



YAMHILL CARLTON SCHOOL DISTRICT

120 N. Larch Place - Yamhill, OR 97148 | PH: 503-852-6980 - FX: 503-662-4931 | www.ycsd.k12.or.us

BOARD OF DIRECTORS

REGULAR SESSION AGENDA

LOCATION: YCSD BOARDROOM: 120 N. LARCH PL. YAMHILL OR 97148

Or VIA ZOOM <https://us06web.zoom.us/j/91341315065>

Password: sW66uH

Thursday, January 9, 2025

Regular Session: 6:00pm

AGENDA - Revised

I. Call to Order Regular Session

I. Flag Salute

II. Individuals, Delegations, Recognitions, and Communications

- A. YCHS - Tanner Smith & Brad Post – Verbal Report
- B. YCIS – Amanda Dallas & Chad Tollefson - Verbal Report
- C. YCES - Amanda Dallas – Verbal Report
- D. Board Appreciation

Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form by sending an email to the Board Secretary at brownm@ycschools.org. The Board will receive public comments at this time but will defer issues to the appropriate administrator. During public comment, the Board listens but neither discusses, nor responds to questions and concerns. Speakers are limited to three minutes.

III. Review of Agenda (Action Item)

IV. Regular Session – Consent Agenda (Action Item)

- A. Approval of Board of Directors Minutes
 - 1. Regular Session Minutes: 12/12/2024
- B. Personnel
- C. Enrollment
- D. Donations
- E. Surplus

V. Announcements and Reports

- A. Superintendent's Report – Clint Raever – Verbal Report
- B. District Facilities Report – Ian Barr – Verbal Report
- C. Financials and List of Bills for December 2024 – Tami Zigler (Action Item)
- D. Quarterly Financial Update – Tami Zigler

VI. New Business

- A. PERS Update
- B. 2025-2026 Budget Calendar (Action Item)
- C. Auditor Selection Discussion (Action Item)
- D. First Read of Policies:
 - 1. Nondiscrimination and Civil Rights (AC)
 - 2. Sexual Harassment (GBN/JBA and JBA/GBN)
 - 3. Pregnant and Parenting Students (JFE)
 - 4. Medications (JHCD) – New Policy
- E. Policies to Delete:
 - 1. Sexual Harassment (GBN/JBA-AR and JBA/GBN-AR)
 - 2. Medications (JHCD/JHCDA and JHCD/JHCDA-AR)

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- F. New and Updated AR Policies:
 - 1. Nondiscrimination and Civil Rights (AC-AR(1) and AC-AR(2))
 - 2. Electronic Communications System (IIBGA-AR)
- G. Adopt Updated Electronic Communications System Policy (IIBGA)

VII. Board of Directors Comments

VIII. Adjournment



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BOARD OF DIRECTORS

REGULAR SESSION AGENDA

LOCATION: YCSB BOARDROOM: 120 N. LARCH PL. YAMHILL OR 97148

Or VIA ZOOM <https://us06web.zoom.us/j/91341315065>

Password: sW66uH

Thursday, December 12, 2024

Regular Session: 6:00pm

Board Members Present: Erin Galyean, JaJetta Dumdi, Ken Watson, Jami Eglund

Admin and DO Present: Clint Raever, John Horne, Mary Brown, Ian Barr, Chad Tollefson, Tanner Smith, Brad Post, Tami Zigler, Morgan Bishop

Others Present: Lucas Partin, Michelle Partin, Gordon Dromgoole, Tiffany Elvrum (via Zoom)

MINUTES

I. Call to Order Regular Session

E.Galyean called the meeting to order at 6:00pm.

II. Flag Salute

III. Individuals, Delegations, Recognitions, and Communications

A. Audit Report Presented by Tara Kamp, Pauly Rogers and Co PC

Tiffany Elvrum, a manager from Pauly Rogers and Co PC, joined via Zoom and reviewed the audit report. The purpose of the audit is to verify that the district is in compliance with generally accepted accounting principles and auditing standards, the Oregon Municipal Audit Law and the related administrative rules, and the federal, state, and other agency rules and regulations related to expenditures of federal awards. Page two shows the results of the audit. The result was an unmodified opinion, which means the auditors have given a "clean" opinion. Regarding the State minimum standard, there were not exceptions or issues requiring comment, except as noted on page 57 of the report. T.Zigler will go over this in more detail during the new business item on the financial audit. Regarding federal awards, no issues of non-compliance and no questioned costs. No separate management letter was issued.

B. YCIS - Student Spotlight

-C.Tollefson stated that the student spotlight is showcasing the morning announcement that their leadership students have started recording.

-None of the students were able to attend the meeting tonight, but he shared a video of one of them.

They record them in the student center and have a green screen for it. They have different students lead the announcements. It is a great way to hear the news from their peers instead of just doing the announcements over the intercom.

C. YCHS - Student body - Verbal Report

-Lucas Partin, the ASB treasurer, reported.

-The leadership class has been pretty busy.

-They are planning on doing a lip dub with the entire school in the spring. A lip dub is like a lip sync. They started doing some practice ones with just leadership students to practice the filming and editing of it.

-They attended a leadership conference in Newberg and they are working on bringing the hype to all of the students.

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- They have put a lot of work into tomorrow's assembly. They will be doing a flash mob at the beginning of it.
- They are halfway through spirit week. It is going really well.
- He printed 3D YC emblem ornaments and gave one to everyone at the meeting.
- C.Raever added that L.Partin attended the Yamhill City Council meeting last night with him.
- The rocketry team got to go on a really cool field trip. They went to the Portland Airforce base. They were able to see some take offs and talk to some of the air men.
- The rocketry team just presented their preliminary design. They will be the first school to do a liquid bipropellant engine.

D. YCHS - Tanner Smith & Brad Post - Verbal Report

- B.Post reported.
 - There are 92 student athletes participating in winter sports. Boys basketball has 27 students with three teams. Girls basketball has 24 students and has two teams. Boys wrestling has 26 students with a novice, JV, and varsity team. Girls wrestling has 12 students. The cheer squad has 12 students.
 - The basketball programs kicked off the season with great success. The boys' team is undefeated at 3-0 and are competing in the Dayton tournament tonight. The girls' team has also started strong, winning a pre-season round-robin tournament in Vernonia last weekend.
 - In wrestling, the boys competed valiantly at the Kelly Bledsoe Invitational in Rainier. The girls placed third overall.
 - The cheer squad is in full swing, practicing baskets, stunts, and holds to elevate their performance for upcoming competitions.
 - The Tiger Athletics Hall of Fame Committee met for the second time this academic year to finalize plans for the inaugural induction ceremony. This exciting event will honor seven individual inductees and two sports teams, with formal announcements and invitations coming soon.
 - He is participating in the OADA Ambassador Program, where he is collaborating with fellow athletic leaders and studying the book 'The Score That Matters'. This initiative has reinforced their focus on transformational and transactional coaching. This fall, the coaching staff is committed to fostering positive, character driven leadership.
 - From the data gathered, the football program went from eight dead ball/unsportsmanlike conduct penalties in 2023, down to two. Soccer had no red cards, which is another area of improvement from the 2023 season. He is grateful for the tools and insights provided by the ambassador program.
- T.Smith reported.
 - For Tigers on Track, at the moment, the biggest fluctuation is the freshmen class.
 - The most recent data shows:
 - 77% of Freshmen are on track with a finishing projection of 87%.
 - 72% of Sophomores are on track with a finishing projection of 84%.
 - 78% of Juniors are on track with a finishing projection of 86%.
 - 87% of Seniors are on track with a finishing projection of 93%.
 - This is just for the semester.
 - The J term interventions will help a lot with getting students back on track. K.Watson asked what the dates of J-term are. T.Smith stated it starts January 6th and ends February 3rd.
 - A few items from the State report card data:
 - The average class size is 17. The state average is 22.5.
 - Regular attender students above 90% attendance is 68%. The state average is 66%.
 - Ninth grade on track to graduate is 92%. The state average is 85%.
 - On time graduations rate is 85%. The state average is 81%.
 - The college going percentage is 52%. The state average is 53%. These are students that enroll in a two or four year college within twelve months of graduation.

-K.Watson stated it would be interesting to graph the Tiger on Track data through the year to compare the data from before J-term and after J-term. T.Smith stated he will share that data after J-term. He thinks the percentages right now have a lot to do with students procrastinating. A lot of work will get turned in at the last minute which will bring their grades up.

-For J-term this year, instead of showing kids what classes they could take, they had students take a survey to share what classes they were interested in. Classes include gardening, ceramics, teacher in me class (they will go to the intermediate and elementary school and shadow teachers), adulting 101, military careers, crash to treasure, famous supreme court cases, and a lot more. They wanted to make sure they were able to get deliverables from these classes.

-J.Dumdi noticed that, on the state report card, the five year completion rate has decreased from the prior year and is lower than the state average. T.Smith stated that he doesn't know much about why that would be since he was not here when those students came through. He will do some research on this and let her know. K.Watson also pointed out that if a student drop outs and gets their GED, they count as a non-completer for the four year graduation rate.

E. YCIS - Chad Tollefson - Verbal Report

-C.Tollefson presented on A.Dallas' behalf. She asked that the board email her if they have any questions.

-December is always so busy. It is always filled with fun memory-making family activities.

-Grinchmas is tomorrow night from 5:00pm to 6:30pm. They are looking forward to a fun evening watching The Grinch movie and visiting with the families.

-The sing-a-long/winter concert will be Wednesday, December 18th. Kindergarten through fifth grade will be performing at 6:00pm and sixth through twelfth will be performing at 7:00pm. The kindergartens through fifth graders will sing in the high school dome gym. The students will be on risers, each grade level standing for their grade level song. They will be singing one song together at the end. They will pass out candy canes and a book for each family.

-They had a community food drive. It was a grade level competition. The grade level that brought in the most donations won a pizza party and competition was crazy. The 8th graders just barely won. They collected over 2,000 canned food items for the community.

-They have five students who will be shopping with the sheriff's department.

-Last night, staff had a holiday gathering at the Larson House and did a white elephant gift exchange. It is always nice to see everyone outside of school. They are also doing a staff bake fest.

-C.Tollefson can't say enough about the leadership team at YCIS and how much they are doing.

-Jeremy Clements changed the bells to a Christmas tune for the month of December.

-They are handing out candy canes during random times throughout the day and have Tyrone the tiger hidden all over the building for students to find.

-Thank you to the PTO for doing hot cocoa day on December 19th.

-A letter with information about J-term has been sent to parents.

-Regarding Dibels and iReady, the leadership team has decided to progress monitor as a school on a monthly basis.

-The MTSS team is focusing on how to bring PAX to life now that they have been trained. The team leads will lead discussions on PAX and their plans to expand it.

-The state report card shows they went up in all areas with math showing the greatest gain. They still have work to do, but in all of the areas they have had growth.

-E.Galyean asked what the opt out rate was. C.Tollefson replied that he knows they didn't meet the state requirement for participation. He believes it was around 70 or 71% participation. K.Watson asked if it is a local problem. C.Raever replied that it is not. It is all over the state. K.Watson stated that it kind of renders the whole report card inaccurate. C.Raever agreed that the data is skewed because of the high number of opt outs. The Oregon State Assessment test is a one-shot deal. How the students do on the day of testing is the only thing being looked at.

-E.Galyean asked if the state report card is not accurate, how do they get a more robust progress monitoring program. C.Raeveer stated the real indicators are iReady and Dibbles. The district is looking at other testing systems, like Maps or Star. With those you can test more frequently and drill down on what the issues are and how to address them. K.Watson stated he would like to go on record that although the state report card is skewed, they shouldn't completely disregard it, but because of the opt out factor it has to be taken as a very crude instrument at evaluating the effectiveness of the schools. They need to make the best of it and not give it more attention than it warrants. E.Galyean she doesn't disagree with him, but finds it hard to understand how the schools are actually doing. She sees how students shift throughout the year, but has no comparison to other schools in the state. C.Tollefson state that one of the advantages of the other options that C.Raeveer mentioned is that those do have comparisons to other schools, locally and nationally.

F. YCES – Morgan Bishop – Verbal Report

-M.Bishop reported on behalf of A.Dallas.

-A.Dallas is so appreciative of the staff that make time for their Winter Wonderland and Sing-A-Long, not to mention the parent gifts and parties. Their staff are experts at making memories with the students.

-They held their Tiger Run assembly to celebrate that students earned over \$26,000 during their Tiger Run. They had pie in the face, staff raced in blow up costumes, and they soaked the principal. In February, the PTO will be doing a school wide reward with an assembly on the science of magic.

-They hosted their Winter Wonderland last week and it was magical to see the excitement on the students and families faces.

-They are holding a Rudolph versus Frosty canned food drive.

-Every Friday during the school year, they have hat day. The students bring in 50 cents to wear a hat and get a tiger stamp. They use a large part of those funds to support families during Christmas. This year, they are supporting a few families with toys and clothes. They also have two students who will be invited to Shop with a Cop.

-The staff holiday gathering will be on Wednesday, December 18th. They will be having a potluck and a fun gift exchange. They are also doing an underground spirit week for the staff, where there is a certain theme every day, but they don't tell the students what it is to see if they notice.

-They will be having pajama day tomorrow. Next Thursday, they will host a holiday movie with popcorn to reward students for meeting their PAX goal for the month.

-Progress monitoring for Dibels will be done next week.

-Mrs. Hepp is back from maternity leave and she will start some good math interventions.

-For the MTSS update, when A.Dallas started four years ago, they starting with reading. They are circling back to it now. The students and staff have changed and they need to address lagging skills as a system.

-The state report card shows they continue to be above state average and saw a small increase in regular attenders.

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IV. Review of Agenda (Action Item)

K.Watson motioned to approve the agenda as presented. J.Dumdi seconded. All in favor. Motion passes.

V. Regular Session – Consent Agenda (Action Item)

A. Approval of Board of Directors Minutes

1. Regular Session Minutes: 11/14/2024

B. Personnel

C. Enrollment

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D. Donations

J.Egland motioned to approve the consent agenda as presented. J.Dumdi seconded. All in favor. Motion passes.

K.Watson noticed they are hiring a 3rd grade teacher. J.Horne stated they have just hired someone for the position.

VI. Announcements and Reports

A. Superintendent's Report – Clint Raever – Verbal Report

-Clint reported.

-Saferwatch had some protocols that needed to be worked out. The McMinnville Police Department took the lead on that along with YCOM. They shared them with the superintendents, who all agreed on them. He met with Yamhill police, and will meet with Carlton police tomorrow to go over the protocols. After winter break, the staff will be trained and it should be able to go live a couple of weeks after that.

-The rekeying is getting closer to being done. The high school is done, the intermediate is almost done, and they are starting on the elementary.

-He attended the Yamhill City Council meeting last night. He presented them with the district's strategic plan, vision, mission, and values statement, and summary of the facilities report of what has been done in the last year.

-The last meeting of the Long Term Facilities Planning Committee was last week. Scott Rose is going to put together a summary report to present to the board in January. The board will need have a work session to go over the recommendations from that report.

-The newsletter should be coming anytime. It was supposed to come out after Thanksgiving, but they are having issues with the publisher. The issue is not with the ESD. They should be in mail boxes this week.

-On Thursday and Friday of last week, he and J.Horne attended the Oregon Law Conference. There were a lot of updates on collective bargaining, special education law, and human resource law. Things are always changing, so this conference is a good refresher.

-C.Raever shared some of the key updates from COSA. There is talk about changing Title IX regulations, an expected 25% cut to Title 1, and eliminating Title II and Title III.

-The governor released the recommended budget. The proposed budget is 11.36 billion dollar state school fund, that is an 11.4% increase over last biennium, and a 4.9% increase in the high school success fund.

-Some of the areas that need additional advocacy are:

-Raise the special education cap from 11% to 15%.

-Fully fund high cost disability.

-Continue funding early interventions dollars.

-Fund unfunded mandates and address new unfunded mandates.

-Aid districts who need help passing bonds.

-Continued support of student mental and behavioral health needs.

-Full funding and streamline current efforts for summer learning and expanded learning opportunities.

-J.Dumdi asked if Saferwatch is used at other schools. C.Raever replied that most of other schools in the area are using it. That is one of the reasons the district decided to use it.

B. District Facilities Report – Ian Barr – Verbal Report

-I.Barr reported.

-They have been working on projection plans for one year, three year, and five year projects.

-He is working on compiling annual costs.

-The new flooring is scheduled to be put in on the third floor of the high school.

- They are working on a plan for the failing classmate units at the elementary school. They might experiment with a PTAC unit.
- The boiler still needs the gaskets replaced. They will have to wait until spring to do this, because it can't be shut down right now.
- There are a few radiators that will need to be rebuilt.

