAR INSPECTI	0.00	4,500.00
A101	49673	04/09/25	17345	WEATHERPROOFING TEC	4032542005000	322	SHS PATCH AND REPAI	0.00	5,438.00
A101	49694	04/23/25	16143	RUBEN CRUZ	4032542005000	389	FCS 3/16 23 30 4/6	0.00	1,250.00
TOTAL CASH ACCOUNT								0.00	11,188.00
TOTAL FUND								0.00	11,188.00
TOTAL REPORT								0.00	1,230,669.16



April 23, 2025

School District Boards of Willamette ESD Zone 1
c/o District Administrative Assistants

To the Esteemed School Boards of Zone 1,

I hope this message finds you well. I am writing to respectfully request your support for my reappointment to the Willamette Education Service District Board representing Zone 1.

Serving on the WESD Board has been a meaningful and rewarding experience, and I remain committed to supporting the vital regional work the ESD carries out on behalf of our students, educators, and communities. As a business owner in Yamhill County and an active member of our community, I believe I bring a unique and valuable perspective to the board. My background allows me to thoughtfully reflect on the data and information presented to us, not only through the lens of education, but also with a clear understanding of the workforce and community development needs of our region.

Throughout my service, I have been a strong advocate for expanding access to programs and services in Yamhill County. I continue to press for additional options that improve accessibility and meet the diverse needs of our students and families. I believe that by working together, we can strengthen educational opportunities and outcomes across the entire region.

I would be honored to continue serving in this role and to keep representing the interests and priorities of Zone 1 with dedication and integrity. Thank you for considering my request for reappointment. Please don't hesitate to reach out if you would like to discuss my service or vision further.

Warm regards,

Arturo Vargas

Arturo Vargas
avargasoregon@live.com

Arturo Vargas

- 541-908-5667 • avargasoregon@live.com

PROFESSIONAL SUMMARY

Results-driven grants and program management professional with over a decade of experience in public funding oversight, grant lifecycle administration, community impact initiatives, and strategic planning. Proven track record in aligning cross-sector stakeholders around shared goals. Adept at ensuring grant compliance, analyzing program data, and reporting.

CORE COMPETENCIES

- Grant Lifecycle Management & Compliance
- Public Funding Strategy & Implementation
- Nonprofit Program & Project Management
- Data Analysis, Reporting & Impact Evaluation
- Budgeting, P&L, and Cash Flow Oversight
- Stakeholder Collaboration & Leadership
- Procurement, Inventory & Financial Reporting
- Emotional Intelligence & Team Development

EDUCATION

Master of Business Administration (MBA)

George Fox University – Newberg, OR

Bachelor of Arts in Philosophy & Sociology

Oregon State University – Corvallis, OR

PROFESSIONAL EXPERIENCE

Founder, Partner & Operator

Hamblin Eatery LLC – Lafayette, OR | Feb 2020 – Present

- Lead all operations for a small business, including procurement, finance, compliance, and customer service.
- Manage budgeting, payroll, taxes, and annual financial reporting to ensure regulatory compliance.
- Oversee vendor contracts, inventory, and marketing strategy.

Program & Project Management Consultant

Self-Employed – Mid-Willamette Valley, OR | Oct 2017 – Jul 2022

- Directed multi-stakeholder engagement projects focused on community development, DEI, and long-term planning.
- Key Projects: Grand Ronde 2033 Strategic Plan (Confederated Tribes of Grand Ronde), Table for 12 (Oregon Community Foundation), MacTown 2032 Strategic Planning (City of McMinnville)

Community Engagement Grants & Impact Director

United Way of the Mid-Willamette Valley – Salem, OR | Oct 2013 – Jul 2017

- Oversaw full grantmaking cycle: application review, awards, monitoring, compliance, and reporting.
- Designed grant criteria and KPIs to enhance program accountability and measurable outcomes.
- Implemented collective impact strategies, improving collaboration among grantees and regional partners.

Community Service Coordinator

Marion County Children & Families Commission – Salem, OR | Dec 2009 – Oct 2013

- Directed the Reading for All Initiative, coordinating literacy programming across 10 school districts. Facilitated partnerships with over 250 organizations; led 500+ volunteers; reached 50,000+ households.
- Managed multi-year grants from the Oregon Community Foundation and Marion County Government.
- Authored/coordinated 60+ educational articles in the Statesman Journal.

