



**Yamhill Carlton School District
Board of Directors – YCSD Boardroom
120 N Larch Place, Yamhill, OR 97148**

Thursday, January 9th, 2020

Board Work Session 6:45pm

AGENDA

A. Call to Order Work Session

B. Sub-Committee Reports:

1. Facilities & Security (J. Bibb, K. Watson)
2. Negotiations (K. Watson & S. FitzGerald)
3. Board Policy (S. FitzGerald & J. Egland) – February 25th 2020 @ 9am
4. Curriculum (S. FitzGerald & M. Gometz) – January 16th, 2020
5. Activities (J. Bibb, J. Egland)
6. Finance (J. Egland, S. FitzGerald) - January 21st, 2020 @ 4:30pm
7. Communications (M. Gometz & K. Watson)

C. Adjournment

Items that are ***BOLD ITALICS*** are possible Action Items.

INTERPRETERS FOR THE HEARING IMPAIRED: To request interpreter services for this meeting call 503-852-6980 at least 24 hours prior to the meeting.



**Yamhill Carlton School District
Board Of Directors
Yamhill Carlton School District Board Room
120 N Larch Place, Yamhill, OR 97148**

Thursday, January 9th, 2020

Regular Session- 7:00 PM

AGENDA

Flag Salute

- I. *Call to Order Regular Session- 30 Minutes*
- II. Individuals, Delegations, Recognition, and Communications

Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form and turn it in to the Board secretary at this time. 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*

IV. Regular Session- Consent Agenda

1. *Approval of Board of Directors Minutes*
 - a. *School Board Work & Regular Session of December 12th, 2019 (Pg 1)*
2. *HR Report (Pg 4)*
3. *Enrollment Report (Pg 5)*

V. Announcements and Reports: — 30 Minutes

- I. YCES – Chad Tollefson – Verbal Report
- II. YCIS – Matt Wiles – Verbal Report
- III. YCHS – Clint Raever & Scott Henderson – Verbal Report
- IV. YCHS Student Body Representative – Dylan McInnis
- V. Financial Report and List of Bills for December 2019– (Action Item) (Pg 7)
- VI. District Facilities- John Mortimore – Verbal Report
- VII. Superintendent's Report- Charan Cline – Verbal Report

VI. New Business:

- I. Audit Report Presentation (Action Item) (Separate Packet)
- II. Division 22 Report (Action Item) (Pg 15)
- III. Reimbursable School Meals and Milk Programs AR Approval – EFAA-AR (Pg 20)
- IV. Policy – 1st Reading
 - a. Re-hiring of PERS-Retired Staff (GCPC/GDPC) (Pg 26)
- V. Policy – 2nd Reading and Adoption (Action Item)
 - a. Expression of Milk or Breast-feed in the Workplace (GBDA) (Pg 29)
 - b. Criminal Records Checks and Fingerprinting (GCDA/GDDA) (Pg 31)
 - c. Volunteers (IICC) (Pg 34)
 - d. Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education (IGAI)
 - e. Student Absences and Excuses (JED) (Pg 39)
 - f. Use of Restraint or Seclusion (JGAB) (Pg 41)
 - g. Suspension of a Student's Driving Privileges (JHFDA) DELETE (Pg 45)
 - h. Weapons in the Schools (JFCJ) (Pg 47)
 - i. Nondiscrimination (AC) (Pg 50)
 - j. Talented and Gifted Students – Identification (IGBBA) (Pg 52)
 - k. Talented and Gifted – Programs and Services (IGBBC) (Pg 53)
 - l. Public Complaints (KL) (Pg 55)
 - m. Individual Board Member's Authority and Responsibilities (BBAA) (Pg 57)



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- n. Unmanned Aircraft System (UAS) a.k.a Drone (ECACB) (Pg 59)
- o. Staff – HIV, AIDS, and HBV (GBEBA) (Pg 61)
- p. Staff/Student/Parent Relations (GBH/JECAC) (Pg 62)
- q. Staff/Student/Parent Relations (JECAC/GBH) (Pg 63)
- r. Domestic Violence, Harassment, Sexual Assault, or Stalking Leave (GCBDC/GDBDC)
- s. Interscholastic Activities (IGDJ) (Pg 67)
- t. Public Charter Schools (LBE) (Pg 69)
- u. Admissions (JEC) (Pg 72)
- v. Admission of Nonresident Students (JECB) (Pg 74)
- w. Interdistrict Transfer of Resident Students (JECF) (Pg 77)
- x. Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff (GBNA) (Pg 79)
- y. Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, and Domestic Violence – Student (JFCF) (Pg 81)

VII. Board of Directors Comments

VIII. Executive Session per ORS 192.660(2) (e) Real Property Transactions with possible action in Open Session

Adjournment

Note: Unless approved, Regular Meetings of the Board of Directors will be no longer than 3 hours in length at any single session.

INTERPRETERS FOR THE HEARING IMPAIRED: To request interpreter services for this meeting call 503-852-6980 at least 24 hours prior to the meeting.

YAMHILL CARLTON SCHOOL DISTRICT NO.1

BOARD OF DIRECTORS

Yamhill Carlton School District Board Room
120 N Larch Place, Yamhill, OR 97148

Thursday, December 12th, 2019

Work Session – 6:45 PM

MINUTES

Board Members: Susan FitzGerald, Jack Bibb, Megan Gometz and Ken Watson. Jami Egland absent by prior arrangement.

DO/Administration Staff: Superintendent Charan Cline, Board Secretary Michelle Rettke, Business Manager Tami Zigler, Special Programs Director John Horne, YCES Principal Chad Tollefson, YCIS Principal Matt Wiles, YCHS Principal Clint Raever and YCHS Associate Principal/Athletic Director Scott Henderson

Also Present: G. Manson, E. Chadwick, J. Collins, E. Sunday, O. Southard, K. Knapp & L. Knight.

Call to Order Work Session – 6:45pm by S. FitzGerald

- I. Sub Committee Reports
 - a. Facilities and Security (J. Bibb & K. Watson) – Next meeting January 3rd at 7:00am
 - b. Negotiations (K. Watson & S. FitzGerald) - Nothing new report
 - c. Board Policy (S. FitzGerald & J. Egland) – Next meeting February 25th at 9am
 - d. Curriculum (S. FitzGerald & Megan Gometz) – Discussed Monsters Call book, deals with issues of grief – Will be doing more research on the proposal to award credit for senior projects – Reviews SSA survey results.
 - e. Activities (J. Bibb & J. Egland) – Reviewed Fall Sports Survey results. Lots of positive feedback. Had a terrific fall sport season.
 - f. Finance (J. Egland & S. FitzGerald) – Meeting January 21st at 4:30pm
 - g. Communications (M. Gometz & K. Watson) – Will reschedule meeting for later in January.

With no further discussion, the meeting adjourned 6:53 pm.

Minutes by: Michelle Rettke, Board Secretary

YAMHILL CARLTON SCHOOL DISTRICT NO.1

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Also Present: G. Manson, E. Chadwick, J. Collins, E. Sunday, O. Southard, K. Knapp & L. Knight.

Flag Salute

- I. Called to order by Chair S. FitzGerald at 7:00 PM
- II. Individuals, Delegations, Recognition and Communications

Student Spotlight – YCHS FFA – O. Southard, K. Knapp and L. Knight reported on their time at the FFA National Convention.

Public comment – None

- III. Review of Agenda

J. Bibb motioned to approve the agenda as presented. K. Watson seconded. All in favor, motion carried.

- IV. Regular Session – Consent Agenda

K. Watson motioned to approve the consent agenda as presented. M. Gometz seconded. All in favor, motion carried.

- V. Announcements and Report

- I. YCES – Chad Tollefson – See Report in Board Packet
- II. YCIS – Matt Wiles – See Report In Board Packet
- III. YCHS – Clint Raever/Scott Henderson – See Report in Board Packet – Over 100 kids participating in Winter sports.
- IV. YCHS Student Body Representative – Dylan McInnis – Lots of activities happening as the month wraps up and we head into Christmas Break
- V. Financial Report & List of Bills for November 2019

J. Bibb motioned to approve the financial report and list of bills for November 2019 as presented. K. Watson seconded. All in favor, motion carried.

- VI. District Facilities – See Report in Board Packet
- VII. Superintendent's Report – See Report in Board Packet – Attended OSBA Pre-conference and will be attending Conference over the weekend with the Board.

VI. New Business

I. Out of State Travel – YCHS Italy Trip Spring Break 2021

Currently have 15 students signed up to go along with 2 parents and 2 staff members. Cost of trip is roughly \$3515.

J. Bibb motioned to approve the Out of State Travel for YCHS Italy Trip during Spring Break of 2021. M. Gometz seconded. All in favor, motion carried.

II. Policy – 1st Reading

Please review policy and get comments and questions to District Office to be addressed at the Board meeting in January. 2nd Reading and Adoption will happen at January Board Meeting.

VII. Board of Directors Comments

J. Bibb – Merry Christmas – Hope everyone enjoys their time off

K. Watson – Praised the excellent production of “Yes, Virginia there is a Santa Claus”

With no further discussion the meeting was adjourned at 8:04 pm

Minutes by: Michelle Rettke, Board Secretary

Yamhill Carlton School District

Human Resources

Board Report

January 2020



New Hires

Trevor Cook - Maintenance/Custodial

Dylan Schiesl - Custodian

Katie Dolphin - Head Girls Varsity Soccer Coach

Meredith Ferrier - ELD Teacher (.625 FTE)

RiAnna Nelson - Kitchen Helper (3.75 Hours per day)

Resignation

Clayton Wong - Custodian (YCES)

Open Positions

Custodian

IA - Life Skills (.50 FTE)

**District Enrollment Report
December 2019**

	Female	Male	Total
Kindergarten	44	47	91
1st Grade	34	42	76
2nd Grade	42	44	86
3rd Grade	35	50	85
4th Grade	36	41	77
K- 4th Subtotal:	191	224	415
5th Grade	33	35	68
6th Grade	48	42	90
7th Grade	50	47	97
8th Grade	52	43	95
5th-8th Subtotal:	183	167	350
9th Grade	32	50	82
10th Grade	27	39	66
11th Grade	34	42	76
12th Grade	28	43	71
9th – 12th Subtotal:	121	174	295
District Total:	495	565	1060

District Enrollment for 2019-20 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
YCES	361.5	364.75	365.75	360.75						
YCIS	308.25	311.5	310.5	312.5						
YCHS	299	300	298	295						
Alliance	91.25	90.75	90.75	91.75						
Total	1060	1067	1065	1060	0	0	0	0	0	0

YCES Enrollment for 2019-20 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	81.25	82.25	83.25	83.25						
1st Grade	67	68	68	68						
2nd Grade	68.5	71.5	70.5	69.5						
3rd Grade	76.25	74.5	74.5	72.5						
4th Grade	68.5	68.5	69.5	67.5						
19/20 Total	361.5	364.75	365.75	360.75	0	0	0	0	0	0
18/19 Total	336	337	337	337	332	332	329.75	331.75	332	331
17/18 Total	352.5	342.5	344.25	344.25	346.75	345.25	343.25	346.25	344	