C. Financials & List of Bills for November 2024 – Tami Zigler (Action Item)

- November is the big push for taxes. The revenue from taxes shows under, but the December 3rd and 6th payments received totaled \$943,000 compared to last year's \$277,000 in December. It's just about the timing of when tax payments are received.
- J.Dumdi motioned to accept the financials & list of bills for November 2024 as presented. K.Watson seconded. All in favor. Motion passes.

VII. New Business

A. Integrated Programs Annual Report & Presentation (Action Item)

- C.Raever stated ODE requires an annual integrated guidance report. The report is required to be presented to the board and approved.
- The ESD has been a great help with this. They have been a great support and very responsive. He reviewed the report that is included in the board packet.
- K.Watson motioned to approve the integrated program annual report as presented. J.Egland seconded. All in favor. Motion passes.

B. Audited Financials for Fiscal Year Ending 2024 Approval (Action Item)

<https://www.ycsd.k12.or.us/departments/business-office>

- T.Zigler explained the exception that was noted on page 57 of the report regarding the \$60,000 that should have been reported on the ED-1 (Notice of Budget Hearing) under current taxes instead of other local revenue as it was reported in the Detailed Budget summary. The other exception was noted on Page 15 of the audit report, where the expenditures exceeded appropriation amounts in the special revenue funds. We had budgeted more under the instructional function of 1000, but in the event of staffing issues, we had used the funds for support of services function 2000. The resolution to move expenditures from 1000 to 2000 had not been done by June when it was identified.
- Tara Kamp is opening a new CPA firm for next year. The firm will be exclusively dedicated to municipal auditing. They have been great to work with and T.Zigler would like to continue using them. The district would not have to do an RFP since the cost doesn't exceed the threshold. The district could go through the bidding and interview process if that is what the board would like to do.
- E.Galyean asked if T.Zigler's recommendation was to use Tara Kamp's new firm for next year's audit. The district would have to commit to them for all of 2024-2025.
- J.Dumdi stated she would like to stay consistent with who they use. T.Zigler stated that Pauly Rogers is okay with letting them go and taking their clients with them. She has a letter stating this and she will send it to the board for review and put it on the agenda for January.
- J.Dumdi motioned to approve the audited financials for the fiscal year ending 2024. J.Egland seconded. All in favor. Motion passes.

C. Review District Report Card

- C.Raever reviewed the state report card included in the packet.
- J.Dumdi noticed that more males are on time to graduate than females and wondered if there was a correlation. T.Smith stated he wouldn't expect that to be the case. In Oregon Data Suite, they can pull up information by gender. He also stated that when you look at the graduation rate, the data is skewed because just a few students can affect the rate substantially.

-K.Watson stated that the class sizes for the high school are a lot lower than the state average. T.Smith stated they have been very fortunate to have those smaller classes. K.Watson stated that the district needs to be aware of when the class sizes are too low. This could be an indication that the schools have too many FTE. He doesn't believe that having smaller classes is sustainable. This is a question that needs to be addressed by the high school and superintendent. C.Raever stated they have had discussions about where they are with their staffing. There will be more discussion around this when they start budgeting.

D. First Read of Updated Policy IIBGA – Electronic Communications System

-C.Raever stated that the district's policy around electronic communications was very outdated. It was adopted in 2006 and revised in 2015. A lot has changed in the technology world since then. The AR for this policy is substantially more detailed and has also been updated. The updates were not able to be completed before tonight's meeting. M.Brown will send it out to the board for them to review and will present it at the next board meeting as well.

VIII. Board of Directors Comments

IX. Adjournment

E.Galyean adjourned the meeting at 7:48pm.

**Yamhill Carlton School District
Human Resources
Board Report
January 09, 2025**



New Hires

Brandon Miller, YCSD Building Maintenance

Resign/Retire/Term Employees

Victoria Rabung, YCES Title 1 IA

Current Employees: Position Changes

None

Open Positions For 2024-2025

YCIS Track Coach

YCSD Instructional Assistant Behavior/Life Skills

YCES Title 1 IA

Yamhill Carlton School District Enrollment Report

December

2024

District Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	274	273	274	271						
YCIS	367	367	370	370						
YCHS	281	278	275	274						
Alliance	172	168	171	172						
Total	1,094	1,086	1,090	1,087	-	-	-	-	-	-
23/24 Total	1,101	1,101	1,093	1,090	1,088	1,080	1,083	1,087	1,098	1,094
22/23 Total	1,118	1,110	1,108	1,098	1,098	1,103	1,098	1,102	1,106	1,096
21/22 Total	1,029	1,028	1,038	1,032	1,029	1,028	1,023	1,023	1,022	1,016
20/21 Total	1,067	1,064	1,064	1,063	1,054	1,038	1,048	1,039	1,028	1,043
19/20 Total	1,060	1,067	1,065	1,060	1,053	1,043	1,034	1,045	1,045	1,044

YCES Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	57	57	58	58						
1st Grade	72	70	70	70						
2nd Grade	75	76	77	76						
3rd Grade	70	70	69	67						
24/25 Total	274	273	274	271	-	-	-	-	-	-
23/24 Total	284	284	282	279	280	282	285	288	290	291
22/23 Total	301	297	299	299	297	297	298	304	306	307
21/22 Total	265	269	271	264	273	274	270	268	268	266
20/21 Total	231	229	230	228	225	221	225	223	223	223
19/20 Total	362	365	366	361	363	361	358	364	367	366

YCIS Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4th Grade	72	71	73	73						
5th Grade	91	90	87	88						
6th Grade	53	54	55	55						
7th Grade	76	75	77	76						
8th Grade	75	77	78	78						
24/25 Total	367	367	370	370	-	-	-	-	-	-
23/24 Total	348	344	345	345	345	348	352	355	361	360
22/23 Total	332	329	330	325	322	328	322	321	325	324
21/22 Total	343	342	347	349	351	348	343	347	349	345
20/21 Total	291	287	276	276	272	273	282	291	282	282
19/20 Total	308	312	311	313	307	303	303	307	307	307

For FY 18/19 19/20, the 4th grade was counted at YCES.

YCHS Enrollment for 2024-25 School Year

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	66	65	64	64						
10th Grade	71	70	70	70						
11th Grade	71	70	69	70						
12th Grade	73	73	72	70						
Transition	-	-	-	-						
24/25 Total	281	278	275	274	-	-	-	-	-	-
23/24 Total	289	292	283	283	281	271	269	268	270	270
22/23 Total	293	290	288	284	290	285	286	285	284	278
21/22 Total	284	283	285	285	278	281	281	278	276	277
20/21 Total	290	290	292	290	290	290	291	291	276	291
19/20 Total	299	300	298	295	295	290	286	287	284	284

Alliance Academy Enrollment 2024-25

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	18	18	20	21						
1st Grade	15	14	14	14						
2nd Grade	22	20	20	20						
3rd Grade	23	22	22	22						
4th Grade	32	33	34	34						
5th Grade	15	15	15	15						
6th Grade	18	17	18	18						
7th Grade	16	17	16	16						
8th Grade	10	8	8	8						
9th Grade	2	2	2	2						
10th Grade	-	-	-	-						
11th Grade	-	1	1	1						
12th Grade	1	1	1	1						
24/25 Total	172	168	171	172	-	-	-	-	-	-
23/24 Total	180	181	183	183	182	179	177	176	177	173
22/23 Total	192	194	191	190	189	193	192	192	191	187
21/22 Total	137	134	135	134	127	125	129	130	129	128
20/21 Total	255	258	266	269	267	254	250	234	247	247
19/20 Total	91	91	91	92	89	90	88	88	88	88

For FY 18/19 19/20, the 4th grade was counted at YCES.



DONATIONS

January 2025

Raffle for YCES Life Skills	The Human Bean	2 \$20.00 Gift Cards
Raffle for YCES Life Skills	McMenamins	\$50.00 Gift Card
Raffle for YCES Life Skills	Papa Murphys	4 Free Pizza Certificates
Raffle for YCES Life Skills	Carlton Corners	\$50.00
Raffle for YCES Life Skills	Encore	\$250.00 Gift Card
Raffle for YCES Life Skills	Golden Valley Brewery	\$50.00
Raffle for YCES Life Skills	Stump Town Escape Rooms	8 Free Passes
Raffle for YCES Life Skills	Carlton Farms	\$75.00 Gift Card
Raffle for YCES Life Skills	Oregon Coast Aquarium	2 Admission Tickets
Alliance Fundraiser	DNH Farms	\$450.00
Alliance Fundraiser	Brilen Smith	\$150.00
Alliance Fundraiser	Wyatt Stoud	\$170.00
YCIS	Carol Glover	T-Shirts Valued at \$1043.00

SURPLUS

YCHS 6 Foot Table

Mission

The Yamhill-Carlton School District champions the growth of its students. Our students recognize their individual strengths and talents, overcome their challenges, grow past proficiency, and succeed in their aspirations so each may contribute positively to a local and global society.



To: Board of Directors – Yamhill Carlton School District
Clint Raever, Superintendent

From: Tami Zigler, Business Manager

Date: January 9, 2025

Re: 2024-2025 District Financial Report

SUMMARY for Fiscal Year 2024-2025

This General Fund summary excludes Beginning Fund Balance (5400-5499).

For the current period, total revenue was \$595,981 more than planned and total expenditures were \$234,934 less than planned. The combined result is a \$830,916 favorable surplus condition for the current year period.

REVENUES

TAXES: Taxes are \$137,399 over plan. This favorable condition represents 3.4% of the year-to-date plan amount of \$4,041,286. This variance amount is considered tolerable, and was primarily driven by an increase in 1111 CURRENT YEAR TAXES. For the current year period, Taxes increased 6.7% over the prior year period compared to an average increase of 6.1% over the preceding 4 years.

TUITION, FEES, OTHER: Tuition, Fees, Other is \$31,396 over plan. This favorable condition represents 111.2% of the year-to-date plan amount of \$28,231. This variance amount is considered material, and was primarily driven by increases in 1711 ATHLETIC SIGN UP, and 1990 MISCELLANEOUS. For the current year period, Tuition, Fees, Other decreased 34.7% over the prior year period compared to an average increase of 11.7% over the preceding 4 years.

EARNINGS ON INVESTMENTS: Earnings on Investments are \$170,539 over plan. This favorable condition represents 1118.2% of the year-to-date plan amount of \$15,252. This amount is considered material, and was primarily driven by an increase in 1510 INTEREST ON INVESTMENTS. For the current year period, Earnings on Investments increased 42.7% over the prior year period compared to an average increase of 21.7% over the preceding 4 years.

INTERMEDIATE REVENUE: Intermediate Revenue is \$732 over plan. This variance amount is considered trivial and meets expectations based on budget appropriations.

STATE UNRESTRICTED AID AND SSF: State Unrestricted Aid and SSF is \$247,149 over plan. This favorable condition represents 4.9% of the year-to-date plan amount of \$5,072,310. This amount is considered tolerable, and was primarily driven by an increase in 3101 STATE SCHOOL FUND - GENERAL SUPPORT. For the current year period, State Unrestricted Aid and SSF increased 5.7% over the prior year period compared to an average increase of 6.3% over the preceding 4 years.

STATE RESTRICTED GRANTS-IN-AID: State Restricted Grants-in-Aid is on plan. The current year variance amount is considered trivial and meets expectations based on budget appropriations.

INTERFUND TRANSFERS/LONG TERM DEBT/OTHER: Interfund Transfers/Long Term Debt/Other is \$13,250 over plan. This variance amount is considered material, and was primarily driven by an increase in 5300 SALE OF/COMPENSATION FOR LOSS OF FIXED ASSETS.

EXPENDITURES

SALARIES: Salaries are \$102,550 under plan. This favorable condition represents -3.9% of the year-to-date plan amount of \$2,623,479. This variance amount is considered tolerable, and was primarily driven by decreases in 0111 LICENSED SALARIES, and 0113 ADMINISTRATORS. For the current year period, Salaries increased 6.5% over the prior year period compared to an average increase of 5.1% over the preceding 4 years.

ASSOCIATED PAYROLL COSTS: Associated Payroll Costs are \$61,850 under plan. This favorable condition represents -4.8% of the year-to-date plan amount of \$1,296,314. The current year variance amount is considered tolerable, and was primarily driven by a decrease in 0241 EMPLOYEES INSURANCE. For the current year period, Associated Payroll Costs increased 1.9% over the prior year period compared to an average increase of 4.6% over the preceding 4 years. The largest Associated Payroll Costs groups - 0241 EMPLOYEES INSURANCE, 0213 PERS UAL CONTRIBUTION, and 0220 FICA/MEDICARE, representing 85.8% of total Associated Payroll Costs, increased by 0%.

PURCHASED SERVICES: Purchased Services are \$119,697 under plan. This favorable condition represents -11.0% of the year-to-date plan amount of \$1,083,315. The current year variance amount is considered material, and was primarily driven by decreases in 0310 INSTR, PROF & TECH SRVS, 0326 FUEL, and 0331 REIMBURSABLE STUDENT TRANSPORTATION. This decrease was partially offset by an increase in 0311 SUBSTITUTE SERVICES. For the current year period, Purchased Services increased 7.8% over the prior year period compared to an average increase of 4.8% over the preceding 4 years.

SUPPLIES: Supplies are \$24,056 under plan. This favorable condition represents -6.9% of the year-to-date plan amount of \$349,545. The current year variance amount is considered tolerable, and was primarily driven by decreases in 0420 TEXTBOOKS, and 0460 NON-CONSUMABLE ITEMS. This decrease was partially offset by an increase in 0480 COMPUTER HARDWARE. For the current year period, Supplies increased 7.8% over the prior year period compared to an average increase of 10.6% over the preceding 4 years. The largest Supplies groups - 0470 COMPUTER SOFTWARE, 0410 CONSUMABLE SUPPLIES &

MATERIALS, and 0460 NON-CONSUMABLE ITEMS, representing 84.6% of total Supplies, increased by 82.6%.

CAPITAL OUTLAY: Capital Outlay is \$84,707 under plan. This favorable condition represents -100.0% of the year-to-date plan amount of \$84,707. This variance amount is considered material, and was primarily driven by decreases in 0542 REPLACEMENT EQUIPMENT PURCHASES, and 0550 TECHNOLOGY. For the current year period, Capital Outlay decreased 100.0% over the prior year period compared to an average increase of 16.5% over the preceding 4 years.

OTHER OBJECTS: Other Objects are \$18,682 under plan. This favorable condition represents -5.7% of the year-to-date plan amount of \$329,693. This amount is considered tolerable, and was primarily driven by a decrease in 0653 PROPERTY INSURANCE PREMIUMS. For the current year period, Other Objects increased 11.0% over the prior year period compared to an average increase of 12.9% over the preceding 4 years.

TRANSFERS: Transfers are \$176,607 over plan. This unfavorable condition represents 21.9% of the year-to-date plan amount of \$807,170. This amount is considered material, and was primarily driven by increases in 0710 FUND MODIFICATIONS, and 0791 TRANSFER TO BUILDING FUND. For the current year period, Transfers increased 94.2% over the prior year period compared to an average increase of 9.2% over the preceding 4 years. The largest Transfers groups - 0710 FUND MODIFICATIONS, and 0791 TRANSFER TO BUILDING FUND, representing 80.4% of total Transfers, increased by 266.1%.

OTHER USES OF FUNDS: Other Uses of Funds are on plan. The current year variance amount is considered trivial and meets expectations based on budget appropriations.

Information provided by Frontline Analytics powered by Forecast5.