COMMUNITY LEADERSHIP & BOARD SERVICE

Current Roles:

Executive Board Member – Willamette Valley Education Service District, Zone 3

Past Roles:

Board Member: Chehalem Cultural Center; Chair: Willamette Valley Community Health Advisory Council; Grant Reviewer: Oregon Department of Education Youth Development Council; Member: City of Salem Urban Development & Social Services Council; Member: Yamhill County Early Learning HUB; Council Member: FEMA Advisory Board, Yamhill County; McMinnville Parks & Recreation Advisory Board; Chair – Binational Health Fair Planning Committee; Community Advisor: Oregon Community Foundation, Latinos in Oregon Report.

Sheridan School District 48J

Code: GBN/JBA-AR(1)
Revised/Reviewed: 11/17/99; 3/21/12; 6/20/12;
8/16/17; 10/17/18; 11/14/18;
12/16/20
Orig. Code: GBN/JBA-AR

Sexual Harassment Complaint Procedure

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Dorie Vickery	Superintendent	971-261-6959	dorie.vickery@sheridan.k12.or.us

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy GBN/JBA - Sexual Harassment.

Step 1 The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five-working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee-in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not

limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final¹.

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent[or designee] will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

¹ If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

Sheridan School District
435 S Bridge St, Sheridan, OR 97378 | 971-261-6959

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Sheridan School District
435 S Bridge St, Sheridan 97378 | 971-261-6959

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Sheridan School District 48J

Code: GBN/JBA-AR(2)
Adopted: 12/16/20

Federal Law (Title IX) Sexual Harassment Complaint Procedure

Additional Definitions

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.¹

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent² and requesting that the district investigate the allegation of sexual harassment.³

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.⁴ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures.

Formal Complaint Procedures

Upon receipt of a formal complaint, the district will provide the parties⁵ written notice of the following:

1. Notice of the district’s grievance process, including any informal resolution process.

¹ This standard is not met when the only official with knowledge is the respondent.

² “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

³ A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

⁴ Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

⁵ Parties include the complainant and the respondent, if known.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details⁶ known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinator will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

Investigation

The Title IX Coordinator will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.⁷
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.⁸ The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

⁶ Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

⁷ The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

⁸ In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.⁹ Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions¹⁰ that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the district must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

⁹ This includes the evidence upon which the district does not intent to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

¹⁰ Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

Determination of Responsibility

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The standard to be used for formal complaints in determining whether a violation has occurred is the clear and convincing evidence¹¹ standard.

The person deciding the question of responsibility (the “decision-maker”) must be someone other than the Title IX Coordinator or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;
 - b. Any disciplinary sanctions the district imposes on the respondent; and
 - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Remedies

The Title IX Coordinator is responsible for effective implementation of any remedies.

The disciplinary sanctions¹² may include:

1. Discipline up to and including suspension and expulsion;

¹¹ A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

¹² Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;
4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.¹³

Dismissal of a Formal Complaint

The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;
1. Did not occur in the district's education program or activity¹⁴; or
2. Did not occur against a person in the United States.

The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation and taking action under a different process. The district may have an obligation to continue an investigation and process under a different process.

Consolidation of Complaints

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

¹³ It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be “non-disciplinary” and “non-punitive.”

¹⁴ Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

Informal Resolution

If the district receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the district may offer an optional informal resolution process, provided that the district:

1. Provides written notice to the parties disclosing:
 - a. The allegations;
 - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Appeals

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within 15 days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
4. Additional bases may be allowed, if made available equally to both parties.

When an appeal is filed, the district must:

1. Notify the other party in writing;
2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and

7. Provide the written decision simultaneously to both parties.

Timelines

The district will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility: [90] days;
2. Appeals (from receipt of appeal): 60 days;
3. Informal resolution process: 60 days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause¹⁵ with written notice to the parties.

Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).¹⁶

Training

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and information resolution processes. The training must also include avoiding prejudice of the facts at issue, conflicts of interest and bias.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.