YCIS Enrollment for 2019-20 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5th Grade	58.75	58.75	58.75	58.75						
6th Grade	82	82	83	84						
7th Grade	82.5	84.75	84.75	85.75						
8th Grade	85	86	84	84						
19/20 Total	308.25	311.5	310.5	312.5	0	0	0	0	0	0
18/19 Total	325	310	312	310	310	305	304	304.75	304	303
17/18 Total	323	321.5	318.5	314.5	315	310.5	309.5	308.5	303.5	

YCHS Enrollment for 2019-20 School Year

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
9th Grade	82	82	82	82						
10th Grade	66	66	66	66						
11th Grade	78	78	77	76						
12th Grade	73	74	73	71						
19/20 Total	299	300	298	295	0	0	0	0	0	0
18/19 Total	277	277	279	281	278	281	279	274	275	261
17/18 Total	312	307	305	304	303	300	300	297	296	

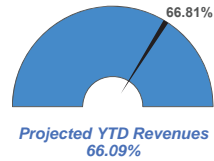
Alliance Academy Enrollment 2019-20

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kindergarten	7.75	7.75	7.75	7.75						
1st Grade	8	8	8	8						
2nd Grade	14.5	14.5	15.5	16.5						
3rd Grade	12.75	13.5	12.5	12.5						
4th Grade	9.5	9.5	9.5	9.5						
5th Grade	9.25	9.25	9.25	9.25						
6th Grade	6	6	6	6						
7th Grade	11.5	11.25	11.25	11.25						
8th Grade	12	11	11	11						
19/20 Total	91.25	90.75	90.75	91.75	0	0	0	0	0	0
18/19 Total	88	89	94	94	99	105	105.5	105.5	103	103
17/18 Total	67.5	64	70.25	70.25	75.25	78.25	78.25	77.25	78.5	78.5

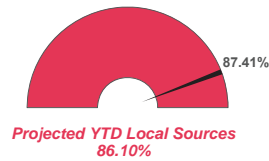
100 General Fund Revenue Dashboard Summary

For the Period Ending December 31, 2019

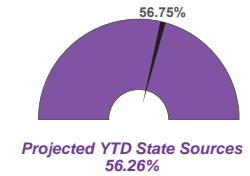
Actual YTD Revenues



Actual YTD Local Sources



Actual YTD State Sources

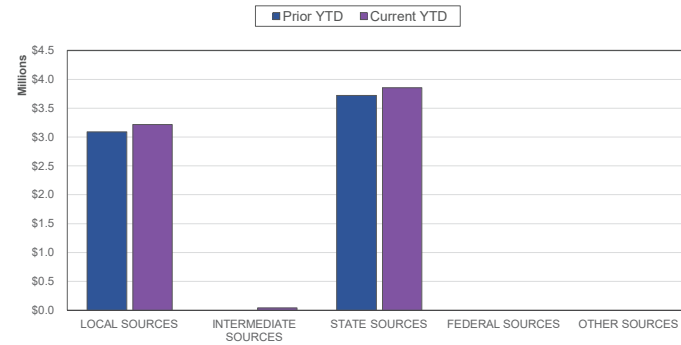


General Fund Revenues

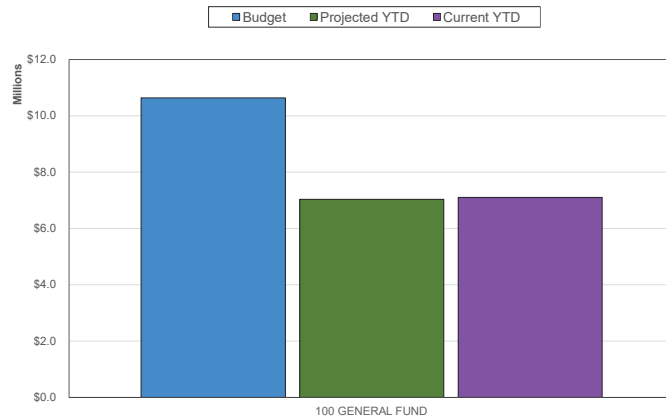
Top 10 General Fund Sources of Revenue (Year-to-Date)

State School Fund	\$3,855,512.00
Ad Valorem Taxes Levied By District	\$3,086,662.75
Interest On Investments	\$58,515.75
Miscellaneous	\$49,309.84
Unrestricted Revenue	\$39,356.75
Contributions And Donations From Private Sources	\$10,000.00
Penalties And Interest On Taxes	\$6,723.53
Rentals	\$1,880.00
Other Extracurricular Activities	\$707.40
Regular Day School Tuition	\$0.00
Percent of Total Revenues Year-to-Date	100.00%

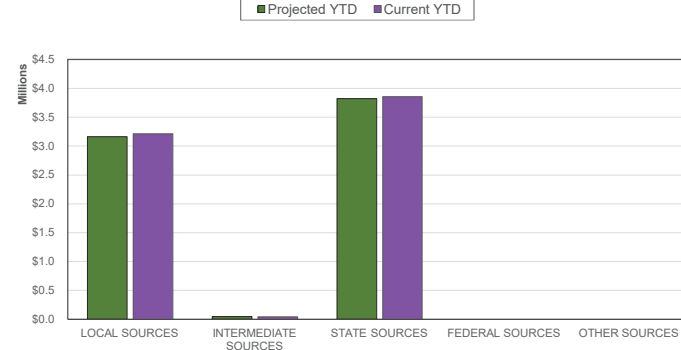
General Fund Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



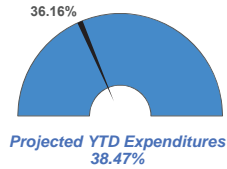
General Fund Revenue by Source | Projected YTD vs. Current YTD



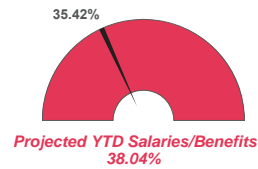
100 General Fund Expense Dashboard Summary

For the Period Ending December 31, 2019

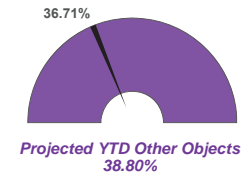
Actual YTD Expenditures



Actual YTD Salaries/Benefits



Actual YTD Other Objects

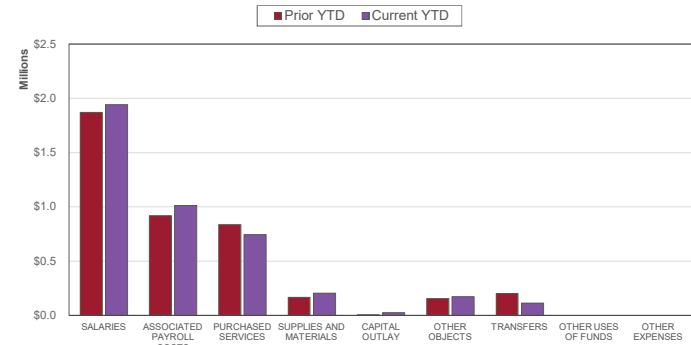


General Fund Expenditures

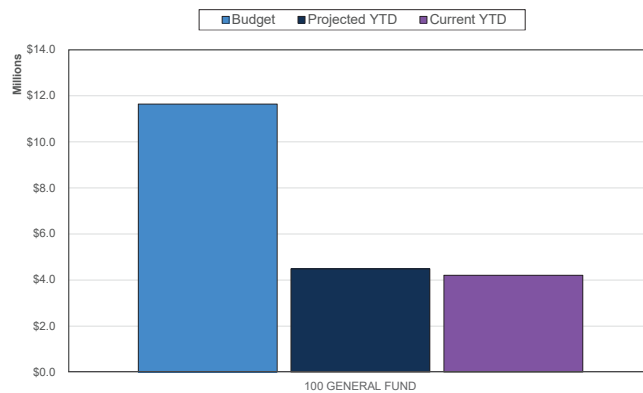
Top 10 General Fund Expenditures by Program (Year-to-Date)

Regular Salaries	\$1,787,089.69
Contractual Employee Benefits	\$440,613.50
Public Employees Retirement System	\$408,358.37
Student Transportation Services	\$267,727.70
Instructional, Professional And Technical Services	\$215,878.34
Property Services	\$191,276.87
Insurance And Judgments	\$156,564.00
Additional Salary	\$151,706.94
Social Security Administration	\$143,092.58
Other Transfers	\$112,340.00
Percent of Total Expenditures Year-to-Date	92.05%

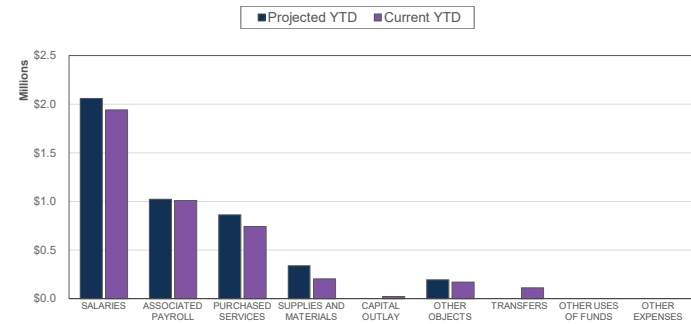
General Fund Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