100 GENERAL FUND Revenue Dashboard Summary

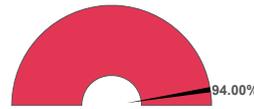
For the Period Ending December 31, 2024

Actual YTD Revenues



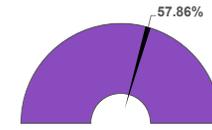
Projected YTD Revenues
66.24%

Actual YTD Local Sources



Projected YTD Local Sources
86.77%

Actual YTD State Sources



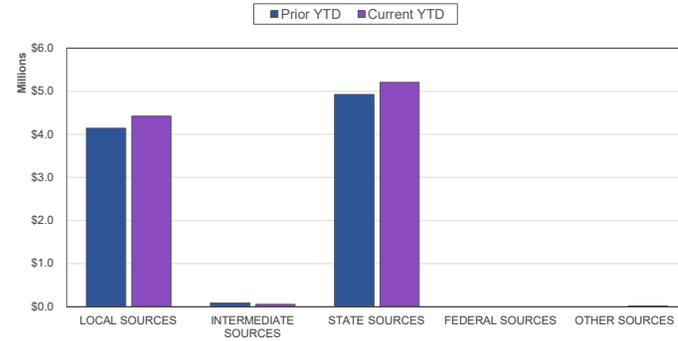
Projected YTD State Sources
56.41%

General Fund Revenues

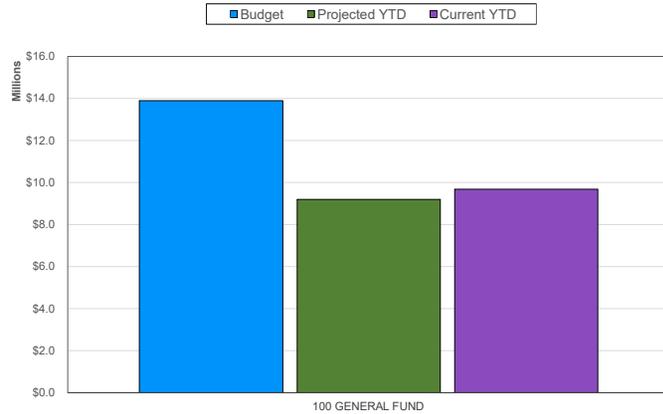
Top 10 GENERAL FUND Sources of Revenue (Year-to-Date)

Unrestricted Grants-In-Aid	\$5,202,668
Ad Valorem Taxes Levied By District	\$4,172,658
Resources - Beginning Fund Balance	\$3,518,892
Interest On Investments	\$183,369
Unrestricted Revenue	\$50,000
Miscellaneous	\$29,265
Admissions	\$22,241
Sale Of Or Compensation For Loss Of Fixed Assets	\$13,250
Penalties And Interest On Taxes	\$6,027
Regular Day School Transportation	\$5,627
Percent of Total Revenues Year-to-Date	99.95%

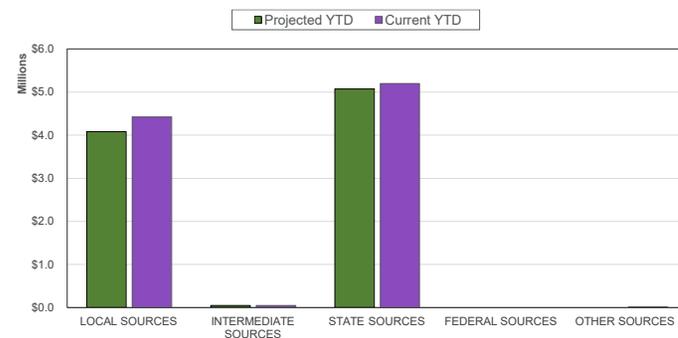
GENERAL FUND Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



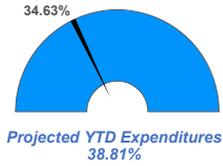
GENERAL FUND Revenue by Source | Projected YTD vs. Current YTD



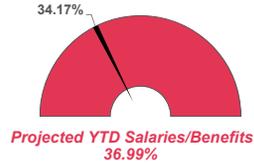
100 GENERAL FUND Expense Dashboard Summary

For the Period Ending December 31, 2024

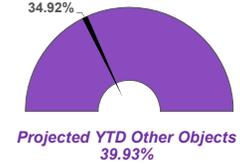
Actual YTD Expenditures



Actual YTD Salaries/Benefits

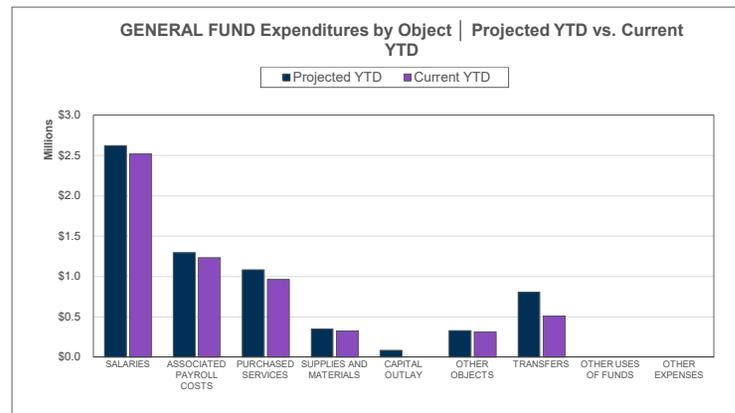
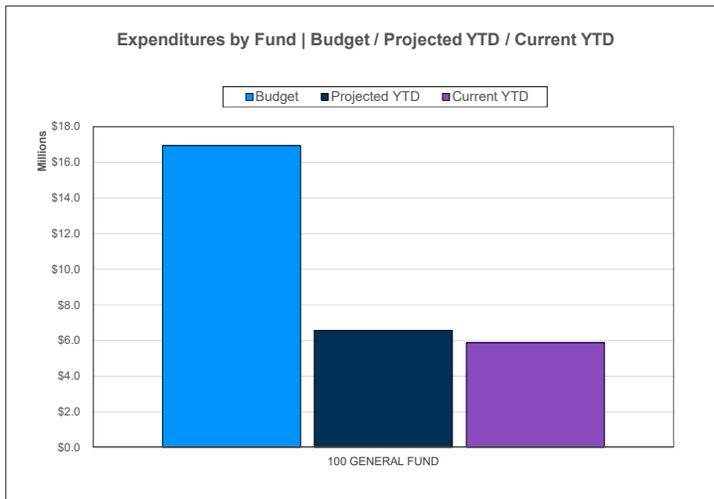
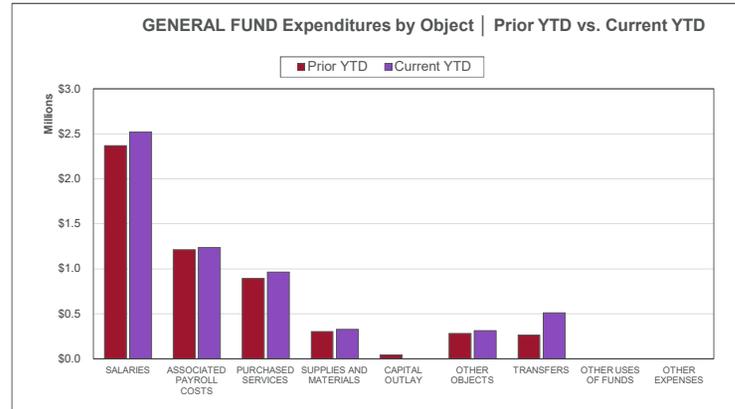


Actual YTD Other Objects



General Fund Expenditures

Top 10 GENERAL FUND Expenditures by Program (Year-to-Date)	
Licensed Salaries	\$1,166,687
Classified Salaries	\$614,500
Employees Insurance	\$504,961
Administrators	\$369,947
Pers Ual Contribution	\$365,306
Fund Modifications	\$293,707
Reimbursable Student Transportation	\$247,475
Property Insurance Premiums	\$223,331
Instr, Prof & Tech Srvs	\$213,158
Fica/Medicare	\$189,140
Percent of Total Expenditures Year-to-Date	71.39%

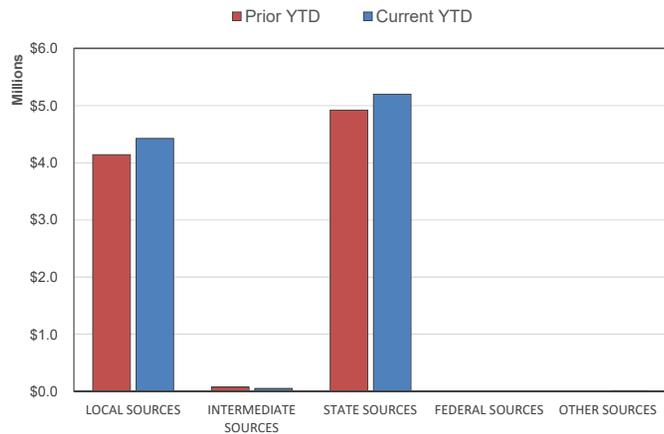


100 GENERAL FUND | Financial Summary by Object

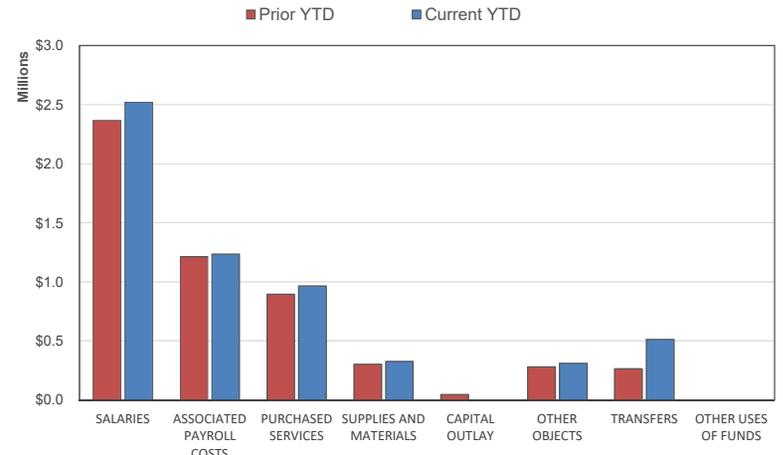
For the Period Ending December 31, 2024

	Prior YTD		Prior Year Actual		YTD % of PY Actual		Current YTD		Annual Budget		YTD % of Budget	
	\$		\$				\$		\$			
Beginning Fund Balance	\$	2,979,668	\$	2,979,668			\$	3,518,892	\$	3,040,000		
REVENUES												
Local Sources		4,141,183		4,868,858		85.05%		4,425,054		4,707,564		94.00%
Intermediate Sources		79,750		323,831		24.63%		50,732		200,000		25.37%
State Sources		4,922,874		8,848,442		55.64%		5,202,668		8,992,254		57.86%
Federal Sources		-		-				-		-		
Other Sources		-		-				13,250		-		
TOTAL REVENUE	\$	9,143,807	\$	14,041,132		65.12%	\$	9,691,704	\$	13,899,818		69.73%
EXPENDITURES												
Salaries	\$	2,366,825	\$	6,261,260		37.80%	\$	2,520,930	\$	6,985,784		36.09%
Associated Payroll Costs		1,211,380		3,334,202		36.33%		1,234,464		3,622,291		34.08%
Purchased Services		894,181		2,325,215		38.46%		963,617		2,811,386		34.28%
Supplies and Materials		301,992		483,452		62.47%		325,490		528,775		61.56%
Capital Outlay		44,874		55,106		81.43%		-		168,722		0.00%
Other Objects		280,311		345,747		81.07%		311,011		360,747		86.21%
Transfers		263,393		760,393		34.64%		511,557		602,147		84.96%
Other Uses of Funds		-		-				-		1,859,966		0.00%
Other Expenses		-		-				-		-		
TOTAL EXPENDITURES	\$	5,362,956	\$	13,565,375		39.53%	\$	5,867,069	\$	16,939,818		34.63%
SURPLUS / (DEFICIT)	\$	3,780,851	\$	475,757			\$	3,824,636	\$	(3,040,000)		
ENDING FUND BALANCE	\$	6,760,520	\$	3,455,426			\$	7,343,527	\$	-		

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD

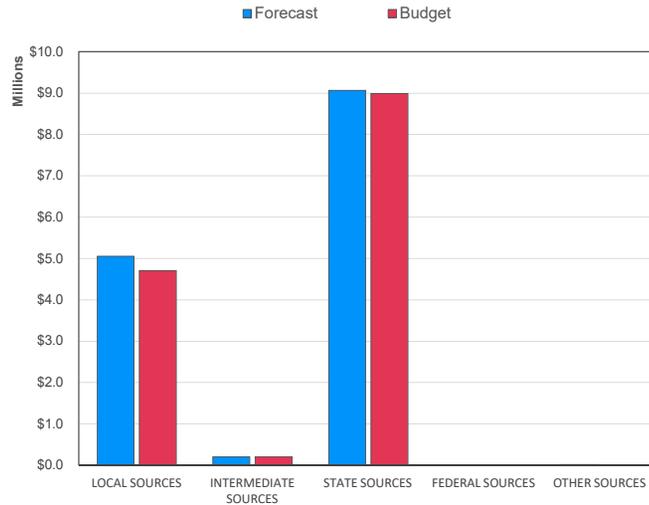


100 GENERAL FUND | Financial Projection by Object

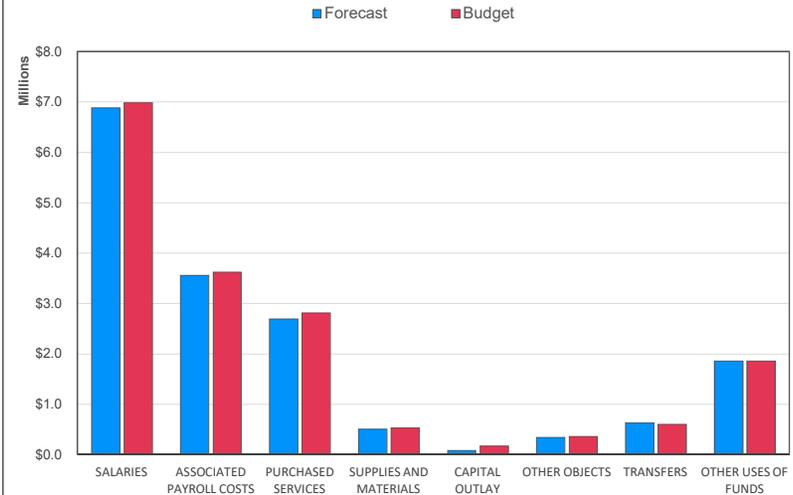
For the Period Ending December 31, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 2,979,668	\$ 3,518,892	\$ -	\$ 3,518,892	\$ 3,040,000	\$ 478,892
REVENUES						
Local Sources	4,141,183	4,425,054	627,212	5,052,266	4,707,564	344,702
Intermediate Sources	79,750	50,732	150,000	200,732	200,000	732
State Sources	4,922,874	5,202,668	3,861,656	9,064,324	8,992,254	72,070
Federal Sources	-	-	-	-	-	-
Other Sources	-	13,250	-	13,250	-	13,250
TOTAL REVENUE	\$ 9,143,807	\$ 9,691,704	\$ 4,638,868	\$ 14,330,572	\$ 13,899,818	\$ 430,754
EXPENDITURES						
Salaries	\$ 2,366,825	\$ 2,520,930	\$ 4,362,305	\$ 6,883,234	\$ 6,985,784	\$ 102,550
Associated Payroll Costs	1,211,380	1,234,464	2,325,977	3,560,441	3,622,291	61,850
Purchased Services	894,181	963,617	1,728,071	2,691,689	2,811,386	119,697
Supplies and Materials	301,992	325,490	179,230	504,719	528,775	24,056
Capital Outlay	44,874	-	84,015	84,015	168,722	84,707
Other Objects	280,311	311,011	31,054	342,065	360,747	18,682
Transfers	263,393	511,557	120,343	631,900	602,147	(29,753)
Other Uses of Funds	-	-	1,859,966	1,859,966	1,859,966	-
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 5,362,956	\$ 5,867,069	\$ 10,690,961	\$ 16,558,030	\$ 16,939,818	\$ 381,788
SURPLUS / (DEFICIT)	\$ 3,780,851	\$ 3,824,636	\$ (6,052,093)	\$ (2,227,458)	\$ (3,040,000)	
ENDING FUND BALANCE				\$ 1,291,434		

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 12/01/2024 To: 12/31/2024 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900 Page Break

Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
61955	THE HOME DEPOT PRO	\$231.00
0	THERESA BREITHAUPT	\$1,124.14
0	TINDALL, CHRISTOPHER	\$284.50
0	UMPQUA BANK-CC	\$3,981.62
61980	UNITED RENTALS (NORTH AMERICA) INC	\$127.50
0	VANDERZANDEN, BRENDA R	\$14.88
61981	WARRENTON-HAMMOND SD	\$150.00
61935	WILCO	\$12.48
61956	WILCO	\$299.69
0	WILLAMETTE E.S.D.	\$20,505.60
61936	YAMHILL COUNTY HEALTH & HUMAN SERVICES	\$11,220.00
61957	ZIPLY FIBER	\$7,101.89
Total for 100 - GENERAL FUND		\$365,189.24
201 - TITLE IA		
0	ESS WEST LLC	\$2,519.93
Total for 201 - TITLE IA		\$2,519.93
204 - TITLE IIA		
0	ESS WEST LLC	\$2,825.97
Total for 204 - TITLE IIA		\$2,825.97
251 - STUDENT INVESTMENT ACCOUNT		
0	ASSIST EDUCATION SERVICES	\$3,018.75
61919	BROCKMAN PAINTING	\$4,000.00
0	UMPQUA BANK-CC	\$711.66
Total for 251 - STUDENT INVESTMENT ACCOUNT		\$7,730.41
252 - HIGH SCHOOL SUCCESS: MEASURE 98		

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: From Check Date: 12/01/2024 To: 12/31/2024 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 900