¹⁵ Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

¹⁶ This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberately indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

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
Orig. Code: IKF

Graduation Requirements

The Board establishes graduation requirements for awarding of a high school diploma, a modified diploma, an extended diploma and ~~an alternative~~ 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. ~~A~~ In foster care~~child~~¹;
2. Experiencing houselessness²;
- ~~3. Homeless;~~
- ~~4.3.~~ A runaway;
- ~~5.4.~~ A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
- ~~6.5.~~ A child of a migrant worker;~~or~~
- ~~7.6.~~ Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program or
- ~~8.7.~~ ³Enrolled in an approved recovery school under ORS 336.680.

¹ "Foster child" is ~~As~~ 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 ^{5}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 arts⁶ (shall include the equivalent of one unit in written composition);
3. Three credits in science;
4. ~~Three credits in social sciences (including history, civics⁷/government, geography and economics~~
Three credits in social sciences (shall include 0.5 unit of US civics⁸ 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 ⁹financial literacy);
5. ¹⁰One-half credit of higher education and career path skills;
6. ¹¹One-half credit of (including personal financial education; finance));
7. One credit in health education;
8. One credit in physical education; and

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 343.961⁹⁶² or a hospital identified in ORS 343.261.

⁵ { If the district has additional credit or graduation requirements beyond the state minimum of 24, the district is required to include those additional credits and graduation requirements in the following list. }

⁶ “Language arts” includes reading, writing and other communications in any language, including English.

⁷ ~~Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451).~~

⁸ Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451).

⁹ 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.

¹⁰ 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).

¹¹ 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).

9. Three credits in career and technical education, the arts or world languages¹² (units shall be earned in any one or a combination).

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.

To receive a diploma, in addition to credit requirements outlined above ~~in OAR 581-022-2000~~, a student must¹³:

1. ¹⁴Demonstrate 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 ~~Has~~ a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. The student has ~~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 ~~which shall~~ include:

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

¹² "World languages ~~language~~" includes sign language, heritage languages ~~language~~ and languages other than a student's primary language.

~~¹³ The proficiency in Essential Skills requirement has been waived and is not a condition of receiving a high school diploma during the 2021-2022, 2022-2023 or 2023-2024 school year (Senate Bill 744, 2021).~~

¹⁴ 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. ¹⁵One-half credit in personal financial education;
6. ¹⁶One-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. ¹⁷Demonstrate 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 ~~learning expectations, construct, or content that is to be measured, grade level standard~~, 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

¹⁵ This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

¹⁶ This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

¹⁷ 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 Smarter Balanced~~ assessment.

A student's school team (which must include an adult student, parent/guardian of the student) shall decide if ~~that~~ a student ~~will~~^{should} 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.

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

1. Information ~~student, information~~ about the availability of high school diplomas, modified 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.

^{ 18 } **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 ~~of~~ 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.

¹⁸ {[OAR 581-022-2120(2) requires districts to have "policy whether to allow ELL students to demonstrate proficiency in all required Essential Skills in the students' language of origin." OAR 581-022-2120(4) waives this requirement through the 2027-28 school year.] Therefore, these two sections, i.e., Essential Skills and Essential Skills Appeal, are not required to be in policy at this time. The district could elect to keep the language and the bracketed portion of this footnote.}

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:~~

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~~^{six} 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 ~~Beginning in grade five or beginning after~~ a documented history ~~to qualify for an extended diploma~~, the district shall annually provide ~~to~~ the parents or guardians of ~~such the student,~~ ~~information about the availability and requirements of an extended diploma.~~

Alternative Certificates

~~Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma, or an extended diploma if the students meet minimum requirements established by the district.~~

~~Beginning in grade five or beginning after a documented history to qualify for an alternative certificate, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.~~

Certificate of Attendance

A {¹⁹}certificate of attendance²⁰ will be awarded to students who:

3. [Have maintained regular full-time attendance²¹ for at least four years beginning in grade nine;
4. Do not satisfy requirements for a high school diploma, modified diploma or extended diploma; and
5. Have a documented history²².]