General Fund Expenditures by Object | Projected YTD vs. Current YTD

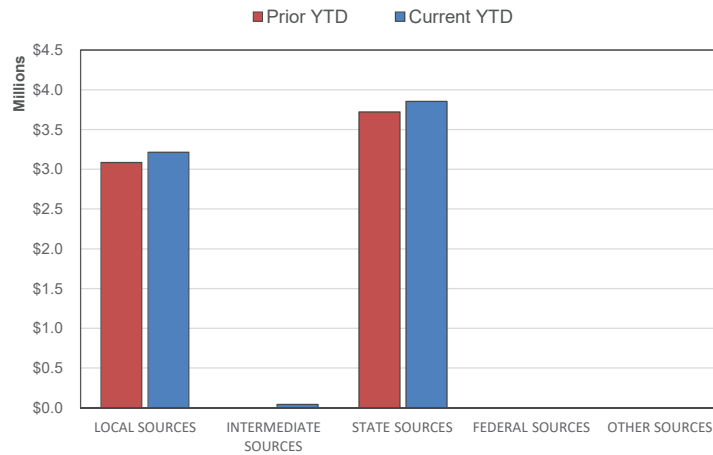


100 General Fund | Financial Summary

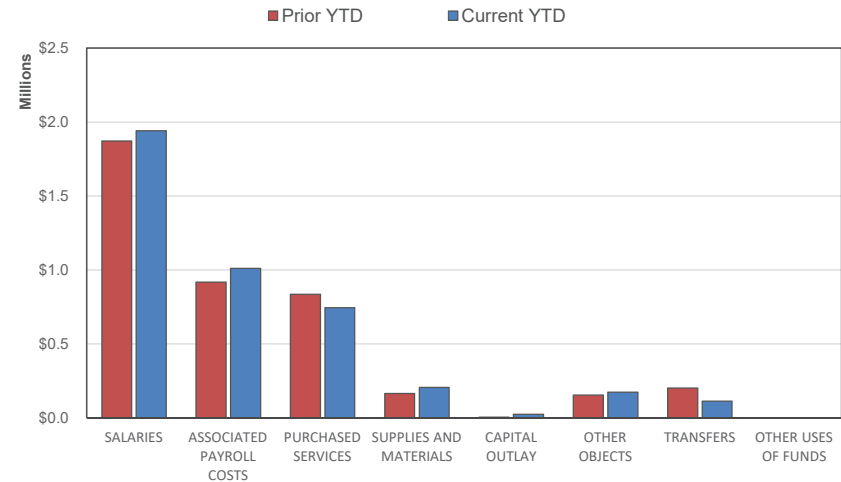
For the Period Ending December 31, 2019

	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
Beginning Fund Balance	\$994,721	\$994,721		\$1,176,211	\$1,000,000	
REVENUES						
Local Sources	\$3,086,173	\$3,673,067	84.02%	\$3,213,799	\$3,676,811	87.41%
Intermediate Sources	\$0	\$173,407	0.00%	\$39,357	\$170,000	23.15%
State Sources	\$3,720,097	\$6,700,482	55.52%	\$3,855,512	\$6,794,031	56.75%
Federal Sources	\$0	\$0		\$0	\$0	
Other Sources	\$0	\$0		\$0	\$0	
TOTAL REVENUE	\$6,806,270	\$10,546,956	64.53%	\$7,108,668	\$10,640,842	66.81%
EXPENDITURES						
Salaries	\$1,870,900	\$4,979,647	37.57%	\$1,940,504	\$5,368,043	36.15%
Associated Payroll Costs	\$917,390	\$2,499,220	36.71%	\$1,011,224	\$2,768,880	36.52%
Purchased Services	\$834,960	\$1,950,574	42.81%	\$744,012	\$2,187,140	34.02%
Supplies and Materials	\$164,506	\$297,540	55.29%	\$204,639	\$486,725	42.04%
Capital Outlay	\$5,000	\$22,518	22.20%	\$24,400	\$22,000	110.91%
Other Objects	\$152,758	\$155,003	98.55%	\$172,126	\$198,025	86.92%
Transfers	\$200,964	\$460,964	43.60%	\$112,340	\$185,029	60.71%
Other Uses of Funds	\$0	\$0		\$0	\$425,000	0.00%
Other Expenses	\$0	\$0		\$0	\$0	
TOTAL EXPENDITURES	\$4,146,477	\$10,365,466	40.00%	\$4,209,244	\$11,640,842	36.16%

Revenues by Source | Prior YTD vs. Current YTD



Expenditures by Object | Prior YTD vs. Current YTD



Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Date: 12/01/2019

To Date: 12/31/2019

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

Types: ☒ Expense ☐ Manual ☐ Payroll ☐ Payroll Deductions ☐ Other Disbursements

* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
57807	12/06/2019	ALPENROSE	\$242.64	1149	Printed	Expense	<input type="checkbox"/>		
57808	12/06/2019	AMAZON CAPITAL SERVICES	\$1,203.35	1149	Printed	Expense	<input type="checkbox"/>		
57809	12/06/2019	APOGEE COMPONENTS, INC	\$89.15	1149	Printed	Expense	<input type="checkbox"/>		
57810	12/06/2019	BELNICK INC	\$2,199.45	1149	Printed	Expense	<input type="checkbox"/>		
57811	12/06/2019	BRETTAUER OIL COMPANY	\$7,421.56	1149	Printed	Expense	<input type="checkbox"/>		
57812	12/06/2019	BRIGHTSIDE ELECTRIC AND	\$5,150.52	1149	Printed	Expense	<input type="checkbox"/>		
57813	12/06/2019	BROWNS ARCHITECTURL SHEETMETAL INC	\$12,688.00	1149	Printed	Expense	<input type="checkbox"/>		
57814	12/06/2019	CDW-GOVERNMENT, INC	\$196.31	1149	Printed	Expense	<input type="checkbox"/>		
57815	12/06/2019	CENTURY LINK	\$181.07	1149	Printed	Expense	<input type="checkbox"/>		
57816	12/06/2019	CITY OF CARLTON	\$1,366.91	1149	Printed	Expense	<input type="checkbox"/>		
57817	12/06/2019	D-N-D ELECTRICAL CONTRACTORS	\$56.15	1149	Printed	Expense	<input type="checkbox"/>		
57818	12/06/2019	DAVISON AUTO PARTS	\$132.50	1149	Printed	Expense	<input type="checkbox"/>		
57819	12/06/2019	DEMCO	\$66.64	1149	Printed	Expense	<input type="checkbox"/>		
57820	12/06/2019	DEMME LEARNING	\$809.00	1149	Printed	Expense	<input type="checkbox"/>		
* 57822	12/06/2019	HEILI HARRIS-BRANT	\$168.00	1149	Printed	Expense	<input type="checkbox"/>		
57823	12/06/2019	HONEY BUCKET	\$248.00	1149	Printed	Expense	<input type="checkbox"/>		
57824	12/06/2019	JILL HINDMAN	\$150.00	1149	Printed	Expense	<input type="checkbox"/>		
57825	12/06/2019	JUNIOR LIBRARY GUILD	\$242.20	1149	Printed	Expense	<input type="checkbox"/>		
57826	12/06/2019	KCDA PURCHASING COOPERATIVE	\$4,584.25	1149	Printed	Expense	<input type="checkbox"/>		
57827	12/06/2019	LOWE'S COMPANIES INC.	\$1,835.50	1149	Printed	Expense	<input type="checkbox"/>		
57828	12/06/2019	MCMINNIVILLE SCHOOL DIST. 40	\$239.79	1149	Printed	Expense	<input type="checkbox"/>		
57829	12/06/2019	MUSIC THEATRE INTERNATIONAL	\$1,233.50	1149	Printed	Expense	<input type="checkbox"/>		

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Date: 12/01/2019

To Date: 12/31/2019

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

Types: ☒ Expense ☐ Manual ☐ Payroll ☐ Payroll Deductions ☐ Other Disbursements

* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
57830	12/06/2019	OASBO	\$200.00	1149	Printed	Expense	<input type="checkbox"/>		
57831	12/06/2019	OREGON DEPARTMENT OF REVENUE	\$120.00	1149	Printed	Expense	<input type="checkbox"/>		
57832	12/06/2019	PEARSON SCHOOL DIVISION (SECONDARY)	\$138.18	1149	Printed	Expense	<input type="checkbox"/>		
57833	12/06/2019	PLAYSCRIPTS	\$50.00	1149	Printed	Expense	<input type="checkbox"/>		
57834	12/06/2019	PROPANE NORTHWEST	\$194.44	1149	Printed	Expense	<input type="checkbox"/>		
57835	12/06/2019	RAINBOW RESOURCE CENTER, INC	\$535.07	1149	Printed	Expense	<input type="checkbox"/>		
57836	12/06/2019	RAM STEEL INC.	\$530.76	1149	Printed	Expense	<input type="checkbox"/>		
57837	12/06/2019	RESIN ARCHITECTURE LLC	\$1,020.00	1149	Printed	Expense	<input type="checkbox"/>		
57838	12/06/2019	ROSE'S EQUIPMENT & SUPPLY, INC	\$1,500.00	1149	Printed	Expense	<input type="checkbox"/>		
57839	12/06/2019	SALEM FOOTBALL OFFICIALS	\$2,027.00	1149	Printed	Expense	<input type="checkbox"/>		
57840	12/06/2019	SYSCO FOOD SERVICES	\$2,259.80	1149	Printed	Expense	<input type="checkbox"/>		
57841	12/06/2019	THE HOME DEPOT PRO	\$343.95	1149	Printed	Expense	<input type="checkbox"/>		
57842	12/06/2019	TIFFANY PISCITELLI	\$84.00	1149	Printed	Expense	<input type="checkbox"/>		
* 57847	12/13/2019	ALPENROSE	\$536.89	1158	Printed	Expense	<input type="checkbox"/>		
57848	12/13/2019	AMAZON CAPITAL SERVICES	\$998.50	1158	Printed	Expense	<input type="checkbox"/>		
57849	12/13/2019	BRETTHAUER OIL COMPANY	\$6,033.52	1158	Printed	Expense	<input type="checkbox"/>		
57850	12/13/2019	BRIGHTSIDE ELECTRIC AND	\$3,786.00	1158	Printed	Expense	<input type="checkbox"/>		
57851	12/13/2019	CITY OF YAMHILL	\$3,312.27	1158	Printed	Expense	<input type="checkbox"/>		
57852	12/13/2019	CLACKAMAS ESD	\$3,201.00	1158	Printed	Expense	<input type="checkbox"/>		
57853	12/13/2019	COMCAST NETWORK SERVICES	\$4,268.36	1158	Printed	Expense	<input type="checkbox"/>		
57854	12/13/2019	D-N-D ELECTRICAL CONTRACTORS	\$1,329.67	1158	Printed	Expense	<input type="checkbox"/>		

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: STERLING SAVINGS BANK 2403

From Date: 12/01/2019

To Date: 12/31/2019

From Check:

To Check:

From Clear Date:

To Clear Date:

From Voucher:

To Voucher:

Types: ☒ Expense ☐ Manual ☐ Payroll ☐ Payroll Deductions ☐ Other Disbursements

* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
57855	12/13/2019	NORTHWEST REGIONAL ESD	\$951.52	1158	Printed	Expense	<input type="checkbox"/>		
57856	12/13/2019	OACA	\$65.00	1158	Printed	Expense	<input type="checkbox"/>		
57857	12/13/2019	OETC	\$298.73	1158	Printed	Expense	<input type="checkbox"/>		
57858	12/13/2019	PROPANE NORTHWEST	\$220.89	1158	Printed	Expense	<input type="checkbox"/>		
57859	12/13/2019	RECOLOGY WESTERN OREGON GARBAGE	\$335.00	1158	Printed	Expense	<input type="checkbox"/>		
57860	12/13/2019	ROBOTZONE LLC	\$1,141.69	1158	Printed	Expense	<input type="checkbox"/>		
57861	12/13/2019	RUDIS	\$2,197.60	1158	Printed	Expense	<input type="checkbox"/>		
57862	12/13/2019	SCIO SCHOOL DISTRICT 95C	\$175.00	1158	Printed	Expense	<input type="checkbox"/>		
57863	12/13/2019	SNO SITES	\$250.00	1158	Printed	Expense	<input type="checkbox"/>		
57864	12/13/2019	SYSCO FOOD SERVICES	\$1,317.63	1158	Printed	Expense	<input type="checkbox"/>		
57865	12/13/2019	US BANK NATIONAL ASSOCIATION	\$104,802.64	1158	Printed	Expense	<input type="checkbox"/>		
57866	12/13/2019	WILLAMINA HIGH SCHOOL	\$200.00	1158	Printed	Expense	<input type="checkbox"/>		
57867	12/13/2019	YAMHILL COUNTY HEALTH & HUMAN SERVICES	\$18,592.00	1158	Printed	Expense	<input type="checkbox"/>		
57868	12/13/2019	YAMHILL SHELL STATION	\$69.03	1158	Printed	Expense	<input type="checkbox"/>		
57869	12/20/2019	ALPENROSE	\$302.10	1169	Printed	Expense	<input type="checkbox"/>		
57870	12/20/2019	AMAZON CAPITAL SERVICES	\$861.07	1169	Printed	Expense	<input type="checkbox"/>		
57871	12/20/2019	AVEANNA HEALTHCARE	\$5,329.13	1169	Printed	Expense	<input type="checkbox"/>		
57872	12/20/2019	BRETTTHAUER OIL COMPANY	\$3,458.55	1169	Printed	Expense	<input type="checkbox"/>		
57873	12/20/2019	CARLTON FARMS	\$341.45	1169	Printed	Expense	<input type="checkbox"/>		
57874	12/20/2019	COSA	\$400.00	1169	Printed	Expense	<input type="checkbox"/>		
57875	12/20/2019	FRONTIER	\$717.17	1169	Printed	Expense	<input type="checkbox"/>		
57876	12/20/2019	GARRETT, HEMANN, ROBERTSON	\$6,157.25	1169	Printed	Expense	<input type="checkbox"/>		

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2019-2020

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Types: ☒ Expense ☐ Manual ☐ Payroll ☐ Payroll Deductions ☐ Other Disbursements

* Indicates gap in check sequence

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
57877	12/20/2019	GEORGE FOX UNIVERSITY	\$9,600.00	1169	Printed	Expense	<input type="checkbox"/>		
57878	12/20/2019	JOSTENS	\$12.63	1169	Printed	Expense	<input type="checkbox"/>		
57879	12/20/2019	KAGAN PUBLISHING	\$5,748.00	1169	Printed	Expense	<input type="checkbox"/>		
57880	12/20/2019	KARLY SIMS	\$267.50	1169	Printed	Expense	<input type="checkbox"/>		
57881	12/20/2019	LIBRARY WORLD, INC	\$495.00	1169	Printed	Expense	<input type="checkbox"/>		
57882	12/20/2019	MAHON, BRIAN	\$14.90	1169	Printed	Expense	<input type="checkbox"/>		
57883	12/20/2019	MORGAN, LAURA R.	\$410.00	1169	Printed	Expense	<input type="checkbox"/>		
57884	12/20/2019	NASCO	\$154.85	1169	Printed	Expense	<input type="checkbox"/>		
57885	12/20/2019	PAC-VAN	\$105.00	1169	Printed	Expense	<input type="checkbox"/>		
57886	12/20/2019	PORTLAND GENERAL ELECTRIC	\$14,534.31	1169	Printed	Expense	<input type="checkbox"/>		
57887	12/20/2019	PRINT NORTHWEST	\$446.00	1169	Printed	Expense	<input type="checkbox"/>		
57888	12/20/2019	PROPANE NORTHWEST	\$766.20	1169	Printed	Expense	<input type="checkbox"/>		
57889	12/20/2019	QUILL CORPORATION	\$7,968.19	1169	Printed	Expense	<input type="checkbox"/>		
57890	12/20/2019	SECRETARY OF STATE- AUDIT DIVISION	\$350.00	1169	Printed	Expense	<input type="checkbox"/>		
57891	12/20/2019	SYSCO FOOD SERVICES	\$3,368.87	1169	Printed	Expense	<input type="checkbox"/>		
57892	12/20/2019	THE HOME DEPOT PRO	\$871.81	1169	Printed	Expense	<input type="checkbox"/>		
57893	12/20/2019	VALERIE BREWER	\$128.63	1169	Printed	Expense	<input type="checkbox"/>		
57894	12/20/2019	WILLAMETTE E.S.D.	\$25.50	1169	Printed	Expense	<input type="checkbox"/>		
57895	12/20/2019	WILLAMINA SCHOOL DISTRICT	\$230.00	1169	Printed	Expense	<input type="checkbox"/>		
57896	12/20/2019	YAMHILL SHELL STATION	\$19.23	1169	Printed	Expense	<input type="checkbox"/>		
* 57898	12/20/2019	OFFICE OF STUDENT ACCESS & COMPLETION	\$105.00	1129	Printed	Expense	<input type="checkbox"/>		
57899	12/20/2019	T&T CONTRACTORS INC	\$6,500.00	1171	Printed	Expense	<input type="checkbox"/>		

Yamhill-Carlton School District No. 1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

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From Date: 12/01/2019

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To Clear Date:

From Voucher:

To Voucher:

Types: ☒ Expense ☐ Manual ☐ Payroll ☐ Payroll Deductions ☐ Other Disbursements

Total Amount: \$273,278.97

Report Total Amount: Amount

End of Report

Division 22 Standards for Public Elementary and Secondary Schools 2019-20 Assurances: Report to the Community

By February 1 of each year, school district superintendents are required by [OAR 581-022-2305: Operating Policies and Procedures](#) to report to their communities the district's standing with respect to all of the Standards for Public Elementary and Secondary Schools as set out in Oregon Administrative Rules Chapter 581, Division 22. Below is a summary of [District]'s compliance with each of the requirements of Oregon's administrative rules found in [DIVISION 22 - STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS](#). For each rule reported as out of compliance, [District] has provided an explanation of why the school district was out of compliance and the school district's proposed corrective action plan to come into compliance by the beginning of the 2020-21 school year.

Summary of Compliance with Division 22 Requirements

[581-022-2000: Diploma Requirements](#)

Compliance Status for 2019-20 school year: In compliance

[581-022-2005: Veterans Diploma](#)

Compliance Status for 2019-20 school year: In compliance

[581-022-2010: Modified Diploma](#)

Compliance Status for 2019-20 school year: In compliance

[581-022-2015: Extended Diploma](#)

Compliance Status for 2019-20 school year: Out of Compliance

Explanation: Students that would qualify for an Extended Diploma have been served with Modified Diplomas and Alternative Certificates.

Proposed Corrective Action: The School Board will adopt a policy that allows the high school to issue extended diplomas for qualifying students.

[581-022-2020: Alternative Certificate](#)

Compliance Status for 2019-19 school year: In compliance

[581-022-2025: Credit Options](#)

Compliance Status for 2019-20 school year: In compliance

[581-022-2030: District Curriculum](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2045: Prevention Education in Drugs and Alcohol](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2050: Human Sexuality Education](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2055: Career Education](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2060: Comprehensive School Counseling](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2100: Administration of State Assessments](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2110: Exception of Students with Disabilities from State Assessments](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2115: Assessment of Essential Skills](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2120: Essential Skill Assessments for English Language Learners](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2130: Kindergarten Assessment](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2205: Policies on Reporting of Child Abuse](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2210: Anabolic Steroids and Performance Enhancing Substances](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2215: Safety of School Sports - Concussions](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2220: Health Services](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2223: Healthy and Safe Schools Plan](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2225: Emergency Plans and Safety Programs](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2230: Asbestos Management Plans](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2250: District Improvement Plan](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2255: School and District Performance Report Criteria](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2260: Records and Reports](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2265: Report on PE Data](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2270: Individual Student Assessment, Recordkeeping and Reporting](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2300: Standardization](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2305: Operating Policies and Procedures](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2310: Equal Education Opportunities](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2315: Special Education for Children with Disabilities](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2320: Required Instructional Time](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2325: Identification of Academically Talented and Intellectually Gifted Students](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2330: Rights of Parents of TAG Students](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2335: Daily Class Size](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2340: Media Programs](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2345: Auxiliary Services](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2350: Independent Adoptions of Instructional Materials](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2355: Instructional Materials Adoption](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2360: Postponement of Purchase of State-Adopted Instructional Materials](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2370: Complaint Procedure](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2400: Personnel](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2405: Personnel Policies](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2410: Teacher and Administrator Evaluation and Support](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2415: Core Teaching Standards](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2420: Educational Leadership - Administrator Standards](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2430: Fingerprinting of Subject Individuals in Positions not Requiring Licensure as Teachers, Administrators, Personnel Specialists, School Nurses](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2440: Teacher Training Related to Dyslexia](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2445: Universal Screening for Risk Factors of Dyslexia](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2500: Programs and Services for TAG Students](#)

Compliance Status for 2019-20 school year: **In compliance**

[581-022-2505: Alternative Education Programs](#)

Compliance Status for 2019-20 school year: **In compliance**

Yamhill-Carlton School District 1

Code: **EFAA-AR**
Adopted: 10/09/06
Revised/Readopted: 2/13/12; 5/08/17

Reimbursable Meals and Milk Programs

(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

The district's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
 - a. Nonpricing (serve SMP milk at no charge to all students);
 - b. Pricing programs without a free option (charge all students for SMP milk); or
 - c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).
2. Reimbursable meals and afterschool snacks will be priced as a unit.
3. Reimbursable meals will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced price meals.
4. Annually, the district will establish prices for reimbursable student meals. The price charged to students who do not qualify for free or reduced price meals will be established annually by the district in compliance with state and federal laws.
5. The price charged to students who qualify for reduced price meals will be established annually by the district in compliance with state and federal laws.

Application Procedures

1. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals, for the students listed on the official document. Districts must access this document at least three times per year.
2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals for the students listed on the official documents.

3. Households that submit a confidential application will be notified of their student's eligibility for free or reduced price meals. Households that are denied free or reduced price benefits will be notified in writing using the ODE template letter distributed to the district annually.
4. On a case-by-case basis when a student is known to be eligible for free or reduced price meal benefits, and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
5. Students who do not qualify for free or reduced price meals are eligible to participate in the National School Lunch Program (NSLP) and will be charged "paid" prices set by the district. "Paid" category students will be treated equally to students receiving free or reduced price benefits in every aspect of the district's NSLP.
6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.¹
4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP costs as described in 2 C.F.R. 200.

¹For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP benefits and services, and employment practices with regard to the operation of its NSLP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced price meals or direct certification, including students' eligibility for free or reduced price meals and all household information. The district's NSLP operators are not required to release any information from a student's confidential application for free or reduced price meals. No information may be released from a student's eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
 - a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, CACFP, SFSP or SNAP;
 - b. Any other confidential information contained in the confidential application for free and reduced price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP,

SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and afterschool snacks served for reimbursement will meet the recommendations of the most current *Dietary Guidelines for Americans*.
2. Meals served for reimbursement will meet at least the minimum requirements for food items and quantities.
3. Meals served for reimbursement will:
 - a. Meet all calorie range requirements by grade level;
 - b. Meet the maximum standards set for saturated fat;
 - c. Meet the maximum standards set for sodium by grade level; and
 - d. Meet the requirement for zero grams of trans fats.
4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
5. The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.
6. The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.
7. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.