Page Break

Exclude Invoice Description

Check Number	Vendor	Amount
252 - HIGH SCHOOL SUCCESS: MEASURE 98		
0	AMAZON CAPITAL SERVICES	\$532.27
0	ESS WEST LLC	\$134.57
Total for 252 - HIGH SCHOOL SUCCESS: MEASURE 98		\$666.84
253 - EARLY LITERACY GRANT		
0	AMAZON CAPITAL SERVICES	\$777.40
0	ESS WEST LLC	\$124.14
Total for 253 - EARLY LITERACY GRANT		\$901.54
265 - UNEMPL/RETIREE RESERVE		
61917	A PLUS SCIENCE	\$2,995.00
61923	HOUGHTON MIFFLIN HARCOURT	\$1,537.14
Total for 265 - UNEMPL/RETIREE RESERVE		\$4,532.14
266 - TUITION REIMBURSEMENT		
0	BISHOP, MORGAN P	\$1,300.00
0	VANDERPAS, HILAREE R	\$1,431.00
Total for 266 - TUITION REIMBURSEMENT		\$2,731.00
280 - STUDENT BODY FUNDS		
0	AMAZON CAPITAL SERVICES	\$145.31
Total for 280 - STUDENT BODY FUNDS		\$145.31
282 - YCIS STUDENT BODY		
0	AMAZON CAPITAL SERVICES	\$176.76
0	WILLIAMS, NIKITA R	\$80.89
Total for 282 - YCIS STUDENT BODY		\$257.65
283 - YCHS STUDENT BODY		
0	AMAZON CAPITAL SERVICES	\$380.91
20836	BSN SPORTS LLC	\$330.72

Yamhill-Carlton School District No. 1

Approval of Bills Report

Fiscal Year: 2024-2025

Criteria: **From Check Date:** 12/01/2024 **To:** 12/31/2024 **Voucher:** ALL
Report Sort: FUND **From Fund:** 100 **To:** 900

Page Break

Exclude Invoice Description

Check Number	Vendor	Amount
283 - YCHS STUDENT BODY		
20837	EVA A LOPEZ	\$2,175.00
20839	FUTURE FARMERS OF AMERICA	\$215.00
0	NASSP	\$95.00
20838	OHSET INC NORTH VALLEY DISTRICT	\$2,550.00
0	SEAL, LIBERTY A	\$162.53
0	UMPQUA BANK-CC	\$4,816.20
0	WATSON, KRISTEN R	\$107.34
Total for 283 - YCHS STUDENT BODY		\$10,832.70
285 - ALLIANCE ACADEMY FUNDRAISING		
0	TINDALL, CHRISTOPHER	\$177.50
0	UMPQUA BANK-CC	\$1,755.00
Total for 285 - ALLIANCE ACADEMY FUNDRAISING		\$1,932.50
299 - NUTRITION SERVICES		
0	AMAZON CAPITAL SERVICES	\$196.58
0	SPRING VALLEY DAIRY INC	\$2,586.30
61932	SYSCO FOOD SERVICES	\$2,161.18
61952	SYSCO FOOD SERVICES	\$3,617.27
61979	SYSCO FOOD SERVICES	\$4,364.97
Total for 299 - NUTRITION SERVICES		\$12,926.30
Grand Total:		\$413,191.53

End of Report

Yamhill-Carlton School District No. 1

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria:

From Date: 12/01/2024

To Date: 12/31/2024

Report Sort: Remit Name

UMPQUA BANK-CC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	EXECUTIVE ADMINISTRATION SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$117.27
0	GENERAL FUND	GUIDANCE SERVICES	PROF & IMPROVE COSTS NON-INSTRUCTIONAL STAFF	\$100.00
0	GENERAL FUND	HIGH SCHOOL PROGRAMS	CONSUMABLE SUPPLIES & MATERIALS	\$165.34
0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	DUES AND FEES	\$194.60
0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	NON-CONSUMABLE ITEMS	\$929.00
0	GENERAL FUND	HIGH SCHOOL-EXTRACURRICULAR	TRAVEL, OUT OF DISTRICT	\$1,899.34
0	GENERAL FUND	OFFICE OF THE PRINCIPAL	CONSUMABLE SUPPLIES & MATERIALS	\$397.07
0	GENERAL FUND	OPERATION & MAINTENANCE - PLANT SERVICES	CONSUMABLE SUPPLIES & MATERIALS	\$179.00
Total for GENERAL FUND				\$3,981.62
STUDENT INVESTMENT ACCOUNT				
0	STUDENT INVESTMENT ACCOUNT	HIGH SCHOOL PROGRAMS	TRAVEL, OUT OF DISTRICT	\$711.66
YCHS STUDENT BODY				
0	YCHS STUDENT BODY	HIGH SCHOOL-EXTRACURRICULAR	CONSUMABLE SUPPLIES & MATERIALS	\$4,816.20
ALLIANCE ACADEMY FUNDRAISING				
0	ALLIANCE ACADEMY FUNDRAISING	DISTRICT ALTERNATIVE PROGRAMS- ALLIANCE ACADEMY	INSTR, PROF & TECH SRVS	\$1,755.00
Total for UMPQUA BANK-CC				\$11,264.48
Grand Total:				\$11,264.48

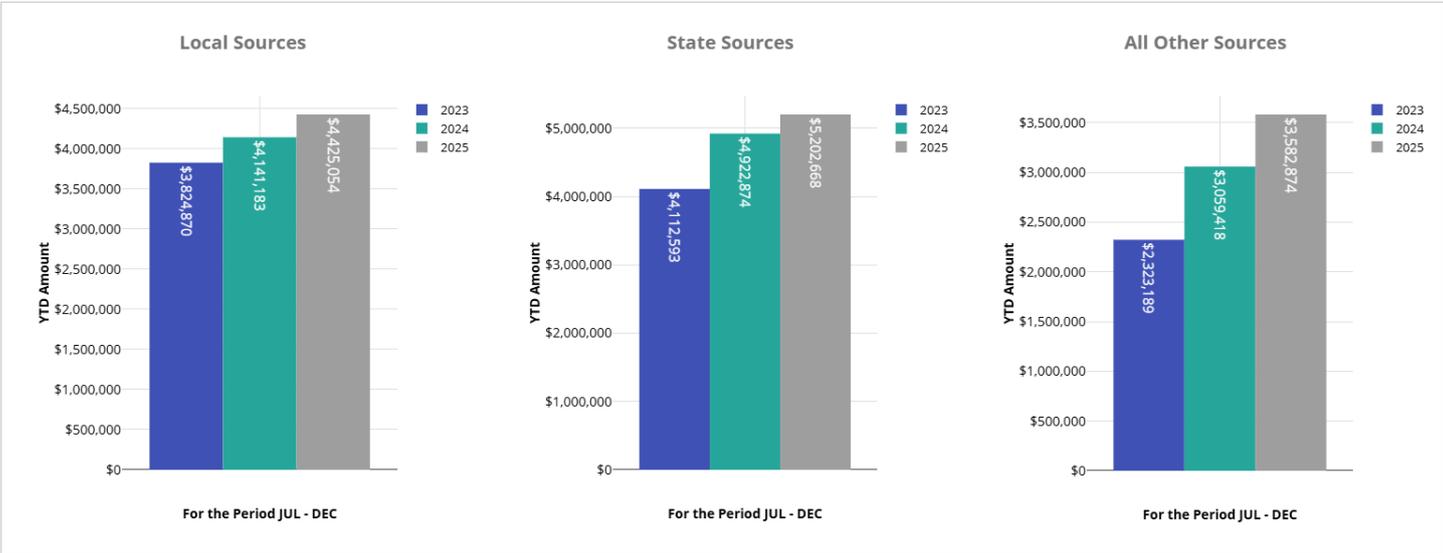
Recap for FUND for remit name

100	GENERAL FUND	\$3,981.62
251	STUDENT INVESTMENT ACCOUN	\$711.66
283	YCHS STUDENT BODY	\$4,816.20
285	ALLIANCE ACADEMY FUNDRAISI	\$1,755.00

End of Report

2024-2025 Yamhill Carlton SD 1
General Fund
YTD Overview - Revenue December 2024

YTD Local Sources \$4,425,054 94.00% of Budget	YTD State Sources \$5,202,668 57.86% of Budget	YTD All Other Sources \$3,582,874 110.58% of Budget
---------------------------------------------------------------------	---------------------------------------------------------------------	--------------------------------------------------------------------------



RESOURCES	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
Operating Revenues				
State School Fund Formula				
Local Revenue	\$3,916,122	\$4,178,684	\$4,355,000	95.95%
Intermediate Revenue	\$0	\$0	\$0	0.00%
State Revenue	\$4,922,874	\$5,202,668	\$8,942,254	58.18%
Total State School Fund Formula	\$8,838,996	\$9,381,352	\$13,297,254	70.55%
Local Revenue	\$225,061	\$246,369	\$352,564	69.88%
Intermediate Revenue	\$79,750	\$50,732	\$200,000	25.37%
State Revenue	\$0	\$0	\$50,000	0.00%
Federal Revenue	\$0	\$0	\$0	0.00%
Other Revenue	\$0	\$13,250	\$0	0.00%
Total Operating Revenues	\$9,143,807	\$9,691,704	\$13,899,818	69.73%
Beginning Fund Balance	\$2,979,668	\$3,518,892	\$3,040,000	115.75%
TOTAL RESOURCES	\$12,123,476	\$13,210,596	\$16,939,818	77.99%

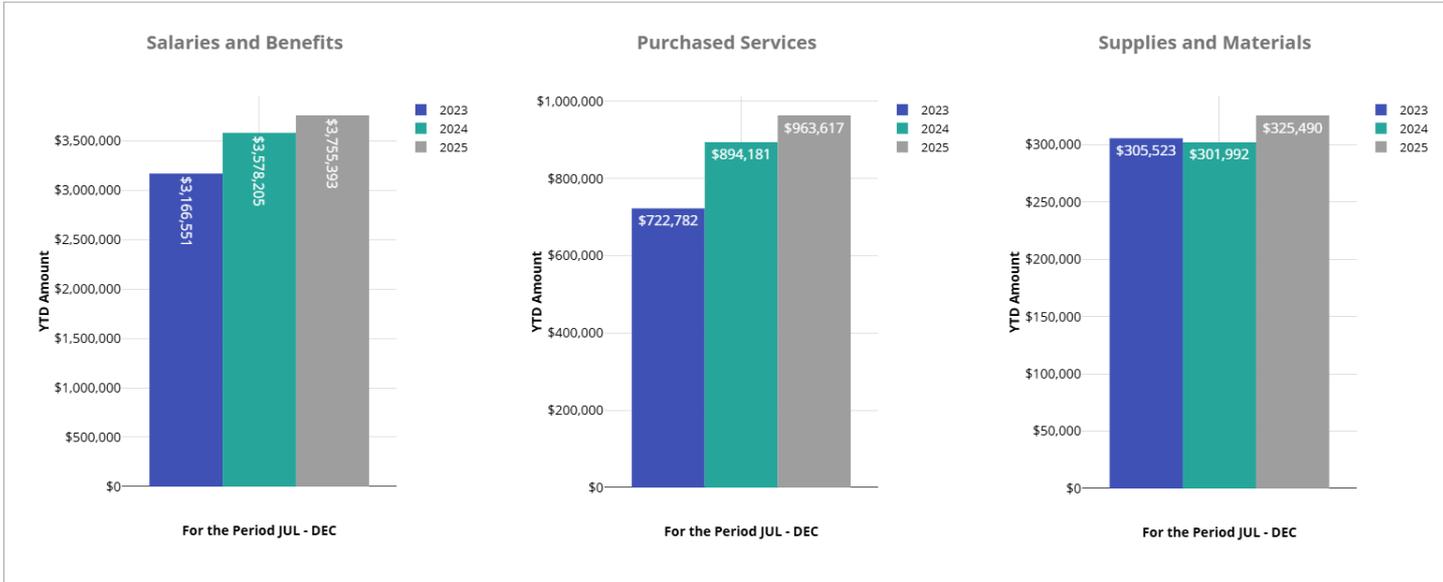
Revenue Insight:

General Fund (Source 54XX Removed) YTD revenues totaled \$9,691,704 through December 2024, which is \$547,897 or 5.7% more than the amount received last year for this period. The YTD difference is driven by an increase in 1000-1999 Local Sources of \$283,871, an increase in 3000-3999 State Sources of \$279,794, and a decrease in 2000-2999 Intermediate Sources of -\$29,018.

	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
General Fund Revenues	\$12,123,476	\$13,210,596	\$16,939,818	77.99%
General Fund Expenses	\$5,362,956	\$5,867,069	\$16,939,818	34.63%
General Fund Balance	\$6,760,520	\$7,343,527	\$0	

2024-2025 Yamhill Carlton SD 1
General Fund
YTD Overview - Expense December 2024

<p>YTD Salaries and Benefits</p> <p>\$3,755,393</p> <p>35.40% of Budget</p>	<p>YTD Purchased Services</p> <p>\$963,617</p> <p>34.28% of Budget</p>	<p>YTD Supplies & Materials</p> <p>\$325,490</p> <p>61.56% of Budget</p>
------------------------------------------------------------------------------------	-------------------------------------------------------------------------------	-------------------------------------------------------------------------------------



REQUIREMENTS	Previous Year YTD Amount	Current Year YTD Amount	Annual Budget	% YTD Budget
Salaries				
Regular Salaries	\$2,127,798	\$2,276,181	\$6,386,280	35.64%
All Other Salaries	\$239,028	\$244,749	\$599,504	40.83%
Total Salaries	\$2,366,825	\$2,520,930	\$6,985,784	36.09%
Benefits				
Retirement	\$507,783	\$502,034	\$1,484,259	33.82%
Employee Insurance	\$507,768	\$521,454	\$1,569,886	33.22%
All Other Benefits	\$195,829	\$210,976	\$568,146	37.13%
Total Benefits	\$1,211,380	\$1,234,464	\$3,622,291	34.08%
Other Expenditures				
Purchased Services	\$894,181	\$963,617	\$2,811,386	34.28%
Supplies and Materials	\$301,992	\$325,490	\$528,775	61.56%
Capital Outlay	\$44,874	\$0	\$168,722	0.00%
Other Objects	\$280,311	\$311,011	\$360,747	86.21%
Transfers	\$263,393	\$511,557	\$602,147	84.96%
Total Operating Expenditures	\$5,362,956	\$5,867,069	\$15,079,852	38.91%
Contingencies	\$0	\$0	\$1,859,966	0.00%
Unappropriated Ending Fund Balance	\$0	\$0	\$0	0.00%
TOTAL REQUIREMENTS	\$5,362,956	\$5,867,069	\$16,939,818	34.63%

Expense Insights:

General Fund YTD expenses totaled \$5,867,069 through December 2024, which is \$504,113 or 8.6% more than the amount spent last year for this period. The YTD difference is driven by an increase in 700-799 Transfers of \$248,164, an increase in 100-199 Salaries of \$154,104, and an increase in 300-399 Purchased Services of \$69,436.