For students with a documented history²³, 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 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, ~~a diploma, a~~ modified diplomas, and ~~diploma, an~~ extended diplomas ~~diploma, or an alternative certificate~~ 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, ~~than a modified diploma or an extended diploma~~ for the sole reason the student has the

¹⁹ {The Board shall define criteria for a certificate of attendance. OAR 581-022-2200 (3). See the Oregon Department of Education's [Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992](#). }

²⁰ 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.

²¹ {There is no established definition of "regular full-time attendance. The district should review any existing attendance definitions, consider the needs of students in the district and establish clear criteria. This should include how excused and unexcused absences are counted. A few options are provided. }

"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.

"Regular full-time attendance" means not having eight or more unexcused absences in any four-week period during which school is in session. See ORS 339.065 for definition of irregular attendance. This will be calculated on an annual basis and equates to having unexcused absences for less than 20 percent of the days or class periods during which school is in session.

²² "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.

²³ "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.

document history documented history listed under the above modified diploma or extended diploma requirements.

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~~shall~~ 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 ~~an alternative~~ certificate of attendance in the later of 4 years after starting ~~the ninth~~ 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~~ satisfy the requirements for a modified diploma, an extended diploma or ~~an alternative~~ 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 ~~an alternative~~ certificate of attendance in less than ~~4~~four 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 ~~an alternative~~ certificate of attendance shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma, or ~~an alternative~~ 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 and 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 are~~ 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, ~~an alternative~~ 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 ~~alternative~~ 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** ~~Smarter Balanced or alternate Oregon Extended Assessment~~ by completing the Oregon Department of Education’s Opt-out Form²⁴ and submitting the form to the district.

The district will issue a high school diploma ~~pursuant to Oregon law (ORS 332.114)~~ 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](#)
[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

²⁴ Oregon Department of Education page for: [30-day notice and opt-out form](#)

Code: IKJ

Adopted:

Artificial Intelligence

The Board recognizes the need to prepare staff and students for an increasingly technological future. Thus, the Board is committed to providing staff and students with the knowledge and skills necessary to navigate emerging technological innovations effectively and appropriately, including generative artificial intelligence (AI).

For purposes of this policy, "AI tool" is defined as AI applications, algorithms or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.

All AI tools used by the District must be reviewed by and receive prior approval from the Superintendent or designee. Such approval is required for free and fee-based AI tools used in connection with staff work and student assignments.

The Board directs the Superintendent/designee to develop procedures for staff and students concerning the use of AI and AI tools, consistent with the following:

1. Prohibits use inconsistent with District policies and procedures, classroom instructions and requirements, or State and Federal law;
2. Prohibits use inconsistent with expectations for staff and student conduct, including for discrimination, harassment or hazing and bullying;
3. Prohibits input of confidential district information, including staff and student data by name;
4. Prohibits representing content created using AI or AI tools as their own work product;
5. Requires transparency and accountability regarding disclosure of use of AI and AI tools;
6. Requires vetting of AI and AI tools prior to recommending use by staff and students;
7. Clarifies AI and AI tools approved for use and guidelines for seeking approval of new AI tools and
8. Clarifies that staff and students are held responsible for all reasonably foreseeable negative consequences of use of AI and AI tools.
9. All AI output must be reviewed by human eyes for accuracy of content.

All District staff and students must comply with all provisions of the District's policies and procedures on the use of generative AI and other emerging technologies and State and Federal law.

Reporting AI Concerns and Misuse

Staff and students with concerns about the safety and effectiveness of the use of AI or AI tools, or who suspect misuse that violates District policies and procedures or other applicable law, should contact the Superintendent/designee.

Data Privacy and Management

The District recognizes the importance of effective data privacy and management, including the protection of District data and information. The District will ensure that confidential data and other sensitive staff and student information is protected while using AI and AI tools.

Review of AI Use

The District will regularly review its use of AI and recommend updates to the Board that address safety, privacy, staff and student needs and other relevant areas. Recommendations to the Board will also address relevant updates to State and Federal laws and guidance concerning regulation of AI.

Training

The District will train staff and students on the requirements of this policy, other District policies and procedures regarding data privacy and management, acceptable uses of AI and AI prohibitions.

Staff and students may be disciplined for use of AI and AI tools inconsistent with District policies and procedures.