Use and Control of Commodity Foods

1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP.
2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP, SFSP or afterschool snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The district will claim reimbursement only for reimbursable meals served to eligible children.

2. All meals claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meals meet NSLP requirements for reimbursement.
3. The person responsible for determining reimbursability of meals will be trained to recognize a reimbursable meal.
4. The district official signing the claim for reimbursement will review and analyze monthly meal counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

1. The district will maintain necessary facilities for storing, preparing and serving food and milk.
2. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.
3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student’s school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students with a disability² that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child’s impairment so its effect on the student’s diet is understood, and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child’s eligibility status, for meals with the accommodation.
5. The district will control the sale of competitive foods.
6. The district will ensure that potable drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.
7. The district’s meal charging requirements are as follows:

²To comply with Section 504 as it relates to a student’s severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

A charge account for students paying full or reduced price for meals may be established with the district. ~~Students may charge no more than two meals. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full.~~ Payment is due to the school office on the beginning of each month. Students or parents of students may prepay meal costs.

8. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
9. Students will be charged for second servings of meals or portions of meals served.

Record Keeping

The following document will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audits has been completed:

1. All currently approved and denied confidential applications for free and reduced price meals, all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;
3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity;
7. Records to document compliance with Revenue from Nonprogram Foods; and
8. Internal program monitoring documents for NSLP.

Yamhill Carlton School District

Code: GCPC/GDPC

Adopted:

Re-hiring of PERS-Retried Staff

Given the need to recruit and retain highly qualified staff to fill positions within the District, the Superintendent has determined it is in the best interest of the public for the District to re-hire PERS retired employees during the year in which they retire and in subsequent years up to and including calendar year 2024.

Yamhill Carlton School District employees who choose to retire from the District under the provisions of the Public Employees' Retirement System (PERS) may be re-hired by the District to finish the current contract year and subsequent years under the following conditions and procedures:

Mid-year Retirements:

1. Employees who intend to retire and receive benefits from the PERS and request to work until the end of the school or contract year (June 30th) in which they retire, shall submit written notice, of their intent to retire and a request to work until the end of the school/contract year, to their immediate supervisor no later than 60 (sixty) days prior to the effective date of their retirement.
2. Supervisors will forward retirement and work requests to the Human Resources Department.
3. An employees' retirement from the PERS will constitute a break in service from the Yamhill Carlton School District
4. The District may approve an employee's request to work the remainder of the school/contract year, provided the employee otherwise agrees to and meets the provisions of this section. The District has the right to determine whether the employee will be retained in their current position or another appropriate position.
5. Employees who retire mid-year and have requested to work the remainder of the school/contract year shall be issued a temporary contract for the duration of the work year or earlier.
6. All temporary employment contracts expire June 30 of the year in which an employee retires unless otherwise specified. There shall be no guarantee of continued employment for employees working on a temporary contract beyond June 30, and the District may declare the position to be vacant.
7. If a re-hired retiree was a member of the licensed or classified bargaining unit prior to the

employee's retirement, the employee will remain in the same bargaining unit unless the employee is excluded under the recognition provision of the applicable collective bargaining agreement.

8. The retirees' Personal and Family Illness leave balances will be maintained if the retiree continues to work for the District on a temporary contract as a retiree.
9. Retirees will not retain any other leave balances upon reemployment after entering retirement.
10. Rehired retirees will accumulate leave in accordance with customary practice based on the employee's position. For example, a full-time employee would accumulate one sick day per month.
11. Active employees, including non-represented employees, who meet the eligibility criteria may receive health insurance benefits.
12. The Superintendent has the authority to determine whether to re-employ a classified employee under this section. The Superintendent has the authority to determine whether to recommend reemployment of a licensed or administrative employee to the School Board under this section. The School Board has the authority to determine whether to re-employ the Superintendent under this section.

Re-Employment of Retiree Following End of Contract Year:

1. The District may elect to employ retired individuals who have completed their final contract year or a temporary contract following a mid-year retirement in the SKSD, any school district in Oregon.
2. PERS retirees who retired mid-year from the Yamhill Carlton School District and would like to continue employment with the District the year immediately following, may be required to submit an application and follow the established recruitment and hiring process in the same manner as all applicants seeking District employment.
3. The District reserves the right to offer a one-year temporary contract to an eligible District retiree who meets selected standardized screening criteria determined by the District.
4. Salary placement and benefits of PERS retirees employed by the District in non- temporary positions shall be governed by the applicable collective bargaining agreement.
5. Salary, benefits, and length of employment for PERS retirees hired into non- bargaining unit positions shall be determined by the Superintendent or the Human Resources Department.
6. The Superintendent has the authority to determine whether to re-employ a classified employee under this section. The Superintendent has the authority to determine whether to recommend reemployment of a licensed or administrative employee to the School Board under this section. The School Board has the authority to determine whether to re-employ the Superintendent under this section.

7. Employees re-hired under this section will have their one-year contracts non- renewed by March 15th of the school year in which they are re-hired.

Status of Re-hired Retirees

1. Employees who are re-hired following retirement under PERS shall not retain accumulated seniority. Seniority for those individuals who are members of a bargaining unit shall be measured by their new re-hire date, not their original date of hire pre-retirement.
2. Re-hired retirees shall return to Probationary 1 status upon their retirement.
3. Employees who are re-hired following retirement under PERS shall be solely responsible for any and all financial impacts on their retirement benefits as a result of their continued employment.

Yamhill Carlton School District

Code: GBDA
Adopted: 4/14/2008
Revised:

~~Mother Friendly~~ Expression of Milk [or Breast-feed] in the Workplace *

(This applies to a district that employs ~~25~~10 or more employees)

~~The district recognizes that a normal and important role for mothers is to have the option and ability to express milk [or breast-feed] in the workplace. [1][**When possible an E~~employees must give reasonable notice of the intent to express milk [or breast-feed] to [building administrator].] ~~[**Unless otherwise agreed upon by the district and the employee, the district shall provide the employee a 30 minute rest period to express milk [or breast-feed] during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.~~ The district shall provide the employee a reasonable rest period to express milk [or breast-feed] each time the employee has a need to express milk [or breast-feed]. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.]

[**The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk [or breast-feed] in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.]

[2]The following locations have been identified in each facility for milk expression [or breast-feeding]:

1. District office: ~~[location, e.g., a private office in the district office building];~~
2. Yamhill Carlton Elementary School [3]: ~~[location, e.g., conference room or other mutually agreed upon location classrooms with windows covered and door locked;][staff room located [include location]];~~
3. Yamhill Carlton Intermediate School [4]: ~~[location, e.g., conference room or other mutually agreed upon location classrooms with windows covered and door locked;][staff room located [include location]];~~

¹ [**The designated bracketed language identified in this model policy is a requirement of law, but language is not required to be in policy.]

² [The list of designated locations and facilities is required to be in policy as per Oregon Revised Statute (ORS) 653.077(10)(b).]

³ [Must list all elementary schools if more than one within the district.]

⁴ [Must list all middle schools if more than one within the district.]

4. Yamhill Carlton High School ⁵: [~~location, e.g., conference room or other mutually agreed upon location classrooms with windows covered and door locked;~~]~~staff room located [include location]];~~
5. ~~[Bus barn: [location, e.g., a private office in the transportation building];]~~
6. ~~[Maintenance: [location, e.g., a private office];]~~
7. ~~[List other facility locations and designated locations, e.g., room or office, if any.]~~

~~[**An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.]~~

~~[**This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.]~~

~~[This policy only applies to employees who are expressing milk [or breast feeding] for children 18 months of age or younger.]~~

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 653.077](#)

[ORS 653.256](#)
[OAR 839-020-0051](#)

⁵ [Must list all middle schools if more than one within the district.]

OSBA Model Sample Policy

Code: GCDA/GDDA
Adopted: 10/9/2006
Revised:

Criminal Records Checks and Fingerprinting *

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure under Oregon Revised Statute (ORS) 342.223 to ~~undergo~~ submit to a criminal records check and ~~for~~ fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

~~As required by~~ Pursuant to state law, a criminal records check ~~and/or fingerprinting~~-based criminal records checks shall be required of the following individuals²:

1. All ~~district~~ individuals employed as or by a contractor ~~s and their employees~~, whether employed part-time or full-time, ~~and~~ considered by the district to have direct, unsupervised contact with students;
- ~~2. All district contractors and their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;~~
- ~~3-2.~~ Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
- ~~4-3.~~ Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
- ~~5-4.~~ ^[3]Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

³ [If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct ~~background~~-criminal records checks on these volunteers.]

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or ~~{volunteer}~~ forms.

[The district shall require a ~~nationwide~~ fingerprint-based criminal records check ~~based on fingerprinting~~ for ~~a~~ volunteers ~~with~~ allowed direct, unsupervised contact with students, in the following positions⁴.

1. [Head coach;]
2. [Assistant coach;]
3. [Overnight chaperone;]
4. [Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity] [;] [.]
5. [List of other positions subject to this fingerprinting, if any.]]

~~The identity of a subject individual requiring fingerprinting will be provided by the district to the authorized fingerprinter for verification.~~ The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprinting information, only after ~~acceptance of an~~ the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

The district [shall] ~~[shall not]~~ begin the employment of a subject individual or terms of a district contractor ~~[on a probationary basis pending] [before]~~ the return and disposition of the required criminal records checks.

When the district is notified of ~~A~~ a subject individual who has been convicted of any crimes prohibiting employment or contract ~~will be terminated and/or~~ the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual [may] [will not] be employed or contracted with by the district, or if employed by the district [may] [will not] be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law [may] ~~[will not]~~ be employed or contracted with by the district. ~~A subject individual who knowingly made a false statement as to the conviction of any crime [may] [will not] be employed or contracted with by the district.~~

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

~~[The service of a volunteer allowed to have direct, unsupervised contact with students [may] [will not] begin [on a probationary basis pending] [before] the return and disposition of a criminal records check.]~~

⁴ [If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the ~~needs of~~ positions in the district that require such fingerprinting.]

{The service of a volunteer into a position identified by the district as requiring a ~~nationwide~~ fingerprint-based criminal records check ~~including fingerprinting~~ [may] [will not] begin [on a probationary basis pending] ~~{before}~~ the return and disposition of ~~the nationwide~~ a state and national criminal records check ~~including based on fingerprintings~~.}

{A ~~subject individual~~ volunteer who knowingly made a false statement or has ~~been a~~ conviction of a the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number ~~[may]~~ [will] result in immediate termination from the ability to volunteer in the district.}

~~Fees associated with a criminal records check and/or fingerprinting may be charged.~~

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case ~~and will be notified of such in writing by ODE~~ under ORS 183.413 – 183.470.