Yamhill-Carlton School District No. 1

Treasurer Cash Summary Report

Date Range: 07/01/2024 - 12/31/2024

Fiscal Year: 2024-2025

Exclude Funds with zero balance

Exclude zero balance inactive funds

Exclude Inactive accounts

Fund	Title	Beginning Balance	Receipts	Transfers In	Disbursements	Transfers Out	Cash Balance
100	GENERAL FUND	3,943,432.16	9,855,713.95	5,168,645.18	(5,784,313.23)	(5,679,456.37)	7,504,021.69
201	TITLE IA	(32,404.75)	32,404.75	0.00	(71,351.64)	0.00	(71,351.64)
202	TITLE IV	(10,000.00)	10,000.00	0.00	0.00	0.00	0.00
204	TITLE IIA	(3,200.06)	7,173.70	0.00	(14,149.07)	0.00	(10,175.43)
206	IDEA PART B SECTION 611	(42,123.78)	44,271.07	0.00	(73,516.01)	0.00	(71,368.72)
213	ESSER III FUNDS	(322,331.00)	329,723.41	0.00	(7,392.41)	0.00	0.00
215	MAC PROGRAM	0.00	1,506.17	0.00	0.00	0.00	1,506.17
230	MISC GRANTS	12,574.95	17,327.32	0.00	(11,264.06)	0.00	18,638.21
235	CTE REVITALIZATION GRANT	29,596.74	0.00	0.00	0.00	0.00	29,596.74
238	CAREER PATHWAYS	(4,000.00)	4,000.00	0.00	0.00	0.00	0.00
239	MEASURE 99 - OUTDOOR SCHOOL	(38,708.24)	38,708.24	0.00	(8,669.70)	0.00	(8,669.70)
251	STUDENT INVESTMENT ACCOUNT	222,804.50	268,675.00	6,816.98	(499,559.27)	(18,645.18)	(19,907.97)
252	HIGH SCHOOL SUCCESS: MEASURE 98	(239,471.41)	241,245.15	0.00	(55,564.92)	0.00	(53,791.18)
253	EARLY LITERACY GRANT	20,698.33	0.00	0.00	(20,717.10)	0.00	(18.77)
255	SAFE SCHOOL CULTURE GRANT	(4,190.24)	4,190.24	0.00	(3,721.94)	0.00	(3,721.94)
261	TAP GRANT ODE	(2,825.00)	0.00	0.00	0.00	0.00	(2,825.00)
265	UNEMPL/RETIREE RESERVE	114,113.18	1,537.14	368,957.00	(128,265.84)	0.00	356,341.48
266	TUITION REIMBURSEMENT	40,065.28	0.00	25,000.00	(4,879.84)	0.00	60,185.44
280	STUDENT BODY FUNDS	(7,845.00)	21,157.74	0.00	(7,170.91)	(7,385.00)	(1,243.17)
281	YCES STUDENT BODY	44,356.20	0.00	0.00	(8,316.95)	0.00	36,039.25
282	YCIS STUDENT BODY	44,525.21	798.25	0.00	(7,610.66)	0.00	37,712.80

Yamhill-Carlton School District No. 1

Treasurer Cash Summary Report

Date Range: 07/01/2024 - 12/31/2024

Fiscal Year: 2024-2025

Exclude Funds with zero balance

Exclude zero balance inactive funds

Exclude Inactive accounts

Fund	Title	Beginning Balance	Receipts	Transfers In	Disbursements	Transfers Out	Cash Balance
283	YCHS STUDENT BODY	188,527.31	34,233.73	410.72	(52,599.69)	(40.00)	170,532.07
285	ALLIANCE ACADEMY FUNDRAISING	985.76	2,525.00	0.00	(1,932.50)	0.00	1,578.26
299	NUTRITION SERVICES	(8,633.62)	186,656.28	7,385.33	(171,803.66)	0.00	13,604.33
300	DEBT SERVICE FUNDS	104,918.73	959,865.35	0.00	(217,372.49)	0.00	847,411.59
302	DEBT SERVICE PERS UAL	805,492.89	0.00	0.00	413,130.83	(114,878.00)	1,103,745.72
304	JCI PROJECT	2,134.78	13,941.22	117,600.00	(75,400.00)	0.00	58,276.00
400	CAPITAL PROJECT FUNDS - CET	262,718.08	119,020.75	0.00	(26,651.19)	0.00	355,087.64
475	CAPITAL CONSTRUCTION FUND	959,166.56	9,777.60	0.00	(9,332.76)	0.00	959,611.40
785	LAUGHLIN SCHOLARSHIP FUND	55,361.56	0.00	0.00	(2,000.00)	0.00	53,361.56
		<u>6,135,739.12</u>	<u>12,204,452.06</u>	<u>5,694,815.21</u>	<u>(6,850,425.01)</u>	<u>(5,820,404.55)</u>	<u>11,364,176.83</u>
End of Report							

**YAMHILL CARLTON SCHOOL DISTRICT
BALANCE SHEET
FOR THE FISCAL YEAR 2024-2025
AS OF DECEMBER 31, 2024**

FUNDS		100	299	2??	3??	4??	7??	Total
ASSETS								
CASH	9101	15,097.63	-	-	-	-	-	15,097.63
STUDENT BODY ACCOUNTS	9102	-	-	244,284.12	-	-	-	244,284.12
PETTY CASH	9103	-	50.00	-	-	-	-	50.00
PERS WELLS FARGO	9105	-	-	-	673,548.22	-	-	673,548.22
CAFETERIA ACCOUNT	9108	-	8,874.01	-	-	-	-	8,874.01
LGIP	9111	7,338,861.28	4,730.32	224,772.78	1,335,885.09	1,314,699.04	53,361.56	10,272,310.07
TAXES RECEIVABLE	9121	183,478.14	-	-	41,028.33	-	-	224,506.47
ACCOUNTS RECEIVABLE GASB 87	9123	-	-	-	-	24,498.46	-	24,498.46
ACCOUNTS RECEIVABLE	9133	1,838.00	-	19,989.25	-	-	-	21,827.25
TAXES RECEIVABLE	9141	-	-	-	-	-	-	-
INVENTORIES	9171	-	15,260.15	-	-	-	-	15,260.15
PREPAID EXPENSES	9181	17,214.20	-	-	-	-	-	17,214.20
TOTAL ASSETS		7,556,489.25	28,914.48	489,046.15	2,050,461.64	1,339,197.50	53,361.56	11,517,470.58
LIABILITIES								
ACCOUNTS PAYABLE	9421	-	-	-	-	-	-	-
HRA PAYABLE	9460	-	-	-	-	-	-	-
ACCRUED SALARIES & BENEFITS	9461	-	-	-	-	-	-	-
FEDERAL WITHHOLDING	9471	-	-	-	-	-	-	-
STATE WITHHOLDING / STT	9472	(7,774.86)	-	27.61	-	-	-	(7,747.25)
FICA/MEDICARE WITHHOLDING	9473	-	-	-	-	-	-	-
PERS WITHHOLDING	9474	(38,168.64)	-	-	-	-	-	(38,168.64)
VOL DEDUCTION	9475	481.16	-	-	-	-	-	481.16
DIRECT DEPOSIT	9476	-	-	-	-	-	-	-
EMPL PAID BENEFIT	9477	8,805.86	-	-	-	-	-	8,805.86
W/C SAIF	9478	8,036.98	-	-	-	-	-	8,036.98
W/C OR ASSESSMENT	9479	(1,162.50)	-	-	-	-	-	(1,162.50)
PERS UAL CONTRIBUTION	9480	-	-	-	-	-	-	-
DEFERRED REVENUES	9481	(183,478.14)	(11,500.84)	-	(41,028.33)	(23,639.93)	-	(259,647.24)
FLEX PLAN PAYABLE	9491	-	-	-	-	-	-	-
OTHER CURRENT LIABILITIES	9499	-	-	-	-	-	-	-
BONDS PAYABLE PERS UAL	9511	-	-	-	-	-	-	-
RESERVE FOR PREPAID EXP	9752	-	-	-	-	-	-	-
TOTAL LIABILITIES		(213,260.14)	(11,500.84)	27.61	(41,028.33)	(23,639.93)	-	(289,401.63)
BALANCE BY FUND		7,343,229.11	17,413.64	489,073.76	2,009,433.31	1,315,557.57	53,361.56	11,228,068.95



Yamhill-Carlton School District

2025-2026 Budget Calendar

All meetings will be at 6:00pm and held at the Yamhill Carlton School District office at 120 N Larch Place, Yamhill OR 97148 and on Zoom. Zoom links will be posted on www.ycsd.k12.or.us and published prior to budget meetings.

<p>April 18, 2025 (Friday) <i>due to paper by April 15, 2025</i></p>	<p>Publish first notice of Budget Committee Meeting (On YCSD website and McMinnville News Register) <i>Must be published twice, 5 to 30 days before 1st meeting</i></p>
<p>April 25, 2025 (Friday) <i>due to paper by April 22, 2025</i></p>	<p>Publish 2nd notice of 1st Budget Committee Meeting (On YCSD website and McMinnville News Register) <i>Must be published 5 to 30 days before 1st meeting</i></p>
<p>May 5, 2025 (Monday)</p>	<p>First Meeting of Budget Committee Elect Committee Chair Present Budget Message and Proposed Budget Public Comment Potential Budget Approval</p>
<p>May 19, 2025 (Monday)</p>	<p>Second Meeting of Budget Committee - Tentative <i>Only if needed to review any proposed changes and/or additional information requested</i></p>
<p>May 30, 2025 (Friday) <i>due to paper by May 27, 2025</i></p>	<p>Publish Notice of Budget Hearing and Financial Summary (ORS 294.438) (On YCSD website and McMinnville News Register) <i>Must be published once, 5 to 30 days before Budget Hearing</i></p>
<p>June 12, 2025 (Thursday)</p>	<p>REGULAR BOARD MEETING Budget Hearing & Adoption Public Meeting on 2025-26 Budget (ORS 294.453) Enact resolutions adopting 2025-26 Budget, making the appropriations, declaring the permanent tax rate to be imposed and categorizing taxes</p>
<p>July 15, 2025</p>	<p>- Deadline to provide Notice of Property Tax and intent to impose a tax to County Assessors for FY 2025-26 - Provide Adopted Budget to State of Oregon</p>

For further information contact Tami Zigler, Business Manager at 503.852.6983 or ziglert@ycschools.org.

REQUEST FOR PROPOSAL

PROFESSIONAL AUDIT SERVICES

A PUBLIC AGENCY SOLICITATION BY:
YAMHILL CARLTON SCHOOL DISTRICT #1

I. INTRODUCTION

A. General Information

The district listed is issuing a request for proposal (RFP) and invite qualified independent certified public accounting firms to submit proposals for services as outlined in the RFP.

The district is requesting proposals from licensed certified public accountant firms to audit its financial statements for the fiscal years ending as early as June 30, 2025 through June 30, 2027, with the option of annual renewals, subject to satisfactory negotiation of terms and the concurrence of the district school board. These audits are to be performed in accordance with the provisions included in this request for proposal.

To be considered, firms must submit three copies of their proposals to Tami Zigler at the address below, by the end of the business day on February 13, 2025. The district reserves the right to reject any or all proposals submitted.

Submission Address:

Tami Zigler
Business Manager
Yamhill Carlton School District #1
120 N Larch Pl
Yamhill, OR 97148

The district reserves the right, where it may serve their best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the district, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of the proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the specified district and the firm selected.

The district will award a contract to the firm that best meets the needs and requirements of the district. It is anticipated that the district will select a firm by March 3, 2025 by issuing an intent to award notice. Formal board approval will be made by the district's school board. Following formal board approval, it is expected a contract will be executed between both parties by March 17, 2025.

B. Term of Engagement

A three-year contract is contemplated with the option of annual renewals, subject to satisfactory negotiation of terms and the concurrence of the district school board. The district in this RFP seeks services beginning with the June 30, 2025 fiscal year.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

The auditor will express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles.

The financial and compliance audit will involve all the District's funds and accounts. In addition, the auditor is required to analyze and apply standard audit procedures to the supplementary information as part of the audit of the basic financial statements.

B. Auditing Standards

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the Government Auditing Standards issued by the Comptroller General of the United States; Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non Profit Organizations; and the Minimum Standards for Audits of Oregon Municipal Corporations.

C. Reports

The auditor shall submit to the District Board the following reports, with copies of each for transmittal to the Oregon Department of Education and other agencies as required:

1. Comments and disclosures required by State of Oregon minimum standards for audits of Oregon (Required).
2. Independent Auditors Report on financial statements of the governmental activities, each major fund, and the aggregate remaining fund information (Required).
3. Independent Auditor's Report on Compliance and Internal Controls over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards (Required).
4. Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133 (Required).
5. Current Year Findings and Questioned Costs (Required for all A-133 audits).
6. Status of Prior Year Findings and Questioned Cost (Required).
7. A management letter, with appropriate recommendations, commenting on material weaknesses in internal accounting control, reportable conditions, and identifying possible noncompliance with finance related legal provisions (Recommended).

Auditors are required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

School Board Chair
Superintendent
Business Manager

In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial statement. In addition, the following conditions shall be considered reportable:

- Reportable conditions that are also material weaknesses shall be identified as such in the report
- Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on internal controls

The report on compliance shall include all material instances of noncompliance. All non-material instances of non-compliance shall be reported in a separate management letter, which shall be referred to in the report on compliance

D. Working Paper Retention and access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five years, unless the firm is notified in writing by the district of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- The District
- Oregon Department of Education
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the District as part of an audit quality review process audit

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

E. Timing, Location, and Conduct of Audit Work

In addition to time requirements established by the Oregon Department of Education, the following conditions shall apply:

1. The District, expects to receive prior to June 1st of each year, a list of schedules to be prepared and other items required for the audit.
2. Pre-closing, interim, tests and procedures shall be conducted at a mutually agreeable time determined with the district.
3. The final audit will be scheduled at a mutually agreeable time determined with the district. The audit will be conducted on district premises or offsite as predetermined by the district.

The District will provide space deemed adequate by the auditor to efficiently conduct the audit.

4. Adjusted trial balance figures are required by a mutually agreeable time determined with the district. Prior to completion of the onsite audit, the auditor will meet with the Business Manager to review any proposed adjusting journal entries.
5. Audits of individual activity funds shall be conducted at a mutually agreeable time determined with the district.
6. Report completion and an exit conference are required by a mutually agreeable time determined with the district.
7. Prior to submission of the completed report, the auditor will be required to review a draft of the proposed report and management letter with the Business Manager. The management letter will be sent to the Business Manager.
8. The financial audit reports must be submitted to the District at a mutually agreeable time determined with the district, but in any event, no later than December 31st of any given year.
9. The auditor may be requested to present the financial statement and management letter at a meeting of the School Board or designated committee as requested by the district.

III. DESCRIPTION OF THE GOVERNMENT

A. Principal Contact

The auditors will report to the Chair of the School Board and will receive information from the Business Manager or a designated representative, who will coordinate the assistance to be provided by the District to the auditor.

B. Background Information on the District

YAMHILL CARLTON SCHOOL DISTRICT #1

Yamhill Carlton School District #1 serves the communities of Yamhill and Carlton and is located in Yamhill County, Oregon. The District serves approximately 1,039 students in kindergarten through 12 grade and presently operates 1 primary (Grades K-3), 1 intermediate (Grade 4-8), 1 high school (Grade 9-12), and 1 program, the Alliance Academy (Grades K-12).

The District, a fiscally independent entity, is governed by a five-member Board of Directors. Voters residing within District boundaries elect members to three-year overlapping terms. The duties of the Board include setting policy; approving contracts and appointing the Superintendent. The Board also constitutes one-half of, and appoints the five citizen members of the Budget Committee. We believe all of us have a responsibility to create an environment in our schools where students feel safe. Partnerships between staff, students, parents and community can do a great deal to enhance the achievement of students and to make schools a positive place to be.

The annual budget serves as the foundation for the District's financial planning and control. The budget is prepared by fund, major program (e.g., instruction, support services), and type of expenditure (i.e., teacher salaries, employee benefits). Management may transfer resources within a major program category. The Board of Directors can, by resolution, transfer appropriations between existing appropriation categories. The Board is required by State law to adopt a final budget no later than by the close of the preceding fiscal year.

C. Federal and State Financial Assistance

As part of the Single Audit Act, all Federal and State Finance Assistance received by the Districts must also be audited.

D. Financial Systems

The District uses the financial system Infinite Visions hosted by the Northwest Regional Education Service District located in Hillsboro, Oregon.

Yamhill Carlton School District #1 maintains a total of 5 reporting funds: General Fund, Special Revenue Fund, Debt Service Fund, Capital Projects Fund, and the Trust and Agency Fund. The District’s government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

The District can provide in electronic format the basic financial statements and the supplemental information. Historically, the auditor has prepared the financial statements inclusive of the notes to the basic financial reports from the trial balance and supporting schedules provided by the District. The selected audit firm is expected to issue an unqualified opinion on the financial statements. If, during the performance of the audits, the audit firm concludes an unqualified opinion cannot be issued, the audit firm must promptly notify the Superintendent or designee in writing stating all matters, which preclude the issuance of an unqualified opinion.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are required to be submitted:

- Requests for proposals issued January 16, 2025
- Due Date for proposals..... February 13, 2025 (end of business day)
- Interviews of finalists, if held..... February 17-28, 2025

B. Notification and Contract Dates

- Intent to award notice..... March 3, 2025
- Board approval March 13, 2025
- Contract date March 17, 2025

C. Date Audit May Commence

The district will have all records, posted statements, bank reconciliations, and other necessary reports ready for audit and all management personnel available to meet with the firm’s personnel as of a mutually agreeable time determined with the district.

V. PROPOSAL REQUIREMENTS

A. General Requirements

INQUIRIES

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Tami Zigler
Business Manager
Yamhill Carlton School District #1
120 N Larch Pl
Yamhill, OR 97148
503-852-6983

Email: ziglert@ycschools.org

SUBMISSION OF PROPOSALS

The following material is required to be received by February 13, 2025 (end of business day) for a proposing firm to be considered:

1. A master copy (so marked) of a Technical Proposal and one copy to include the following:
 - a. Title page
Title page showing the request for proposal's subject; the firm's name, address and telephone number of a contact person; and the date of the proposal.
 - b. Table of Contents
 - c. Transmittal Letter
A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty days.
 - d. Detailed Proposal
The detailed proposal should follow the order set forth in *Section VB: Technical Proposal* of this Request for Proposals.
2. The proposer shall submit an original and two copies of a dollar cost bid in a separate sealed envelope marked as follows:

"Sealed Dollar Cost Bid Proposal for Professional Auditing Services"

3. Proposer should send the completed proposal to the following address (Note: Electronic or faxed Proposals will not be accepted):

Tami Zigler
Business Manager
Yamhill Carlton School District #1
120 N Larch Pl
Yamhill, OR 97148

B. Technical Proposal

GENERAL REQUIREMENTS

The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements. As such, the substance of proposals will carry more weight than their form or manner of presentation.