FERPA and Confidentiality

All laws regarding student records, confidentiality, privacy, and student internet use will be followed at all times. District staff are prohibited from sharing personally identifiable information (PII)¹ with any generative artificial intelligence application.

Violations

Students and staff in violation of policy or related rules may be subject to discipline and may be referred to law enforcement.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133.

Children's Internet Protection Act (CIPA), 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.

Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501–6505

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

Protection of Pupil Rights, 20 U.S.C. § 1232h.

Sheridan School District 48J

Code: JBA/GBN-AR(1)
Revised/Reviewed: 3/21/12; 6/20/12; 8/16/17;
10/17/18; 11/14/18; 12/16/20
Orig. Code: JBA/GBN-AR

Sexual Harassment Complaint Procedure

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Dorie Vickery	Superintendent	971-261-6959	dorie.vickery@sheridan.k12.or.us

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy GBN/JBA - Sexual Harassment.

Step 1 The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five-working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the

superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final¹.

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent[or designee] will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

¹ If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

Sheridan School District
435 S Bridge St, Sheridan, OR 97378 | 971-261-6959

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Sheridan School District
435 S Bridge St, Sheridan 97378 | 971-261-6959

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Sheridan School District 48J

Code: JBA/GBN-AR(2)
Adopted: 12/16/20

Federal Law (Title IX) Sexual Harassment Complaint Procedure

Additional Definitions

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.¹

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent² and requesting that the district investigate the allegation of sexual harassment.³

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.⁴ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures.

Formal Complaint Procedures

Upon receipt of a formal complaint, the district will provide the parties⁵ written notice of the following:

1. Notice of the district’s grievance process, including any informal resolution process.

¹ This standard is not met when the only official with knowledge is the respondent.

² “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

³ A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

⁴ Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

⁵ Parties include the complainant and the respondent, if known.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details⁶ known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinator will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

Investigation

The Title IX Coordinator will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.⁷
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.⁸ The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

⁶ Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

⁷ The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

⁸ In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.⁹ Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions¹⁰ that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the district must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

⁹ This includes the evidence upon which the district does not intent to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

¹⁰ Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

Determination of Responsibility

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The standard to be used for formal complaints in determining whether a violation has occurred is the clear and convincing evidence¹¹ standard.

The person deciding the question of responsibility (the “decision-maker”) must be someone other than the Title IX Coordinator or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;
 - b. Any disciplinary sanctions the district imposes on the respondent; and
 - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Remedies

The Title IX Coordinator is responsible for effective implementation of any remedies.

The disciplinary sanctions¹² may include:

1. Discipline up to and including suspension and expulsion;

¹¹ A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

¹² Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;
4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.¹³

Dismissal of a Formal Complaint

The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;
1. Did not occur in the district's education program or activity¹⁴; or
2. Did not occur against a person in the United States.

The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation and taking action under a different process. The district may have an obligation to continue an investigation and process under a different process.

Consolidation of Complaints

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

¹³ It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be “non-disciplinary” and “non-punitive.”

¹⁴ Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

Informal Resolution

If the district receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the district may offer an optional informal resolution process, provided that the district:

1. Provides written notice to the parties disclosing:
 - a. The allegations;
 - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Appeals

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within 15 days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
4. Additional bases may be allowed, if made available equally to both parties.

When an appeal is filed, the district must:

1. Notify the other party in writing;
2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and

7. Provide the written decision simultaneously to both parties.

Timelines

The district will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility: [90] days;
2. Appeals (from receipt of appeal): 60 days;
3. Informal resolution process: 60 days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause¹⁵ with written notice to the parties.

Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).¹⁶

Training

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and information resolution processes. The training must also include avoiding prejudgment of the facts at issue, conflicts of interest and bias.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.

¹⁵ Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

¹⁶ This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberately indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

Sheridan School District 48J

Code: JFE
Adopted: 1/18/95
Readopted: 6/20/12
Orig. Code: JFE

Pregnant and/or Parenting Students**

~~A pregnant and~~ The district shall not discriminate in its education program or activity against any student based on their current, potential, or past pregnancy, parenting, or related conditions. No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood. A pregnant and/or parenting student shall be encouraged to continue with an educational program and to participate in all district~~school~~-sponsored activities, ~~unless physically unable~~. The district shall ensure that pregnant and/or parenting students receive special services as ~~temporarily~~ necessitated by their condition~~conditions~~.