A volunteer ~~required to submit to a fingerprint-based criminal records check~~ may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, ~~if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE~~ under ORS 183.413 – 183.470.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)

[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)
[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0500 0510 – 021-0512](#)

~~OAR 581-021-0501~~
~~OAR 581-022-2430~~
~~OAR 584-050-0012~~

Field Code Changed

Field Code Changed

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Yamhill Carlton School District

Code: IICC
Adopted: 12/14/2017
Revised:

Volunteers *

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

¹~~{Any person~~ volunteer authorized by the district for ~~volunteer~~ service into a position that allows direct, unsupervised contact with students shall ~~be required to~~ undergo an ~~Oregon~~ in-state criminal records check.~~}{Any volunteer allowed to have direct, unsupervised contact with students, in a position identified by the district as requiring a fingerprinting-based criminal records check, shall be required to undergo a nationwide-state and national criminal records check-and fingerprinting based on fingerprints. {(See Board policy GCDA/GDDA – Criminal Records Checks and Fingerprinting and its accompanying administrative regulation.)}}{Any person authorized by the district for volunteer service that will not likely have direct, unsupervised contact with students [will] [will not] be required to undergo an Oregon in-state criminal records check.}~~

~~{Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form [will] [may] be denied the ability to volunteer in the district.}~~

~~{Nonexempt employees² may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services³ as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.⁴}~~

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

END OF POLICY

¹ [The district must make a determination on whether volunteer positions will or will not be allowed direct, unsupervised contact with students, and also decide if any of these volunteer positions will be identified by the district to require a nationwide criminal records check ~~through-and~~ fingerprinting. If the district allows volunteers direct, unsupervised contact with students, this language is required. Choose the appropriate bracketed options and align with bracketed language selections made in GCDA/GDDA and GCDA/GDDA-AR.]

² [There are three types of FLSA exemptions: those for executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50 percent of the employee's time.]

³ [Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.]

⁴ [Districts should review the use of non-exempt employees in extracurricular activity positions such as coaching, cheerleading advisors and other district-sponsored activities with legal counsel for FLSA district impact.]

Legal Reference(s):

[ORS Chapter 243](#)
[ORS 326](#).607

[ORS 332](#).107

[OAR 581](#)-021-~~0502~~0510 – 021-0512
[OAR 839](#)-020-0005

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

Yamhill Carlton School District

Code: IGAI
Adopted: 4/14/2008
Revised:

Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education**

The district shall provide an age appropriate, comprehensive plan of instruction focusing on human sexuality, HIV/AIDS and sexually transmitted infections and disease prevention in elementary and secondary schools as an integral part of health education and other subjects. Course material and instruction for all human sexuality education courses that discuss human sexuality shall enhance a student's understanding of sexuality as a normal and healthy aspect of human development. A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. The district must provide a minimum of four instructional sessions annually; one instructional session is equal to one standard class period. In addition, the HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

Parents, teachers, school administrators, local health departments staff, other community representatives and persons from the medical community who are knowledgeable of the latest scientific information and effective education strategies shall develop the plan of instruction and align it with the Oregon Health Education Standards and Benchmarks.

The Board shall approve the plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective educational strategies.

Parents of minor students shall be notified in advance of any human sexuality or AIDS/HIV instruction. Any parent may request that his/her child be excused from that portion of the instructional program under the procedures set forth in Oregon Revised Statute (ORS) 336.035(2).

The comprehensive plan of instruction shall include the following information that:

1. Promotes abstinence for school age youth and mutually monogamous relationships with an uninfected partner for adults;
2. Allays those fears concerning HIV that are scientifically groundless;
3. Is balanced and medically accurate;
4. Provides balanced, accurate information and skills-based instruction on risks and benefits of contraceptives, condoms and other disease reduction measures;
5. Discusses responsible sexual behaviors and hygienic practices which may reduce or eliminate unintended pregnancy, exposure to HIV, hepatitis B/C and other sexually transmitted infections and diseases;

6. Stresses the risks of behaviors such as the sharing of needles or syringes for injecting illegal drugs and controlled substances;
7. Discusses the characteristics of the emotional, physical and psychological aspects of a healthy relationship;
8. Discusses the benefits of delaying pregnancy beyond the adolescent years as a means to better ensure a healthy future for parents and their children. The student shall be provided with statistics based on the latest medical information regarding both the health benefits and the possible side effects of all forms of contraceptives including the success and failure rates for prevention of pregnancy, sexually transmitted infections and diseases;
9. Stresses that HIV/STDs and hepatitis B/C can be possible hazards of sexual contact;
10. Provides students with information about Oregon laws that address young people's rights and responsibilities relating to childbearing and parenting;
11. Advises students of consequences of having sexual relations with persons younger than 18 years of age to whom they are not married;
12. Encourages family communication and involvement and helps students learn to make responsible, respectful and healthy decisions;
13. Teaches that no form of sexual expression or behavior is acceptable when it physically or emotionally harms oneself or others and that it is wrong to take advantage of or exploit another person;
14. Teaches that consent is an essential component of healthy sexual behavior. Course material shall promote positive attitudes and behaviors related to healthy relationships and sexuality, and encourage active student bystander behavior;
15. Teaches students how to identify and respond to attitudes and behaviors which contribute to sexual violence;
16. Validates the importance of one's honesty, respect for each person's dignity and well-being, and responsibility for one's actions;
17. Uses inclusive materials and strategies that recognizes different sexual orientations, gender identities and gender expression;
18. Includes information about relevant community resources, how to access these resources, and the laws that protect the rights of minors to anonymously access these resources; and
19. Is culturally inclusive.

The comprehensive plan of instruction shall emphasize skills-based instruction that:

1. Assists students to develop and practice effective communication skills, development of self-esteem and ability to resist peer pressure;

2. Provides students with the opportunity to learn about and personalize peer, media, technology and community influences that both positively and negatively impact their attitudes and decisions related to healthy sexuality, relationships and sexual behaviors, including decisions to abstain from sexual intercourse;
3. Enhances students' ability to access valid health information and resources related to their sexual health;
4. Teaches how to develop and communicate sexual and reproductive boundaries;
5. Is research based, evidence based or best practice; and
6. Aligns with the Oregon Health Education Content Standards and Benchmarks.

All sexuality education programs emphasize that abstinence from sexual intercourse, when practiced consistently and correctly, is the only 100 percent effective method against unintended pregnancy, sexually transmitted HIV and hepatitis B/C infection and other sexually transmitted infections and diseases.

Abstinence is to be stressed, but not to the exclusion of contraceptives and condoms for preventing unintended pregnancy, HIV infection, hepatitis B/C infection and other sexually transmitted infections and diseases. Such courses are to acknowledge the value of abstinence while not devaluing or ignoring those students who have had or are having sexual relationships. Further, sexuality education materials, including instructional strategies, and activities must not, in any way use shame or fear-based tactics.

Materials and information shall be presented in a manner sensitive to the fact that there are students who have experienced, perpetrated or witnessed sexual abuse and relationship violence.

END OF POLICY

Legal Reference(s):

[ORS 336.035](#)
[ORS 336.107](#)
[ORS 336.455 - 336.475](#)

[ORS 339.370 - 339.400](#)
[OAR 581-021-0009](#)

[OAR 581-022-2030](#)
[OAR 581-022-2050](#)
[OAR 581-022-2220](#)

Yamhill Carlton School District

Code: JED
Adopted: 10/9/2006
Revised:

Student Absences and Excuses**

It is the student's responsibility to maintain regular attendance in all assigned classes. A student's absence from school or class will be excused under the following circumstances:

1. Illness ~~of the student~~, including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Student is a dependent of a member of the U.S. Armed Forces¹ who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical (dental) appointments. Confirmation of appointments may be required;
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parents or guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Additionally, the superintendent will develop procedures whereby those students who are considered truant may be subject to the following penalties: detention, suspension² and/or ineligibility to participate in athletics or other activities.

END OF POLICY

¹ U.S. Armed Forces includes the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marines Corps and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

² The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

Legal Reference(s):

[ORS 109.056](#)
[ORS 332.107](#)
[ORS 339.030](#)
[ORS 339.055](#)

[ORS 339.065](#)
[ORS 339.071](#)
[ORS 339.250](#)
[ORS 339.420](#)

[OAR 581-021-0046](#)
[OAR 581-021-0050](#)
[OAR 581-023-0006\(11\)](#)

Yamhill Carlton School District

Code: JGAB
Adopted: 2/13/2012
Revised:

Use of Restraint ~~and~~ or Seclusion**

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. ~~It is the intent of the Board to establish this policy and its administrative regulation that to~~ defines the circumstances that must exist and the requirements that must be met prior to, during, and after the use of ~~physical~~ restraint ~~and~~/or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator[, or volunteer], it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

Definitions

1. ~~“Physical Restraint”~~ means the restriction of a student's actions or movements by ~~one or more persons~~ holding the student or ~~applying physical~~ using pressure ~~upon the student~~ or other means.

~~“Physical Restraint”~~ does not include:

- a. ~~touching or holding a student's without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of “physical restraint” does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law.~~ hand or arm to escort the student safely and without the use of force from one area to another;
- b. Assisting a student to complete a task if the student does not resist the physical contact; or
- c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
 - (1) Break up a physical fight;
 - (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
 - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. “Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

~~“Seclusion”~~ does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control, ~~if the student is~~ in a setting from which the student is not physically prevented from leaving.

3. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
4. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

~~“Mechanical restraint”~~ does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
- b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.

5. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that ~~has is not been~~ prescribed by a licensed ~~health professional~~ physician or other qualified health ~~care~~ professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.
6. “Prone restraint” means a restraint in which a student is held face down on the floor.
7. “Supine restraint” means a restraint in which a student is held face up on the floor.

~~The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to the student or others.~~

~~Except in the case of an emergency, only staff current in the required training in accordance with the district designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee [or volunteer] as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others.~~

Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The district shall utilize the ~~Mandt~~ training program of ~~physical restraints and~~ or seclusion for use in the district. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include: but not limited to, positive behavioral support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

An annual review of the use of ~~physical~~ restraint and seclusion during the preceding school year shall be completed and submitted to ~~the Superintendent of Public Instruction~~ ODE to ensure compliance with district policies and procedures.

The results of the ~~review and~~ annual ~~review~~ report shall be documented and shall include at a minimum:

1. The total number of incidents ~~of physical~~ involving restraint;
2. The total number of incidents ~~of~~ involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in ~~physical~~ restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or ~~personnel~~ staff as a result of the use of ~~physical~~ restraint or seclusion;
7. The total number of students placed in ~~physical~~ restraint ~~and~~ or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of ~~physical~~ restraint and seclusion for each student;
8. The total number of ~~physical~~ restraint ~~and~~ or seclusion incidents carried out by untrained individuals;

9. The demographic characteristics¹ of all students upon whom ~~physical~~ restraint ~~and~~/or seclusion was imposed;
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This ~~annual~~ report shall be made available ~~to the Board and~~ to the public at the district's main office and on the district's website ~~and to the Board~~.