NOTE: There should be no dollar units or total costs included in the technical proposal document.

While additional data may be presented, the following subjects, items No. 1 through 8, must be included. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. They represent the criteria against which the proposal will be evaluated.

1. Independence

The firm should provide an affirmative statement that it is independent of the School District as defined by generally accepted auditing standards/the U.S. General Accounting Office's government Auditing Standards (2003). The firm should also list and describe the firm's professional relationships involving the School District or any of its agencies for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

2. License to Practice in Oregon

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed by the Oregon Board of Accountancy as a Certified Public Accountant and Municipal Auditor.

3. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's government audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis.

The firm shall provide information on the results of the most recent peer review and the results of any Federal or State reviews of its audits during the past five years. In addition,

the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past five years with state regulatory bodies or professional organizations.

4. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Oregon. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past five years and membership in professional organizations relevant to the performance of the audit.

The firm should provide as much information as possible regarding the number, qualifications, experience and training including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the School District. However, in either case, the School District retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Prior Engagements with the School District

The firm should list separately all engagements within the last five years with the School District by the type of engagement (i.e. audit, management advisory services, other). For each engagement, the firm should indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of ten) performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposals.

Firms are required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
 - b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
 - c. Sample sizes and the extent to which statistical sampling is to be used in the engagement
 - d. Extent of use of Electronic Data Processing (EDP) software in the engagement
 - e. Type and extent of analytical procedures to be used in the engagement
 - f. Approach to be taken to gain and document an understanding of the School District's internal control structure
 - g. Approach to be taken in determining laws and regulations that will be subject to audit test work
8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential Audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the School District.

C. Sealed Dollar Cost Bid

TOTAL ALL-INCLUSIVE MAXIMUM PRICE

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The district will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The sealed dollar cost bid sheet should include the following information:

1. Name of Firm
2. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the district.
3. A fixed price consistent with auditing standards at that time for the 2025, 2026 and 2027 engagements.
4. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each
5. The sealed dollar cost bid should include a schedule of professional fees and expenses.
6. Out-of-Pocket Expenses Included in the Total All-Inclusive Maximum Price

MANNER OF PAYMENT

Progress payments will be made on the basis of hours of work completed during the course of the agreement and out-of-pocket expenses incurred in accordance with the firm’s dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld pending delivery of the firm’s final reports.

VI. EVALUATION PROCEDURES

A. Administrative Review

Proposals submitted will be evaluated by key staff for the district.

REVIEW OF PROPOSALS

The Administrative Review will consist of a point formula during the review process to score proposals by each of the criteria described below.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid.

EVALUATION OF PROPOSALS

The following is intended to give a brief description of the steps that will be used in the evaluation of the proposals. The evaluators will compare the relative merits of alternative audit approaches and will assess the hours required by staff level to complete the various segments of the audit as well as determine if the experience of assigned staff is adequate for the type of audit desired.

Technical CriteriaPoint Range

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed (0-45)

Audit Coverage 0-20

Adequacy of sampling techniques

Adequacy of analytical procedures

Realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff level including consultants assigned..... 0-10

Copy of an audit conducted last year for another similar school district 0-15

2. Technical experience of the firm (0-40)

Auditing of the type under consideration 0-15

Auditing similar entities (size/budget) 0-20

Firm or staff auditing experience with this district 0-5

3. Qualifications of staff, including consultants, to be assigned to the audit. (0-40)

Education, including continuing education courses taken during the past two years, position in the firm, and years and types of experience will be considered. This will be determined from the resumes submitted

Qualifications of the audit team	0-20
Supervision to be exercised over the audit team by the firm’s management	0-10
Size and structure of the firm	0-10
Total Technical Points	0-125
<u>Cost Criteria</u>	Point Range
Cost of the Audit.....	0-25
 MAXIMUM POINTS.....	 0-150

In the event that oral interviews are employed, additional points will be given on a scale of 0-25. While the total score will be a significant factor, the District reserves the right to make a final selection.

B. Oral Presentations

During the evaluation process, the Business Manager has the discretion to request any one or all firms to make oral presentations. Such presentations may provide firms with an opportunity to answer any questions on a firm’s proposal. Not all firms may be asked to make such oral presentations.

C. Final Selection

The decision will be made by the district’s school board based upon the recommendation of administration. It is anticipated that a notice of intent to award will be issued by March 3, 2025. Following formal appointment by the school board, it is expected a contract will be executed between both parties by March 17, 2025.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the School District and the firm selected.

The District reserves the right without prejudice to reject any and all proposals.

Auditor Interview Questions

Firm: XXX Interviewer _____ Date _____

General

1. What experience do you have in providing School District audit service?
2. What practices or techniques have you found to be most successful?

Philosophy

1. What is the audit firm's relationship with the School Board and with staff?
2. How do you develop and maintain these relationships?

Communication

1. Describe the communication process you use to schedule the various phases of the audit.
2. Describe the assistance you provide the District staff throughout the year.
3. How often do you contact District staff during the year?

Flexibility

1. If the district has a schedule conflict and has to reschedule the audit, do you have the ability to make changes?
2. What happens if a member of your audit team changes jobs during our audit?
3. If you recommend a change, but district staff can't get to that change with existing staff, what resources do you have to assist?

Management Support

1. Describe the current changes affecting school audits. How will these affect your audit?
2. How do you remain current and how do you communicate changes to your clients?
3. What support can you provide to assist the District to get an unqualified opinion?
4. Our districts are looking for continuity in audit team leadership within the audit year and also from one year to the next. To what extent is your firm able to provide this continuity?

Conclusion

1. Is there anything else we should know about your company or services?
2. Do you have any questions of us?

Yamhill-Carlton School District 1

Code: AC
Adopted: 10/09/06
Revised/Readopted: 2/13/12; 12/14/15; 12/14/17;
1/09/20; 12/02/21, ~~11/14/24~~

Nondiscrimination and Civil Rights

The district does not discriminate on any basis listed below and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex², sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

~~The Board designates the superintendent as the district's civil rights coordinator.~~

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 ~~(as amended by House Bill 2935 (2021))~~.

² 34 CFR § 106.10 provides “discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.”

Any complaint alleging discrimination may be made to any civil rights coordinator and will be processed in accordance with administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Depending on the nature of the complaint, additional requirements may apply.

The district will document and track:

1. All reports of discrimination received by the district and all responses to those reports issued by the district, including any investigations completed and remedies provided; and
2. The training completed by each civil rights coordinator.

Civil Rights Coordinator

The Superintendent is the district’s civil rights coordinator.

The civil rights coordinator(s) will:

1. Be knowledgeable of the requirements in OARs 581-021-0038, 581-021-0045, 581-021-0046, and 581-021-0660;
2. Have the independence and authority necessary to carry out the provisions of OAR 581-021-0660;
3. Monitor, coordinate, and oversee district compliance with state and federal laws prohibiting discrimination in education, including ensuring the availability of, and providing to students and staff:
 - a. The notice of nondiscrimination³ required by OAR 581-021-0045; and
 - b. The district written complaint process for making reports of discrimination.
4. Oversee and ensure the resolution of district investigations of complaints alleging and substantiating discrimination, including the provision of remedies designed to restore or preserve equal access to an education program or activity;
5. Provide guidance to district staff on civil rights issues in the district;
6. Respond to questions and concerns about civil rights in the district;
7. Coordinate efforts to prevent civil rights violations from occurring in the district; and
8. Satisfy the training requirements in OAR 581-021-0660 (2)-(3)

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 326.051\(1\)\(e\)](#)
[ORS 332.505](#)
[ORS 408.230](#)
[ORS 659.805](#)
[ORS 659.815](#)
[ORS 659.850 - 659.860](#)
[ORS 659.865](#)
[ORS 659A.001](#)
[ORS 659A.003](#)

[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.103 - 659A.145](#)
[ORS 659A.230 - 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)

[ORS 659A.409](#)
~~[OAR 581-002-0001 - 002-0005](#)~~
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0047](#)
~~[OAR 581-021-0650-06652-](#)~~
~~[OAR 581-022-231070](#)~~
~~[OAR 581839-022-237003](#)~~
~~[OAR 581-075-0001-075-0005](#)~~
~~[OAR 581-075-0901](#)~~
~~[OAR 839-003](#)~~

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R. Part 1626 (2019).

Americans with Disabilities Act ~~of 1990~~/[Americans with Disabilities Act Amendments Act](#), 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

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).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

~~[Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 \(2018\); 29 C.F.R. Part 1630 \(2019\); 28 C.F.R. Part 35 \(2019\).](#)~~

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

Cross Reference(s):

ACB - All Students Belong

~~JBB - Educational Equity~~

GBA - Equal Employment Opportunity

GBEA - Workplace Harassment

JB - Equal Educational Opportunity

KL - Public Complaints

Yamhill-Carlton School District 1

Code: GBN/JBA
Adopted: 10/09/06
Revised/Readopted: 12/14/14; 11/12/20

Sexual Harassment

The district is committed to the elimination of sexual harassment¹ ~~in district schools, activities and programs. Sexual harassment is strictly prohibited and shall will~~ not be tolerated ~~in the district. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school sponsored or district sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school sponsored or district sponsored activity or program. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or staff member is at any district sponsored, district approved or district related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with a staff member's district job responsibilities. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.~~

The district processes complaints or reports of sexual harassment using administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Additional requirements for processing complaints are included in this policy.²

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.

Additional information regarding filing of a complaint or report may be obtained through the principal, Title IX Coordinator, civil rights coordinator, or superintendent.

¹ Sexual harassment is generally considered a type of sex-based discrimination. Consequently, additional laws and complaint procedures may apply.

² Other complaint policies and administrative regulations that may apply include, but are not limited to: AC – Nondiscrimination and Civil Rights; ACB – Every Student Belongs; GBEA – Workplace Harassment, GBNA – Hazing, Harassment, Intimidation, Menacing, or Cyberbullying – Staff; GBNA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements; GBNA/JHFE – Suspected Abuse of a Child Reporting Requirements; and JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Students.

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.

Oregon Definition

~~All staff members, students, and third parties are subject to this policy.~~ Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that:
 - a. ~~Interferes with a student's educational program or activity or program;~~
 - b. ~~Interferes with a school or district staff member's ability to perform their job; or;~~
 - a.— ~~Conduct that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and~~
 - b.— ~~Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.~~
3. Assault when sexual contact occurs without the consent⁴.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

~~All complaints or reports about behavior that may violate this policy shall be promptly investigated.~~

³ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

⁴ "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Oregon Procedures

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

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
<u>John Horne</u>	<u>HR Director</u>	<u>503-852-6980</u>	<u>hornej@yoschools.org</u>

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to make a report should use the above contact information. The person designated will coordinate the report with the procedures in administrative regulation AC-AR(1) – Discrimination or Civil Rights Complaint Procedure. This person is also designated as the Title IX coordinator.

Response

Any staff member who becomes aware of behavior that may violate this policy shall ~~immediately~~ report to a district official so that the district official (~~with coordination involving the reporting staff member when appropriate~~) will and the reporting staff member when the victim of the harassment is a student or third-party ~~may coordinate efforts to~~ take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions that are necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the ~~staff member~~ person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to ~~immediately~~ report their concerns to district officials, this includes officials such as the principal, compliance officer, or superintendent. Students may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official.

~~Upon receipt of a complaint from a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.~~

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment and prevent recurrence:

7. Discipline of staff and students engaging in sexual harassment;
8. Removal of third parties engaged in sexual harassment;
9. Additional supervision in activities;
10. Additional controls for district electronic systems;
11. Trainings and education for staff and students; and
12. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

~~The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.~~

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or~~and the~~ participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or ~~any terms or conditions of employment or of work or~~ educational environment of the student or other person who initiated/initiating the complaint, reporting the behavior, or who participatinges in the investigation; or
2. ~~Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.~~

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person⁵ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;

⁵ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁶:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

⁶ Remember confidentiality laws when providing any information.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the school student handbook and on the school district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

~~It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board. Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.~~

~~The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all schools. Posted signs shall be at least 8 1/2 inches by 11 inches in size.~~

~~The superintendent will establish a process of reporting incidents of sexual harassment.~~

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (20240).

[Bartsch v. Elkton School District, FDA 13-011 \(March 27, 2014\)](#); [Davis v. Monroe County Bd. of Educ., 526 U.S. 629 \(1999\)](#)
[Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 \(1998\)](#).

Cross Reference(s):

GBN/JBA - Sexual Harassment

GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff

JFCF - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating

Violence, and Domestic Violence – Student

JHFE - Reporting of Suspected Abuse of a Child

JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students

Yamhill-Carlton School District 1

Code: JBA/GBN
Adopted: 10/09/06
Revised/Readopted: 12/14/14; 11/12/20

Sexual Harassment

The district is committed to the elimination of sexual harassment¹ ~~in district schools, activities and programs. Sexual harassment is strictly prohibited and shall will~~ not be tolerated ~~in the district. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school sponsored or district sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school sponsored or district sponsored activity or program. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or staff member is at any district sponsored, district approved or district related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with a staff member's district job responsibilities. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.~~

The district processes complaints or reports of sexual harassment using administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Additional requirements for processing complaints are included in this policy.²

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.

Additional information regarding filing of a complaint or report may be obtained through the principal, Title IX Coordinator, civil rights coordinator, or superintendent.

¹ Sexual harassment is generally considered a type of sex-based discrimination. Consequently, additional laws and complaint procedures may apply.

² Other complaint policies and administrative regulations that may apply include, but are not limited to: AC – Nondiscrimination and Civil Rights; ACB – Every Student Belongs; GBEA – Workplace Harassment, GBNA – Hazing, Harassment, Intimidation, Menacing, or Cyberbullying – Staff; GBNA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements; GBNA/JHFE – Suspected Abuse of a Child Reporting Requirements; and JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Students.

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.

Oregon Definition

~~All staff members, students, and third parties are subject to this policy.~~ Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that:
 - a. ~~Interferes with a student's educational program or activity or program;~~
 - b. ~~Interferes with a school or district staff member's ability to perform their job; or;~~
 - a.— ~~Conduct that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and~~
 - b.— ~~Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.~~
3. Assault when sexual contact occurs without the consent⁴.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

~~All complaints or reports about behavior that may violate this policy shall be promptly investigated.~~

³ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

⁴ "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Oregon Procedures

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

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
<u>John Horne</u>	<u>HR Director</u>	<u>503-852-6980</u>	<u>hornej@yescschools.org</u>

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to make a report should use the above contact information. The person designated will coordinate the report with the procedures in administrative regulation AC-AR(1) – Discrimination or Civil Rights Complaint Procedure. This person is also designated as the Title IX coordinator.

Response

Any staff member who becomes aware of behavior that may violate this policy shall ~~immediately~~ report to a district official so that the district official (~~with coordination involving the reporting staff member when appropriate) will and the reporting staff member when the victim of the harassment is a student or third-party) may coordinate efforts to~~ take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions that are necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the ~~staff member~~person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to ~~immediately~~ report their concerns to district officials, this includes officials such as the principal, compliance officer, or superintendent. Students may also report concerns to a teacher, counselor, or school nurse, who will promptly notify the appropriate district official.

~~Upon receipt of a complaint from a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.~~

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment and prevent reoccurrence:

7. Discipline of staff and students engaging in sexual harassment;
8. Removal of third parties engaged in sexual harassment;
9. Additional supervision in activities;
10. Additional controls for district electronic systems;
11. Trainings and education for staff and students; and
12. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

~~The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.~~

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, ~~and the~~ participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. ~~Educational assignments or any terms or conditions of employment or of work or educational environment of the student or other person who initiated initiating the complaint, reporting the behavior, or who participatines in the investigation; or~~
2. ~~Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.~~

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person⁵ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;

⁵ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁶:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

⁶ Remember confidentiality laws when providing any information.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the school student handbook and on the school district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

~~It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board. Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.~~

~~The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all schools. Posted signs shall be at least 8 1/2 inches by 11 inches in size.~~

~~The superintendent will establish a process of reporting incidents of sexual harassment.~~

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

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

[Bartsch v. Elkton School District, FDA 13-011 \(March 27, 2014\)](#); [Davis v. Monroe County Bd. of Educ., 526 U.S. 629 \(1999\)](#)

[Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 \(1998\)](#).