Neither pregnancy nor parenting constitute an exemption from Oregon compulsory attendance law.

~~No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood.~~

The district shall, in considering and obtaining special services for pregnant and/or parenting students:

1. Inform pregnant and/or parenting students and their parents of the availability of such services in the ~~school~~-district, education service district or in the community.
2. Facilitate the provision of such services, including counseling, life skills and parenting education, ~~childcare~~~~child care~~, transportation, career development and health and nutrition services to pregnant and/or parenting students.
3. Inform pregnant and/or parenting students and their parents of the availability of resources provided by other agencies, including health and social services.
4. Provide educational programs and schedules that address the individual learning styles and needs of pregnant and/or parenting students.
5. Develop individualized educational programs or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regularly provided school program.

When a district employee is notified of a student's pregnancy or related condition by the student or a person who has a legal right to act on behalf of the student, the employee will provide notice to that person. The notice will include:

1. The Title IX Coordinator's contact information;
2. That the Title IX Coordinator can coordinate specific actions to prevent discrimination and ensure the student's equal access to the district's education program or activity;

[Date] [Initials]

Pregnant and/or Parenting Students** – JFE

3. The district’s responsibilities under Title IX; and

4. The district’s notice of nondiscrimination.

The student will be allowed access to a lactation space¹ described in Board policy GBDA – Expression of Milk or Breastfeeding.

The superintendent or designee will develop guidelines^{2} ~~administrative regulations as~~ necessary to ensure compliance with the provisions of state and federal law.

END OF POLICY

Legal Reference(s):

[ORS 336.640](#)
[ORS 339.010](#)

[ORS 339.030](#)
[OAR 581-021-0046](#)

[OAR 581-023-0100\(3\)](#)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2024).

¹ A lactation space must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed. (34 CFR 106.40(b)(3)(v))

² { Guidelines are required according to ORS 336.640 but does not rise to the level of an administrative regulation. A sample form is available to support developing a student’s required individual written plan (OAR 581-023-0100(3)). }

OSBA Model Sample Policy

Code:
Adopted:

JHCD

Medications**/*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 339.866 - 339.871](#)
[ORS 433.800 - 433.830](#)
[ORS 689.800](#)

[OAR 166-400-0010\(17\)](#)
[OAR 166-400-0060\(29\)](#)
[OAR 333-055-0000 - 0035](#)
[OAR 581-021-0037](#)

[OAR 581-022-2220](#)
[OAR 851-047-0000 - 0030](#)

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

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

House Bill 1552 (2024).

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

OSBA Model Sample Administrative Regulation

Code: JHCD-AR

Adopted:

Medications**/*

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

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

1. Definitions¹

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

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

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

2. Designated Staff/Training

- a. Medications, including injectable medications, may be administered by trained personnel as part of a formal delegation by a registered nurse.
- b. The principal, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy and this administrative regulation.
- c. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.
- d. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training thereafter shall be provided in-person³. During

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

³ An online training may qualify as “in-person” when these measures are met: content is provided via synchronous, interactive online sessions with a trainer and learners visible on screen; trainers must be licensed and work within their scope of practice;

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

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

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

4. Administering Short-Acting Opioid Antagonists

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

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

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

- a. A description of short-acting opioid antagonists and their purpose;
- b. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
- c. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and

and include in-person, skills demonstration for training developed by the Oregon Health Authority for epinephrine, glucagon, and for medication to treat adrenal insufficiency.

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

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

- d. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

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

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

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

6. Administering Medication to a Student

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

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

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

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

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

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

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

7. Administration of Medication by a Student to Themselves

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

- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication⁷ and must have:
 - (a) The written permission of the student's parent or guardian;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.
- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - (a) The written permission of the student's parent or guardian; and
 - (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.
- b. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. A student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- d. The sharing and/or borrowing by a student of any medication with another student is strictly prohibited⁸;
- e. The district personnel will request backup medication, when the medication is to treat a student's asthma or severe allergy emergency, from the student's parent or guardian. Backup medication, if provided by a student's parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. The permission for a student to administer medication to themselves may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;

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

⁸ [Except for short-acting opioid antagonists.]

- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication;
 - j. The district allows the application of and use by students of nonprescription sunscreen, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.
8. Handling, Monitoring and Safe Storage of Medication Supplies for Administration of Medication
- a. Any medication must be delivered to the school in its original manufacturer's or current prescription container, accompanied by the permission form and written instructions, as required above.
 - b. Prescription medication must always be the most current prescription and kept in the original, labeled container.
 - c. Nonprescription medication must be kept in original manufacturer's bottle or box.
 - d. Never administer medication sent to school in unlabeled containers.
 - e. Never repack medication into a plastic bag or other container for any reason.
 - f. Medication in any form categorized as a sedative, stimulant, anti-convulsive, narcotic analgesic or psychotropic medication will be counted or measured by designated personnel or parent or guardian in the presence of another district employee upon receipt [and initialed by the two individuals who counted or witnessed the procedure], documented in the student's medication administration record (MAR) and routinely monitored during storage and administration. Any discrepancies will be reported to the district nurse or principal immediately and documented in the student's MAR. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
 - g. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
 - h. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;
 - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication in a secure area;
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.]
 - i. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
 - j. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.
9. Emergency Response
- a. Designated personnel will immediately call 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects and allergic reactions, including the administration of epinephrine. The parent or guardian, district nurse and principal will be notified immediately.
 - b. Adverse reactions which result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately.

- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
- d. Any available staff will immediately call 911 when a short-acting opioid antagonist is administered to any student or other individual on district premises.

10. Disposal of Medications

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

11. Transcribing, Recording and Record Keeping

- a. A medication administration record (MAR) will be maintained for each student administered medication by the district. The MAR will be in paper⁹ or electronic form and will include, but not be limited to:
 - (1) The full name of the student, date of birth, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. A MAR for medication administered as part of an IEP goal should be maintained in the IEP record at the end of each school year.

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

- c. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- d. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.
- e. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with school personnel with a legitimate educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

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

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

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

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

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

Non-Liability Provisions for Self-Administration and Autoinjectable Epinephrine

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

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

administer the medication regardless of whether the student or individual has a prescription for epinephrine.

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

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

Sheridan School District 48J

Code: JHCD/JHCDA
Adopted: 3/21/18
Revised/Readopted: 9/16/20

Medications**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis¹, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to themselves prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

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

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

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

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

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

¹ Under proper notice given to the district by a student or student's parent or guardian.

A request to the district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber².

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

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law³, is required and will be kept on file.

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

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

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

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

⁴Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

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

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

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

³ Subject to ORS 109.610, 109.640 and 109.675.

⁴ The district is not required to provide or administer this medication. If the district plans on providing and administering this medication this policy language and other associated bracketed policy language is required. If the district does not plan to provide or administer this medication, do not include this language or other associated bracketed language in this policy.

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

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages as a result of the use of medication if that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self-administer the medication regardless of whether the student or individual has a prescription for epinephrine[, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug].

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

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

END OF POLICY

Legal Reference(s):

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

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

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

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

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

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

Cross Reference(s):

EBBAA - Infection Control - HIV, AIDS, HBV

Sheridan School District 48J

Code: JHCD/JHCDA-AR
Revised/Reviewed: 6/20/12; 2/19/14; 12/17/14; 5/20/15;
8/19/15; 5/18/16; 2/21/18; 11/14/18;
9/16/20

Medications**

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

1. Definitions

- a. “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies.¹ Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.
- b. “Prescription medication” means any medication that under federal or state law requires a prescription by a prescriber.
- c. “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
- d. “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
- f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. “Prescriber²” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescribe authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.

¹ If the district plans to provide and/or administer naloxone in the district this language and other associated bracketed language is required. If the district does not plan to provide and/or administer naloxone in the district do not include this language or other associated bracketed language.

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

- h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. “Designated personnel” means the school personnel designated to administer medication pursuant to district policy and procedure.