At least once each school year the ~~public~~ parents and guardians of students of the district shall be notified ~~as to~~ about how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL - Public Complaints and KL-AR - Public Complaint Procedure. The complaint procedure is available at the district's administrative office and is available on the home page of the district's website.

~~A~~The complainant, who is ~~a~~ student, ~~is~~ a parent or guardian of a student attending school in the district or ~~is~~ a person who resides in the district, may appeal a district's final decision ~~by the Board~~ to the Deputy Superintendent of Public Instruction ~~as provided in~~ pursuant to OAR ~~581-002-0040~~ 581-022-2370. ~~This~~ appeal process is identified in administrative regulation KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of ~~physical~~ restraint or seclusion by district ~~personnel~~ staff.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 339.250](#)
[ORS 339.285](#)
[ORS 339.288](#)
[ORS 339.291](#)
[ORS 339.294](#)
[ORS 339.297](#)

[ORS 339.300](#)
[ORS 339.303](#)

[OAR 581-021-0061](#)
[OAR 581-021-0550](#)
[OAR 581-021-0553](#)
[OAR 581-021-0556](#)

[OAR 581-021-0559](#)
[OAR 581-021-0563](#)
[OAR 581-021-0566](#)
[OAR 581-021-0568](#)
[OAR 581-021-0569](#)
[OAR 581-021-0570](#)
[OAR 581-022-2370](#)

¹ Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

OSBA Model Sample Policy

Code: JHFDA
Adopted:

Suspension of a Student's Driving Privileges**

(Policy required if the district may utilize this process under ORS 339.254.)

DELETE. ORS 339.254 and 339.257 Repealed.

Conduct

The superintendent [or Board] may, under Oregon Revised Statute (ORS) 339.254, make a request to the Oregon Department of Transportation (ODOT) for the suspension of a student's driving privilege or the right to apply for a driving privilege on the basis of conduct as provided below.

If a request is made, the following requirements will be met:

1. The superintendent will meet with parent or guardian before submitting a request to ODOT;
2. The request to ODOT will be in writing;
3. The student involved is at least 15 years of age;
4. The student has been expelled for bringing a weapon on school property; or
5. The student has been suspended or expelled at least twice for any of the following reasons:
 - a. Assaulting or menacing a school employee or another student;
 - b. Willful damage or injury to district property;
 - c. Use of threats, intimidation, harassment or coercion against a school employee or another student;
 - d. Possessing, using or delivering any controlled substance or being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.
6. The request to suspend a student's driving privilege or the right to apply for a driving privilege shall not be for more than one year unless the superintendent [or Board] is filing a second written request. A second request may state suspension of driving privilege until the student reaches 21 years of age;
7. If a driving privilege is suspended the student may apply to ODOT for a hardship permit.

Withdrawal

The superintendent [or Board] may, under ORS 339.257, notify ODOT of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age.

Upon receipt of the district's notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. For purposes of this policy, a student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive school days of unexcused absences; or
2. Fifteen school days total of unexcused absences during a single semester.

Appeals

The student has a right to appeal the superintendent's [or Board's] decision through district suspension/expulsion due process procedures.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.061](#)
[ORS 336.615](#) to -336.665
[ORS 339.240](#)

[ORS 339.250](#)
[ORS 339.254](#)
[ORS 339.257](#)
[ORS 807.065](#)

[ORS 807.066](#)
[ORS 807.240](#)
[OAR 581-021-0065](#)
[OAR 581-021-0070](#)

Yamhill Carlton School District

Code: JFCJ
Adopted: 10/9/2006
Revised:

Weapons in the Schools**

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization.

For purposes of this policy, and as defined by state and federal law, “weapon” includes:

1. A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any destructive device;
4. A “destructive device” means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

{Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.}

{Replicas of weapons[, fireworks]{and pocket knives} are also prohibited by Board policy. Exceptions to the district’s replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.}

Prohibited weapons[, replicas of weapons[, fireworks]{and pocket knives}] are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been

expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The superintendent may propose alternative programs of instruction or instruction combined with counseling that are age appropriate, and shall provide such information in writing to the student and the parent in accordance with law. ~~The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law.~~ Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA – Discipline of Students with Disabilities and accompanying administrative regulation.

Weapons under the control of law enforcement personnel [or a person who has a valid license under ORS 166.291 and 166.292] are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property [including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports].

The district [will] [may] post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

“Gun-Free School Zone” signs [will] [may] be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)
[ORS 166.210 - 166.370](#)
[ORS 166.382](#)
[ORS 332.107](#)
[ORS 339.115](#)
[ORS 339.240](#)
[ORS 339.250](#)

[ORS 339.315](#)
[ORS 339.327](#)
[ORS 809.135](#)
[ORS 809.260](#)

[OAR 581-021-0050 – 021-0075](#)
[OAR 581-053-0010\(5\)](#)

[OAR 581-053-0230\(9\)\(k\)](#)
[OAR 581-053-0330\(1\)\(r\)](#)
[OAR 581-053-0430\(17\)](#)
[OAR 581-053-0531\(16\)](#)
[~~OAR 581-053-0630~~](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2012).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101, 7111-7121 (2012).

Yamhill Carlton School District

Code: AC
Adopted: 10/9/2006
Revised:

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation², 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, 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 superintendent shall appoint ~~and make known the~~ individuals ~~at the district~~ to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act ~~of 1973~~, Titles VI, ~~Title~~ and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues³, 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.

² "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

³ ~~Districts are required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.~~

Legal Reference(s):

ORS 174.100	ORS 659A.006	ORS 659A.409
ORS 192.630	ORS 659A.009	OAR 581-002-0001 – 002-0005
ORS 326.051(1)(e)	ORS 659A.029	OAR 581-021-0045
ORS 408.230	ORS 659A.030	OAR 581-021-0046
ORS 659.805	ORS 659A.040	OAR 581-021-0047
ORS 659.815	ORS 659A.103 - 659A.145	OAR 581-021-0049
ORS 659.850 - 659.860	ORS 659A.230 - 659A.233	OAR 581-022-2310
ORS 659.865	ORS 659A.236	OAR 581-022-2370
ORS 659.870	ORS 659A.309	OAR 839-003
ORS 659A.003	ORS 659A.321	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634~~3~~ (2012); 29 C.F.R Part 1626 (2017~~8~~).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-~~12213~~ 12112 (2012); 29 C.F.R. Part 1630 (2017~~8~~); 28 C.F.R. Part 35 (2017~~8~~).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).

Rehabilitation Act of 1973, 29 U.S.C. §§ ~~503~~, 791, 793-794 (2012); 34 C.F.R. Part 104 (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017~~8~~).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012); 28 C.F.R. §§ 42.101-42.106 (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012); 29 C.F.R. § 1601 (2018).

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 (2012).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, ~~as amended~~, 38 U.S.C. § 4212 (2012).

~~Title II of the~~ Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2012).

Yamhill Carlton School District

Code: IGBBA
Adopted: 10/9/2006
Revised:

Talented and Gifted Students - Identification**

In order to serve academically talented and intellectually gifted students in grades K through 12, the district directs the superintendent [after due consideration of the input of staff, parents and the community] to establish a written identification process.

This process of identification shall include as a minimum:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.
2. Behavioral, learning and/or performance information.
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students.
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics] on the Smarter Balanced Assessment [Consortium] for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified.

If a parent is dissatisfied with the identification process or placement of their student, they may appeal the decision through [Board policy KL - Public Complaints] [the accompanying administrative regulation, IGBBA-AR].

After exhausting the district's appeal procedure and receiving the district's final decision, a parent may appeal the decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARs upon request.

END OF POLICY

Legal Reference(s):

[ORS 343.395](#)
[ORS 343.407](#)
[ORS 343.411](#)

[OAR 581-021-0030](#)
[OAR 581-022-2325](#)
[OAR 581-022-2330](#)

[OAR 581-022-2370](#)
[OAR 581-022-2500](#)

Yamhill Carlton School District

Code: IGBBC
Adopted: 10/9/2006
Revised:

Talented and Gifted – Programs and Services**

A district written plan will be developed for programs and services beyond those normally offered by the regular school program. All required written course statements shall identify the academic instructional programs and services to be provided which accommodate the assessed levels and accelerated rates of learning in identified talented and gifted students. The superintendent will remove any administrative barriers that may exist which restrict a student's access to appropriate services and will develop program and service options. [These options may include, but are not limited to, the following:

1. [Early Entrance;]
2. [Grade Skipping;]
3. [Ungraded/Multi-age Classes;]
4. [Cluster Grouping in Regular Classes;]
5. [Continuous Progress;]
6. [Cross Grade Grouping;]
7. [Compacted/Fast-Paced Curriculum;]
8. [Special Full- or Part-Time Classes;]
9. [Advanced Placement Classes;]
10. [Honors Classes;]
11. [Block Classes;]
12. [Independent Study;]
13. [Credit by Examination;]
14. [Concurrent Enrollment;]
15. [Mentorship/Internship;]
16. [Academic Competitions;]
17. [Magnet Programs/Schools.]

The Board has established an appeal process for a parent or guardian to utilize if ~~he/she is~~ they are dissatisfied with the programs and services recommended for their student that has been identified as

HR ~~9/28/17~~ 7/18/19 | PH

Talented and Gifted – Programs and Services** – IGBBC

1-2

talented and gifted, and wish to request reconsideration. The appeal process is identified in ~~Board policy KL – Public Complaints**~~ administrative regulation IGBBA-AR - Appeal Procedure for Talented and Gifted Student Identification and Placement.

The Board has established a complaint procedure to utilize if a person who resides in the district or a parent or guardian of a student attending school in the district has a complaint regarding the appropriateness of programs and services provided for a student identified as talented and gifted. This complaint procedure, IGBBC-AR - Complaints Regarding the Talented and Gifted Program, is available at the district's administrative office and on the home page of the district's website. The complainant may file an appeal to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of these OARs upon request.

END OF POLICY

Legal Reference(s):

~~OAR 581-002-0040~~
[OAR 581-022-2325](#)

[OAR 581-022-2330](#)
[OAR 581-022-2370](#)

[OAR 581-022-2500](#)

Yamhill Carlton School District

Code: KL
Adopted: 10/9/2006
Revised:

Public Complaints */** (Version 1)

~~No staff member, student,~~ A parent or guardian of a student attending a school in the district[,] [or] a person ~~that~~ who resides in the district[, a staff member], or a student ~~will be denied the right to~~ may petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

{The Board advises that there is a process available for resolving complaints, including but not limited to a complaints in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials;
4. Compliance with State Standards;
5. Restraint and/or seclusion;
6. With a staff member; or
7. Retaliation against a student ~~or a student's parent~~ who in good faith reported information that the student believes is evidence of a violation of state ~~and~~ or federal law, rule or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR[(1)] - Public Complaint Procedure.