Cross Reference(s):

GBN/JBA - Sexual Harassment

GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying –

Staff JFCF - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating

Violence, and Domestic Violence – Student

JHFE - Reporting of Suspected Abuse of a
Child

JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students

Pregnant and Parenting Students

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 ~~school district~~-sponsored activities ~~unless physically unable~~. The district shall ensure that pregnant and/or parenting students receive special services as temporarily necessitated by their condition.

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 parenting students:

1. Inform pregnant and 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, child care, transportation, career development and health and nutrition services to pregnant and parenting students;
3. Inform pregnant and 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 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.

The superintendent will develop administrative regulations as necessary to ensure compliance with the provisions of state and federal law.

END OF POLICY

Legal Reference(s):

[ORS 336.640+09-520](#)

[ORS 336.640](#)

[OAR 581-021-0046](#)

Pregnant and Parenting Students - JFE

[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 \(2024\).](#)

~~Pregnant and Parenting Students - JFE~~
~~1-1~~

Yamhill-Carlton School District 1

Code: JHCD
Adopted:

Medications

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.

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).

Yamhill-Carlton School District 1

Code: **GBN/JBA-AR**
Adopted: 10/09/06
Revised/Readopted: 11/12/20

Sexual Harassment Complaint Procedure

Principals, the human resources director, and the superintendent have responsibility for reports, complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (i.e., reports, complaints, rumors, etc.) shall be presented to district officials, this includes officials such as the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. The rights of the student, student's parents, staff member, person or person's parents who filed the complaint;
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue, including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment; and
7. Notice that students who report information about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Be made available to students, students' parents, staff members and members of the public at each school office, at the district office and on the school or district website.

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation and will notify the complainant 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 information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The official conducting the investigation shall notify the complainant 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. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the 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 3 If a complainant is not satisfied with the decision at step 2, 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 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4 If a complainant is not satisfied with the decision at step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The superintendent will investigate the complaint and will notify the complainant 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, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed and the

notice to the complainant when the investigation is initiated. 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. The Board chair shall notify the complainant 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. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

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.

Additional information regarding filing of a complaint 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 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.

YAMHILL CARLTON SCHOOL DISTRICT
120 N. Larch Place, Yamhill, OR 97148 | (503) 852-6980

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: _____

YAMHILL CARLTON SCHOOL DISTRICT
120 N. Larch Place, Yamhill, OR 97148 | (503) 852-6980

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: _____

Yamhill-Carlton School District 1

Code: JHCD/JHCDA
Adopted: 12/14/17
Revised/Readopted: 4/09/20

Medications**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to them self, 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 them self 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.

Current first-aid and CPR cards are strongly encouraged 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 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. A request to the

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

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 backup 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.

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 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.

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 and pursuant to state law, assisted the student in self-administration of the medication.

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.

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*.

Yamhill-Carlton School District 1

Code: **JHCD/JHCDA-AR**
Adopted: 10/09/06
Revised/Readopted: 4/14/08; 2/13/12; 12/14/17;
4/09/20

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. 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. “Prescriber¹” 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 prescriptive 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.
- 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

¹ 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.

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 Staff/Training

- a. The principal will designate personnel authorized to administer prescription or nonprescription medication to a student 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, 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.

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. ²Administering 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,

² Ibid. p. 1.]

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 Oregon Administrative Rule (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 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 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:
 - (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 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.

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[, and documentation will be made on the district's Accident/Incident Report form]. 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 permission form from a 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 other documentation requested by the district must be submitted 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 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 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 backup 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 the 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 [used solely for the storage of medication];
 - (2) Medications requiring refrigeration will be stored in a [locked box in a refrigerator] [separate refrigerator used solely for the storage of medication];
 - (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 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 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 medications, 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.

Yamhill-Carlton School District 1

Code: AC-AR (1)
Adopted: 10/09/06
Revised/Readopted: 12/14/15; 12/14/17; 4/09/20

Discrimination or Civil Rights Complaint Procedure

Any person, including students, staff, visitors, and third parties may file a complaint.

The district may have additional responsibilities addressing reports and complaints, including but not limited to, those found in the following policies and their associated administrative regulations:

1. AC-AR(2) - Sex-Based Discrimination under Title IX;
2. ACA - Americans with Disabilities Act;
3. ACB - Every Student Belongs;
4. GBEA - Workplace Harassment;
5. GBM - Staff Complaints;
6. GBMA - Whistleblower;
7. GBN/JBA - Sexual Harassment;
8. GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying – Staff;
9. GBNA/JHFF - Reporting of Suspected Sexual Conduct with Students;
10. GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements;
11. IIA - Instructional Materials**;
12. JFCF - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student**; and
13. KL - Public Complaints.

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: Complaints of sex-based discrimination received by the district, in addition to the procedures outlined below, must follow additional requirements in AC-AR(2) – Sex-Based Discrimination Complaints.

⁺Complaints may be oral or in writing and ~~must~~ may be filed with the principal or civil rights coordinator. Any staff member that receives an oral or written complaint shall report the complaint to the principal. If a complaint is filed with the civil rights coordinator, the civil rights coordinator will forward it to the principal. If a complaint is filed with the principal, the principal will notify the civil rights coordinator of the complaint. The civil rights coordinator will oversee the investigation¹ conducted by the principal or designee and ensure the investigation is resolved.

The principal shall ensure that any required notices are provided.²

¹ The investigator can be someone other than the civil rights coordinator or principal.

² See the following for notice requirements:

1. Administrative regulation ACB-AR - Bias Incident Complaint Procedures
2. Administrative regulation AC-AR(2) - Sex-Based Discrimination Under Title IX
3. Board policy GBN/JBA - Sexual Harassment

The principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 school days of receipt of the complaint.

~~†For district information. The district’s timeline established by each step of the district’s complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district’s complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)~~

Step 2: If the complainant wishes to appeal the decision of the principal, the complainant may submit a written appeal to the superintendent within five school days after receipt of the principal’s response to the complaint.

The superintendent shall review the principal’s decision within five school days and may meet with all parties involved. The superintendent will review the merits of the complaint and the principal’s decision. The superintendent will respond in writing to the complainant within 10 school days.

Step 3: ~~_____~~–If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting or a Special Board meeting. The Board’s decision will be final and will address each allegation in the complaint and contain reasons for the Board’s decision. A copy of the Board’s final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the principal is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent. The superintendent will notify the civil rights coordinator.

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party. The Board chair will provide a direct notification to the civil rights coordinator, unless the superintendent serves as the civil rights coordinator.

~~†For district information. The district’s timeline established by each step of the district’s complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district’s complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)~~

Complaints against the Board as a whole or against an individual Board member, may start at Step 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be referred directly to the district counsel. The Board chair will provide a direct notification to the civil rights coordinator.

Complaints against the Board chair may start at Step 3 and be referred directly to the Board vice chair. The Board vice chair will direct notification to the civil rights coordinator.

All complaints, including those starting at Step 2 or later, will meet all legal requirements. The civil rights coordinator will oversee these requirements.

The timelines established in each step of this procedure may be extended ~~upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step.~~ by the district for good cause. Any extension will be communicated to the parties and include a reason for the delay. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step (unless the district and complainant have agreed in writing to a different time period for that step) -or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal³ ~~the~~ district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001-075-0001– 581-002-0023075-0045.

Charter Schools of which the District Board is a Sponsor

The district Board, through its charter agreement with name of charter school sponsored by the district board through a board resolution through this administrative regulation, will review an appeal of a decision reached by the Board of name of public charter school on a complaint alleging violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination). A complainant may appeal will submit such appeal to the superintendent Board chair on behalf of the district Board within 30 days of receipt of the decision from the public charter school board. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023 (the rules are amended by OAR 581-075-0901 until April 30, 2025).

The district Board, through its charter agreement with name of public charter school sponsored by the district board through a board resolution through this administrative regulation, will not review an appeal of a decision reached by the Board of the name of public charter school on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581- 021-0046 (Discrimination), or OAR 581-021-0655 (Duty to Designate a Civil Rights Coordinator) or 581-021-0660 (Duties of and Training Requirements for Civil Rights Coordinator). for which the district Board has

³ An appeal must meet the criteria found in OAR 581-002-0005(1)(a)075-0010 (the rules are amended by OAR 581-075-0901 until April 30, 2025).

jurisdiction, and recognizes a decision reached by the Board of name of public charter school as the district Board’s final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581- ~~075-0001~~~~002-0001~~- 581-~~002-0023~~075-0045 (the rules are amended by OAR 581-075-0901 until April 30, 2025).

²An appeal must meet the criteria found in ~~OAR 581-002-0005(1)(a)~~.

Yamhill Carlton School District 1

Code: AC-AR(2)

Revised/Reviewed:

Sex-Based Discrimination Under Title IX

{This administrative regulation (AR) is intended to provide guidance to district administrators when handling Title IX-related issues. These requirements here are in addition to requirements in other applicable complaint procedures.}

Definitions

“Discrimination on the basis of sex” includes discrimination on the basis of sex-stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

“Complainant” means:

1. A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
2. A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in the district’s education program or activity at the time of the alleged discrimination.

“Complaint” means an oral or written request to the district that objectively can be understood as a request for the district to investigate and make a determination about alleged discrimination.

“Consent” means the knowing, voluntary and clear agreement by all parties to participate in the specific act.

“Parental status” means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:

1. A biological parent;
2. An adoptive parent;
3. A foster parent;
4. A stepparent;
5. A legal custodian or guardian;
6. In loco parentis with response to such a person;
7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.

“Peer retaliation” means retaliation by a student against another student.

“Pregnancy or related conditions” means:

1. Pregnancy, childbirth, termination of pregnancy, or lactation;
2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

“Sex-based harassment” is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on bases described in 34 CFR § 106.10, that is:

1. **Quid pro quo harassment.** An employee, agent, or other person authorized by the district to provide an aid, benefit, or service under the district’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct;
2. **Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the district’s education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact specific inquiry that includes consideration of the following:
 - a. The degree to which the conduct affected the complainant’s ability to access the district’s education program or activity;
 - b. The type, frequency, and duration of the conduct;
 - c. The parties’ age, roles within the district’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - d. The location of the conduct and the context in which the conduct occurred; and
 - e. Other sex-based harassment in the district’s education program or activity; or
3. Specific offenses including sexual assault, dating violence, domestic violence, and stalking.¹

“Supportive measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. Restore or preserve that party’s access to the district’s education program or activity, including measures that are designed to protect the safety of the parties or the district’s educational environment; or
2. Provide support during the district’s grievance procedures under 34 CFR § 106.45, and if applicable 34 CFR § 106.46, or during the informal resolution process under 34 CFR § 106.44(k).

Notice of Nondiscrimination

The district will provide notice of nondiscrimination to students; parents, guardians, or other authorized legal representatives of elementary school and secondary school students; employees; applicants for admission and employment and all unions and professional organizations holding collective bargaining or

¹ See 34 CFR § 106.2, *Sex-based harassment* (3) *Specific offenses* for definitions.

professional agreements with the district. This notice will be continuously available on the district website, be posted in multiple locations, be made available in the languages of the communities served by the district, and be disseminated annually to staff, students, and families in an accessible manner.² This includes, but is not limited to, each handbook, catalog, announcement, bulletin, and application form that the district makes available to persons entitled to the notice.

Sample notice:

The district does not discriminate on the basis of age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, and gender identity.

The district prohibits sex discrimination in any education program or activity it operates, as required by Title IX and its regulations, including admission and employment.

Inquiries about Title IX may be referred to the district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The following have been designated by the district:

John Horne, Director of HR/Special Programs

120 N Larch Place

Yamhill, OR 97148

hornej@yescschools.org

503-852-6980

The district's nondiscrimination policy and grievance procedures can be located at

<https://www.ycsd.k12.or.us/non-discrimination>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to

<https://www.ycsd.k12.or.us/non-discrimination>.

The following may also be used in district publications:

The district prohibits sex discrimination in any education program or activity it operates.

Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at www.ycsd.k12.or.us.

Training Requirements

The district will ensure the following individuals receive training related to their duties under Title IX promptly upon hiring or change of position which alters their duties under Title IX or this administrative regulation, and annually thereafter. The training must not rely on sex stereotypes.

1. All employees must be trained on:
 - a. The district's obligation to address sex discrimination in its education program or activity;

² This reflects the requirements for the Title IX notice (34 CFR § 106.8(c)(1)) and Oregon law OAR 581-021-0045(4).

- b. The scope of conduct that constitutes sex discrimination under Title IX and regulation, including the definition of sex-based harassment; and
 - c. All applicable notification and information requirements.
2. All investigators, decisionmakers, and other persons³ who are responsible for implementing the district's grievance procedures or have the authority to modify or terminate supportive measures must be trained on the following topics to the extent related to their responsibilities:
 - a. The district's obligations under 34 CFR § 106.44 (District's response to sex discrimination);
 - b. The district's grievance procedures;
 - c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
 - d. The meaning and application of the term 'relevant' in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under law.
 3. All facilitators⁴ of an informal resolution process must be trained on the rules and practices associated with the district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias;
 4. The Title IX Coordinator and any designees must be trained on their specific legal responsibilities⁵, the district's recordkeeping system related requirements, and any other training necessary to coordinate the district's compliance with Title IX.

The district will make all training materials available upon request for inspection by members of the public.

Title IX Coordinator Duties

The Title IX Coordinator is responsible for coordinating the district's compliance with its obligations under Title IX.

When notified of conduct that reasonably may constitute sex discrimination under Title IX, the Title IX Coordinator must take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrent, and remedy its effects:

1. Treat the complainant and respondent equitably;
2. Offer and coordinate supporting measures for complainant and respondent, as appropriate;
3. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct of the grievance procedures (including informal resolutions process as appropriate);

³ This requirement is in addition to the requirements in 1. above for all employees. This requirement may include board members.

⁴ This requirement is in addition to the requirements in 1. above for all employees.

⁵ See 34 CFR §§ 106.40(b)(3) and 106.44(f) and (g).

4. If a complaint is made, notify the respondent of the grievance procedures (including informal resolutions process as appropriate);
5. In response to a complaint, initiate the grievance procedures;
6. In the absence of a complaint or the withdrawal of any or all of the allegation in the complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination⁶. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint;
7. If initiating a complaint, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and
8. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the district's education program or activity.

Additional Requirements under Title IX

If the district has knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the district must respond promptly and effectively. Each district employee⁷ must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX.⁸

The district will treat complainants and respondents equitably.⁹

⁶ To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

1. The complainant's request not to proceed with initiation of a complaint;
2. The complainant's reasonable safety concerns regarding initiation of a complaint;
3. The risk that additional acts of sex discrimination would occur if a complaint were not initiated;
4. The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
5. The age and relationship of the parties, including whether the respondent is an employee of the district;
6. The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
7. The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
8. Whether the district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedure.

⁷ Does not apply to confidential employees, as defined in 34 CFR § 106.2.

⁸ This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX.

⁹ 34 CFR § 106.45(b)(1).

The district requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.¹⁰

The district presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.¹¹

The district will follow timelines in AC-AR(1) – Discrimination or Civil Rights Complaint Procedure. Timelines may be amended in accordance with that procedure.¹²

The district will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

If a complainant or respondent is a student with a disability, the Title IX Coordinator must consult with one or more members of the student’s Individualized Education Program (IEP) team or the group of persons responsible for the student’s placement decision as required by law.¹³

Records related to complaints, notifications and trainings will be kept in accordance with 34 CFR § 106.8(f).¹⁴

The Title IX Coordinator must monitor the district’s education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX and take steps reasonably calculated to address such barriers.

Complaint and Grievance Procedures¹⁵

The district has adopted complaint procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations. These procedures can be found in AC-AR(1) - Discrimination or Civil Rights Complaint Procedure.

¹⁰ 34 CFR § 106.45(b)(2).

¹¹ 34 CFR § 106.45(b)(3).

¹² 34 CFR § 106.45(b)(4).

¹³ 34 CFR § 106.8(e).

¹⁴ Records documenting the information resolution process, the grievance procedures, any resulting outcome, records documenting the actions the district took to meet obligations under this regulation and training materials must be kept for a minimum of seven years.

¹⁵ See 34 CFR §§ 106.8(b)(2) and 106.45.

The following persons have a right to make a complaint about sex discrimination, including complaints of sex-based harassment, requesting that the district investigate and make a determination about alleged discrimination under Title IX:

1. A “complainant,” includes:
 - a. A student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - b. A person other than a student or employee of the district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the district’s education program or activity;
2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
3. The district’s Title IX Coordinator.

A person is entitled to make a complaint of sex-based harassment under Title IX only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with requirements of 34 CFR § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

1. Any student or employee of the district; or
2. Any person other than a student or employee who was participating or attempting to participate in the district’s educational program or activity at the time of the alleged sex discrimination.