2. Designated Personnel/Training

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

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

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

4. ³Administering Naloxone or Other Similar Medication to a Student or Other Individual

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

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

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

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

6. Administering Medications to Students

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

³ Ibid. p. 1.

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

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

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

- (a) The nonprescription medication is necessary for the student to remain in school;
- (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
- (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instruction, if any; and
 - (vii) Signature of the student's parent or guardian.

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

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school,

at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;

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

7. Administration of Medication by a Student to Themselves

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

- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.
- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - (a) The written permission of the student's parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.
- b. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide back up medication for emergency use by that student. Backup medication, if provided, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency.
- e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. Permission for a student to administer medication to themselves may be revoked if the student violates Board policy and/or this administrative regulation;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate;
- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students
 - a. Medication administered by designated personnel to a student or self administered by a student, must be delivered to the school, in its original container, accompanied by the permission form and written instructions, as required above.
 - b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
 - c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
 - d. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box;
 - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator;
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.
 - e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
 - f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.
9. Emergency Response
 - a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian, school nurse and principal will be notified immediately.
 - b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.
 - c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel member believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
10. Disposal of Medications
 - a. Medication not picked up by the student's parent or guardian, or the student when allowed to pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion as follows:

- (1) Medication will be removed from its original container and personal information will be destroyed;
- (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and
- (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
- (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

Prescriptions will be flushed down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so.

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

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

11. Transcribing, Recording and Record Keeping

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

Sheridan School District 48J

Code: JEBA
Adopted: 6/20/12
Revised/Readopted: 3/16/16

Early Entrance**

A student is considered six years of age and will be admitted into a public school if his/her sixth birthday occurs on or before September 1. A student whose sixth birthday occurs after that date may be admitted to the first grade if he/she has maintained regular attendance in any grade of a public full-time school during the entire school term.

A student will be admitted to kindergarten if his/her fifth birthday occurs on or before September 1, or is a kindergarten student transferring from a public school in another district.

~~Early entry into school may be allowed for a student whose needs would best be met in the school program based on an analysis by qualified professional staff of his/her:~~

~~1. Cognitive development;~~

~~2. Social development;~~

~~3. Physical development.~~

~~The superintendent shall identify screening processes and instruments which will provide a dependable assessment of the preceding criteria.~~

~~Parents will be required to pay the cost of the special testing involved.~~

END OF POLICY

Legal Reference(s):

[ORS 327.006](#)
[ORS 336.092](#)

[ORS 336.095](#)
[ORS 339.115](#)

[ORS 343.395](#)
SB 321 (2015)

Sheridan School District 48J

Code: JEBA-AR
Adopted: 2/01/94
Revised/Reviewed: 6/20/12; 3/16/16
Orig. Code: JEBA

Early Entrance**

If a request for early admission to the kindergarten or first grade is received by the district, the following guidelines will be used:

1. A child attaining age six on or before September 1 will be admitted to first grade. Children who are not age six by September 1 may be considered for early entry to first grade. A child attaining age five on or before September 1 may be admitted to kindergarten. A child who is not age five by September 1 may be considered for early entry to kindergarten;
2. The Request For Early Entrance form must be filled out by a parent. The completion of these forms and receipt of formal evaluation results will activate the early entry committee. Members of that committee are: kindergarten and first grade teachers, the speech and language therapist, building principals and the director of special services;
3. The parents will be made aware that it is their responsibility to secure testing by a qualified agency approved by the director of special services;

The three areas that must be tested include:

- a. Cognitive (intelligence) development;
- b. Social (social/emotional) development; and
- c. Physical development.

Test scores should be in the top quartile for entering the requested grade level;

4. All information must be received by the director of special services on or before August 15;
5. The early entry committee will review the test information and the parent interview forms. If a student is to be considered for early entrance, the student will also be required to participate in a one-day screening/observation conducted by the school district during the month of August;
6. The screening committee will make recommendations to the superintendent, and parents will be notified by the end of August;
7. A written appeal can be made by the parents to the superintendent who may affirm, reverse or modify the early entry committee's decision. A subsequent hearing may be held with the Board if the respective decision does not meet with the approval of the parent.