Individuals may be able to file complaints under different laws and procedures.

The district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Notice of Allegations

Upon initiation of the district’s Title IX grievance procedures, the district will notify the parties in writing of the following:

1. The district’s Title IX grievance procedures and any informal resolution process;
2. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);

3. Retaliation is prohibited; and
4. The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the district provides a description of the evidence the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the district will notify the parties of the additional allegations.

Investigation

Using established investigative procedures, the district will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on the district—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The district will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The district will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The district will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The district will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

1. The district will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the district provides a description of the evidence, the district will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon request of the party;
2. The district will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
3. The district will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses

The district will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the district to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

1. Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
2. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the district obtains that party's consent or witness's voluntary, written consent for use in its grievance procedures; and
3. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Determination whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the district will:

1. Use the clear and convincing standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred;
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination;
4. If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:

- a. Coordinate the provision and implementation of remedies to a complainant and other people the district identifies as having had equal access to the district's education program or activity limited or denied by sex discrimination;
 - b. Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - c. Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the district's education program or activity.
5. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
 6. Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Dismissal of Complaints

The district may dismiss a complaint of sex discrimination if:

1. The district is unable to identify the respondent after taking reasonable steps to do so;
2. The respondent is not participating in the district's education program or activity and is not employed by the district;
3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
4. The district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the district will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The district will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the district will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

1. Procedural irregularity that would change the outcome;
2. New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and

3. The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the district will:

1. Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
2. Implement appeal procedures equally for the parties;
3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
4. Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
6. Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the district will, at a minimum:

1. Offer supportive measures to the complainant as appropriate;¹⁶
2. If the respondent has been notified of the allegations, offer supportive measure to the respondent as appropriate; and
3. Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the district's education program or activity.¹⁷

Appeal of Determinations

Appeals may be filed in accordance with AC-AR(1) - Discrimination or Civil Rights Complaint Procedure.

Informal Resolutions

In lieu of resolving a complaint through the district's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The district does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local laws.¹⁸

¹⁶ See 34 CFR § 106.44(g).

¹⁷ See 34 CFR § 106.44(f).

¹⁸ See 34 CFR § 106.44(k).

Supportive Measures

The district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the district's education program or activity or provide support during the district's Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment. Please refer to 34 CFR 106.44(g) for more details on supportive measures.

Disciplinary Sanctions and Remedies

Following a determination that sex-based harassment occurred, the district may impose disciplinary sanctions, which may include written reprimand, probation, suspension, mandatory training, job reassignment, demotion, and termination of employment. The district may also provide remedies, which may include appropriate discipline up to termination.

Electronic Communications System

Definitions

1. “Technology protection measure,” as defined by the Children’s Internet Protection Act (CIPA), means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. “Obscene”, has the meaning given such terms that term is defined in Section 1460 of Title 18, United States Code;
 - b. “Child pornography”, has the meaning given such as that term is defined in Section 2256 of Title 18, United States Code; or
 - c. Harmful to minors.
2. “Harmful to minors,” as defined by CIPA, means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. “Sexual act; sexual contact,” as defined by CIPA, have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. “Minor,” as defined by CIPA, means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. “Inappropriate matter,” as defined by the district, means material that is inconsistent with general public education purposes, the district’s vision, mission and goals, as determined by the district.[‡]
6. “District proprietary information” is defined by the district as any information created, produced or collected by district staff for the business or education purposes of the district including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district’s business.

~~6. —[‡]As inappropriate matter is not defined in the CIPA or regulations, districts should define the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.~~

7. “District software” is defined by the district as any commercial or staff developed software acquired using district resources.

General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district’s electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district’s system electronic communications system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. Allow staff use of personal electronic devices to access the district’s electronic communications system when it is consistent with district board policies and administrative regulations. (See Staff User Agreement);~~Provide a system for authorizing staff use of personal electronic devices to download or access district proprietary information, that insures the protections of said information and insures its removal from the device when its use is no longer authorized;~~

~~Provide a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use on the personal electronic device is no longer authorized, to insure verification that information downloaded has been properly removed from the personal electronic device;~~
4. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district’s system;
5. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
6. Install and use ~~desktop and/or~~ server virus detection and removal software;
7. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the principal may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
8. Prohibit access by minors ~~, as defined by CIPA and this regulation,~~ to inappropriate matter on the Internet and World Wide Web;
9. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including “hacking” and other unlawful activities online, and ensure the safety and security of minors when

| authorized to use e-mail, ~~social media~~, chat rooms, applications and other forms of direct electronic communication;

10. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites, applications, and in chat rooms;
11. Determine which users and sites accessible as part of the district's electronic communications system, are most applicable to the curricular needs of the district, and may restrict user access, accordingly;
12. Determine which users will be provided access to the district's ~~e-mail~~ electronic communications system;
13. Program its computers to display a message reinforcing key elements of the district's ~~e~~ Electronic ~~c~~ Communications ~~s~~ System policy and administrative regulation when accessed for use;
14. Notify appropriate system users that:
 - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, the school administrators may routinely review user files and communications;
 - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
 - c. The district may establish a retention schedule for the removal of e-mail;
 - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
 - e. Information and data entered or stored on the district's computers and e-mail system may become discoverable evidence if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
 - f. The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the supervising teacher or system coordinator stating the need for the increase;
 - g. Passwords used on the district's electronic communications system will be changed every 365 days are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited;
 - h. Transmission of any communications or materials regarding political campaigns is prohibited related to activities prohibited by ORS 260.432 is not allowed.
15. — Ensure all student, staff and ~~nonschool~~ non-school system users complete and sign an agreement to abide by the district's electronic communications policy and administrative regulations. All such agreements will be maintained on file in the school office.;

15.

16. Notify users of known copyright infringing activities and deny access to or remove the material.

Electronic Communications System Access

1. Access to the district's electronic communication system is authorized to:

2.

3.1. Board members, district employees, students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.

2. ~~Students, staff, Board members, volunteers, district contractors and other members of the public~~ may be permitted to use the district's electronic communications system, when consistent with board policy and administrative regulations, for personal use school and instructional related activities, in addition to official district business, consistent with Board policy, general use prohibitions/guidelines/etiquette and other applicable provisions of this administrative regulation. Personal use of district-owned computers or devices including Internet and e-mail access is by employees is prohibited permitted when consistent with board policy and administrative regulations and when during the school day during the employee's work hours. Additionally, ~~Board member and employee use of district owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.~~

3. Staff and Board members may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and when in compliance with board policy and administrative regulations. Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations, when used on school property, and when on own time.

4. District staff and Board members may use the district's electronic communications system including Internet and e-mail access for personal use under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

5. District staff and Board members may use the district's electronic communications system, including Internet and e-mail access for personal use under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

6. Volunteers, district contractors, and other members of the public may be permitted to use the district's electronic communications system for personal use when consistent with Board policy, general use prohibitions and guidelines/etiquette and other applicable provisions of this administrative regulation.

General Use Prohibitions/Guidelines/Etiquette

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

| 1. General Use Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's system for:
 - (1) Unauthorized solicitation of funds;
 - (2) Distribution of chain letters;
 - (3) Unauthorized sale or purchase of merchandise and services;
 - (4) Collection of signatures;
 - (5) Membership drives;
 - (6) Transmission of any materials regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to evade, change or exceed resource quotas or disk usage quotas;
- e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:

- (1) Harmful to minors;
 - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
 - (3) A product or service not permitted to minors by law;
 - (4) Harassment, intimidation, bullying, menacing, threatening, or ~~constitutes insulting a bias incident or fighting words, the very expression of which injures or harasses others;~~
 - (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
 - g. Attempts to post or publish personal student contact information unless authorized by the system ~~coordinator or teacher and~~ coordinator and consistent with applicable Board policies ~~iesy~~ pertaining to student directory information and personally identifiable information. Personal student contact information may include photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
 - h. Attempts to arrange student meetings with anyone on the district's electronic communications system, unless authorized by the system coordinator ~~or teacher or~~ when consistent with school or educational related activities and with prior parent approval when necessary;
 - i. Attempts to represent self on behalf of the district through use of the district's name in external communication forums, e.g. social media, such as chat rooms, without prior district authorization;
 - j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

2. Guidelines/Etiquette

System users will:

~~2. —~~

~~3. — Guidelines/Etiquette~~

~~System users will:~~

- ~~a. — Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;~~
- ~~b. — Respect other people's time and cyberspace. Use real time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;~~

~~e.a. Take pride in communications. Check spelling and grammar;~~

~~d. Respect the privacy of others. Do not read the mail or files of others without their permission;~~

~~e. Cite all quotes, references and sources;~~

~~Adhere to guidelines for managing and composing effective e-mail messages:~~

~~One subject per message—avoid covering various issues in a single e-mail message;~~

~~Use a descriptive heading;~~

~~Be concise—keep message short and to the point;
Write short sentences;
Use bulleted lists to break up complicated text;
Conclude message with actions required and target dates;
Remove e-mail in accordance with established guidelines;
Remember, there is no expected right to privacy when using e-mail. Others may read or access mail;
Always sign messages;
Always acknowledge receipt of a document or file.~~

~~f.b.~~

~~g.c.~~ Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only. No system user may use a password on the district's computers, e-mail system or Internet access which is unknown to the district;

~~h.d.~~ Communicate only with such users and/or sites as may be authorized by the district;

~~i.~~ ~~Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;~~

~~j.e.~~ Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

Complaints

~~Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure in will be used for complaints concerning violations of the district's Electronic Communications System policy and/or administrative regulation. See Board policy KL - Public Complaints and accompanying administrative regulation may be used to process complaints or concerns about violations of policy and administrative regulations.~~

Violations/Consequences

1. Students

- a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of access to the district electronic communications system access up to and including permanent loss of privileges.
- b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
- c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

2. Staff

- a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.

- b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
 - d. Violations of ORS 244.040 will be reported to Oregon Government Ethics Commission (OGEC).
3. Others
- a. Other guest users who violate general electronic communications system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
 - b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

Telephone/Membership/Other Charges

- 1. The district assumes no responsibility or liability for any membership or phone and/or related charges ~~including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any home usage incurred by any home usage~~ of the district's system electronic communications system.
- 2. Any disputes or problems ~~regarding resulting from~~ phone services or internet provider services for ~~for~~ home users of the district's electronic communications system are strictly between the system user and their internet service provider ~~local phone company~~ and/or long distance ~~phone~~ service provider.

Information Content/Third Party Supplied Information

- 1. System users and parents of student system users are advised that use of the district's electronic communications system may provide access to materials that may be considered objectionable and inconsistent with the district's mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's electronic communications system accordingly.
- 2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
- 3. Users of the electronic communications sSystem users may, with ~~supervising teacher or~~ system coordinator approval, order services or merchandise from other ~~individuals and agencies~~ vendors that may be accessed through the district's electronic communications system. These ~~vendors individuals and agencies~~ are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the vendor seller and the system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by ~~the seller the vendor~~. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of vendors ~~sellers~~.

4. The district does not warrant that the functions or services performed by, or that the information or software contained on, the electronic communications system will meet the system user's requirements, or that the electronic communications system will be uninterrupted or error-free, or that defects will be corrected. The district's electronic communications system is provided on an.

5.4. “as is, as available” basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the electronic communications system and any information or software contained therein.

Sample Parent Letter

Dear Parents:

Your student ~~has [requested] [been selected]~~needs your permission to participate in the district's electronic communications ~~program system and needs your permission to do so~~. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

~~The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.~~

With this educational opportunity also comes responsibility. ~~It is important that you and your student read the enclosed district policy, administrative regulation and agreement form and discuss these requirements together.~~ Inappropriate system use will may result in discipline, up to and including expulsion from school, suspension or revocation of your student's access to the district's electronic communications system and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents, and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter ~~are the following important documents:~~ is an agreement for your student and you to read and sign, stating agreement to follow the district's electronic communications system policy and administrative regulation. The district's policy IIBGA – Electronic Communications System and administrative regulation are accessible from the district's website or upon request and include provisions on, but are not limited to, student use under General Use Prohibitions and Guidelines/Etiquette and student-related rules under Violations and Consequences.

- ~~1. An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school;~~
- ~~2. The district's Electronic Communications System policy and administrative regulation.~~

Please review the district's electronic communications policy and administrative regulation, and the provisions therein, ~~these materials~~ carefully with your student and return the attached agreement form to the school office indicating your permission or denial of permission for your student to participate in the district's electronic communications system.

Sincerely,

| {System Coordinator/Administrator}

Student Agreement for an Electronic Communications System Account

Academic Year _____

Student agreement must be renewed each academic year.

Student Section

Student Name _____ Grade _____

School _____

I have ~~read-received notice of and read~~ the district’s Electronic Communications System policy and administrative regulation ~~-and agree to abide by their provisions-~~ I understand that violation of these provisions ~~may will~~ result in discipline up to and including expulsion from school and/or suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

Student Signature _____ Date _____

Sponsoring Parent

I have ~~read-received notice of and read~~ the district’s Electronic Communications System policy and administrative regulation. I ~~give my permission to the district to issue and account for my student and certify that the information contained in this form is correct.~~ I will monitor my student’s use of the system ~~and his/her potential~~ the access to the Internet and will accept responsibility for supervision in that regard if and when my student’s use is not in a school setting. In consideration for the privilege of using the district’s Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student’s use, or inability to use, the system including, without limitation, the type of damages identified in the district’s policy and administrative regulation.

- I give my permission to issue an account for my student and certify that the information contained on this form is correct.
- I do not give my permission for my student to participate in the district’s communications system.

Signature of Parent _____

~~Home-Email~~ Address _____

Date _____ ~~Home~~-Phone Number _____

This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

Agreement for an Electronic Communications System Account
(Nonschool System User)

I have ~~read~~ received notice of, read, and agree to abide by the provisions adopted and included in the district's Electronic Communications System policy and administrative regulation, ~~and agree to abide by their provisions.~~ I understand that violation of these provisions may will result in suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature _____

Home Address _____

Date _____ Home Phone Number _____

Email Address _____

This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

Agreement for an Electronic Communications System Account
(Staff System User)

I have ~~read~~ received notice of, read, and agree to abide by the provisions the district's Electronic Communications System policy and administrative regulation ~~and agree to abide by their provisions.~~ I understand ~~may that~~ violation of these provisions will result in suspension or revocation of system access and related privileges, and may include discipline, up to and including dismissal and/or referral to law enforcement officials.

I understand that I may use my personal electronic device (PED) for education related purposes and that certain district proprietary information may be downloaded to, or accessed through my PED. I agree that any district proprietary information downloaded on my PED will only be as necessary to accomplish district purposes, obligations or duties, and will be properly removed from my PED when the use on my PED is no longer authorized. I insure that the personal electronic device in use is owned by me, and I am in complete control of the device at all times.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature _____

~~Home~~-Email Address _____

Date _____ ~~Home~~-Phone Number _____

This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

Electronic Communications System

The district's electronic communications system will be used to provide statewide, national and global communications opportunities for staff and students and for the advancement and promotion of teaching and learning.

The superintendent will establish administrative regulations for the use of the district's electronic communication system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using e-mail, social media, chat rooms and other forms of direct electronic communication;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;
8. Installing measures designed to restrict minors' access to materials harmful to minors.

Administrative regulations developed shall ensure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission and will include a complaint procedure for reporting violations.

Failure to abide by district policy and administrative regulations governing use of the district’s system may result in the suspension and/or revocation of system access. Additionally, student violations will result in discipline up to and including expulsion. Staff violations will also result in discipline up to and including dismissal. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY

Legal Reference(s):

	ORS 339.250
	ORS 339.270
	OAR 581-021-0050
	OAR 581-021-0055
	OAR 584-020-0040
	OAR 584-020-0041
ORS 167.060 – 167.100	ORS Chapter 192
	260.432
	ORS 332.107

Children’s Internet Protection Act, 47 U.S.C.§§ 254(h) and (l) (2018); 47 C.F.R. Section 54.520 (2019).
Copyrights, 17, U.S.C. §§ 101-1332 (2018); 19 C.F.R. Part 133 (2020).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C.§§ 7101-7117 (2018).
Drug-Free Workplace Act of 1988, 41 U.S.C.§§ 8101-8107 (2018); 34 C.F.R. Part 84, Subpart F (2020).
Controlled Substances Act, 21 U.S.C.§ 812, Schedules I through V (2018); 21 C.F.R. §§ 1308.11-1308.15 (2020).
Americans with Disabilities Act of 1990, 42 U.S.C.§§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).
Family Educational Rights and Privacy Act, 20 U.S.C.§ 1232g (2018); 34 C.F.R. Part 99 (2020).
Every Student Succeeds Act, 20 U.S.C. § 7131 (2018).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Cross Reference(s):

GBNAA/JFCFA - Cyberbullying