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

{Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.}

{Complaints against the principal ~~may start at step 3 and may~~ should be filed with the superintendent. (See KL-AR[(1)] – Public Complaint Procedure)}

[Complaints against the superintendent ~~may start at step 4 and~~ should be referred to the Board chair on behalf of the Board. (See KL-AR[(1)] – Public Complaint Procedure)]

[Complaints against the Board as a whole or against an individual Board member ~~may start at step 4 and~~ should be ~~made~~ referred to the Board chair on behalf of the Board. (See KL-AR[(1)] – Public Complaint Procedure)]

[Complaints against the Board chair ~~may start at step 4 and may~~ should be ~~made~~ referred directly to the [district counsel] [Board vice chair] on behalf of the Board. (See KL-AR[(1)] – Public Complaint Procedure)]

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

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

The superintendent will ~~develop and~~ administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, ~~who is~~ if [a student,] a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal¹ ~~rights with the~~ district's final decision to the Deputy Superintendent of Public Instruction ~~as outlined in~~ under ~~Oregon Administrative Rule (OAR)s~~ 581-002-0040001 - 581-002-0023[(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

~~If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR—Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.~~

END OF POLICY

Legal Reference(s):

~~ORS 192.610 – 192.690~~ 660
ORS 332.107

ORS 659.852
~~OAR 581-002-0001 - 002-0005~~

~~OAR 581-022-2370~~

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

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

OSBA Model Sample Policy Yamhill Carlton School District

Code: BBAA
Adopted: 5/8/2017
Revised: _____

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of ~~his/her~~their position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as ~~his/her~~their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

Requests for legal opinions by a Board member must be approved by a majority vote of the Board. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy {Board policy KL – Public Complaints}. Such information will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Yamhill Carlton School District

Code: ECACB
Adopted: 1/10/2019
Revised:

Unmanned Aircraft System (UAS) a.k.a. Drone

Any employee, volunteer, or representative of the district operating an ~~district~~ unmanned aircraft system shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) regulations.

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production, or the arts in general. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. District staff and authorized volunteers teaching a class that allows use of a UAS may ~~assist~~ provide limited assistance to a student ~~in their operation of the~~ operating a UAS, provided the ~~assistance is needed as part of the curriculum and assistance is to a student enrolled in the course~~ student maintains operational control of the model aircraft such that the staff member’s manipulation of the model aircraft’s controls is incidental and secondary to the student’s. The staff member’s ~~de minimis~~ participation must be limited to the student’s operation of the UAS as part of the course.

District employees shall work with administrators to ensure that proper insurance, registration with both FAA and ODA, reporting to ODA, and authorization are in place prior to adoption of curriculum that allows operation of a UAS ~~as part of the curriculum~~.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)¹ at OSAA sanctioned events. ~~Use of a UAS at other district-sponsored athletics or activities is prohibited.~~

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

¹ [#8587](http://www.osaa.org/governance/handbooks/osaa)

The superintendent shall develop procedures for the implementation of this policy.
The district shall post a copy of this policy, associated procedures, and a copy of Oregon Revised Statute (ORS) 192.345 on the district's website.

{Third Party Use

Third party use of a UAS on district property or at district-sponsored events for any purpose is prohibited, unless granted permission from the {superintendent or designee}.

If permission is granted by the {superintendent or designee}, the third party operating a UAS will comply with all FAA and ODA regulations and shall provide the following to the district:

1. Proof of insurance that meets the liability limits established by the district;
2. Appropriate registration and authorization issued by the FAA and the Oregon Department of Aviation ODA when required; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.]

END OF POLICY

Legal Reference(s):

[ORS 164.885](#)
[ORS 174.109](#)
[ORS 192.345](#)

[ORS 837.300 - 837.390](#)
[ORS 837.995](#)

[OAR 738-080-0015 - 0045](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95 § 336 (2012).
Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2012).
OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #8587.

OSBA Model Sample Policy Yamhill Carlton School District

Code: **GBEBA**
Adopted: 10/9/2006
Revised: _____

Staff - HIV, AIDS, and HBV

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

The district recognizes a staff member has no obligation under any circumstance to report his/her condition to the district, and the staff member has a right to continue working. If the staff member reports his/her condition to the district, strict adherence to written guidelines outlined by the staff member shall be followed. These guidelines shall identify who may have the information, who will give the information, how the information will be given, and where and when the information will be given. All such information will be held in confidence in accordance with Oregon Revised Statutes law.

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

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

END OF POLICY

Legal Reference(s):

ORS 243.650	ORS 433.260	OAR 333-018-0005
ORS 342.850(78)		OAR 581-022-2220
ORS 433.008	OAR 333-017-0000	
ORS 433.045	OAR 333-018-0000	

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

Yamhill Carlton School District

Code: GBH/JECAC
Adopted: 12/14/2017
Revised:

Staff/Student/Parent Relations**

The Board encourages parents to be involved in their student's school educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student's education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order **or parental plan** that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued.

~~Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent nor shall the noncustodial parent be granted visitation or phone access during the school day.~~

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court.
~~The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.~~

The district will use reasonable methods to identify and authenticate the identity of both parents.

END OF POLICY

Legal Reference(s):

[ORS 107.101](#)
[ORS 107.102](#)

[ORS 107.106](#)
[ORS 107.154](#)

[ORS 109.056](#)
[ORS 163.245 - 163.257](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Yamhill Carlton School District

Code: JECAC/GBH
Adopted: 12/14/2017
Revised:

Staff/Student/Parent Relations**

The Board encourages parents to be involved in their student's school educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student's education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order **or parental plan** that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued.

~~Unless provided by court order or a parental plan, a student shall not be released to the noncustodial parent, nor shall the noncustodial parent be granted visitation or phone access during the school day.~~

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court.
~~The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.~~

The district will use reasonable methods to identify and authenticate the identity of both parents.

END OF POLICY

Legal Reference(s):

[ORS 107.101](#)
[ORS 107.102](#)

[ORS 107.106](#)
[ORS 107.154](#)

[ORS 109.056](#)
[ORS 163.245 - 163.257](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Yamhill Carlton School District

Code: GCBDC/GDBDC
Adopted: 4/14/2008
Revised:

Domestic Violence, Harassment, Sexual Assault, or Stalking Leave

(For employers who employ six or more employees)

Definitions

1. “Covered employer” means an employer who employs six or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking, or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.
2. “Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.
3. “Protective order” means an order authorized by Oregon Revised Statute (ORS) 30.866, 107.095(1)(c), 107.700 - 107.735, 124.005 - 124.040 or 163.730 - 163.750 or any other order that restrains an individual from contact with an eligible employee or the employee’s minor child or dependent.
4. “Victim of domestic violence” means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.
5. “Victim of harassment” means an individual against whom harassment has been committed as described in ORS 166.065 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.
6. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.
7. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; or an individual designated as a victim of stalking by rule adopted under ORS 659A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.
8. “Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault or stalking.

A district (covered employer) shall allow an (eligible) employee to take reasonable leave for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent;
3. To obtain or assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, or stalking;
4. To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent;
5. To relocate or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child or dependent.

The district may limit the amount of leave, if the employee's leave creates an undue hardship on the district.

The district shall not deny leave to an employee or discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regards to promotion, compensation or other terms, conditions or privileges of employment as a result of taking such leave.

The employee shall give the district reasonable advanced notice of the employee's intent to take leave unless giving advance notice is not feasible.

The district may require the employee to provide certification that:

1. The employee or minor child or dependent is a victim of domestic violence, harassment, sexual assault, or stalking; and
2. The leave is taken for one of the identified purposes in this policy.

Sufficient certification includes:

1. A copy of a report from law enforcement indicating the employee or child or dependent was a victim of domestic violence, harassment, sexual assault, or stalking.
2. A copy of a protective order or other evidence from a court, administrative agency, or attorney that the employee appeared in or was preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault, or stalking.

3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy or a victim services provider that the employee, employee's child or dependent was undergoing counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault, or stalking.

All records and information kept by the district regarding the employee's leave, including the request or obtaining of leave is confidential and may not be released without the express permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

The employee may use ~~all paid~~ accrued paid leave, including personal, sick, ~~and~~ or accrued vacation leave. The ~~employee~~ employer may choose the order in which paid accrued leave is to be used when more than one type of paid leave is available, consistent with Board policies and/or any collective bargaining agreement.

END OF POLICY

Legal Reference(s):

[ORS 192.355\(38\)](#)

[ORS 659A.270 - 659A.290](#)

Yamhill Carlton School District

Code: IGDJ

Adopted:

Interscholastic Activities

The Board recognizes the integral role interscholastic activities play in the character development and general enhancement of the education of its students. Accordingly, administrators, coaches, student participants, and others associated with the district's high school activities programs and events¹ shall conduct themselves in a manner that is consistent with the letter and spirit of policies, rules, and regulations of the district and of the Oregon School Activities Association (OSAA) and the fundamental values of sportsmanship. Each will be held accountable for ~~its~~ their actions.

The district shall allow homeschooled students that reside in the district and students attending a public charter school that reside in the district to participate in available interscholastic activities ~~in compliance with state~~ when the requirements found in Oregon law are met.

Interscholastic activities when provided by ~~T~~the district will ~~provide interscholastic activities for students in compliance~~ comply with Title IX [and other nondiscrimination laws].

District employees, students, parents, alumni, and activity volunteers are prohibited from ~~making contact or otherwise causing contact to be made with a student for purposes of suggesting or encouraging the student and/or family to maintain or change residency for activities~~ inducing or attempting to induce a student to attend a district school for interscholastic activity eligibility or participation. The principal, activities director, and coaches are each responsible for ensuring student participants meet all district and OSAA eligibility requirements. The principal is responsible for ensuring accurate certification regarding the eligibility of participating students and for verifying that athletic directors, coaches of sports, and activity advisors have ~~been certified through the National Federation of High School Coaches Certification program~~ all required certifications prior to assuming ~~coaching~~ their duties. The principal shall ensure that a program is in place to effectively evaluate the performance of all coaches and activitiesy advisors under ~~his/her~~ their supervision.

Volunteers may be approved to assist with district activities with prior approval from the principal.

The principal shall investigate all allegations of district student ineligibility, staff recruitment violations or other student or staff conduct that may violate Board policies, administrative regulations, and/or OSAA rules and regulations. The principal shall notify the superintendent of conduct that violates the terms of this policy and report to the OSAA as required.

An employee determined to have violated rules and regulations of the OSAA ~~[will]~~ ~~[may]~~ be subject to discipline, up to and including, dismissal. A student in violation of the OSAA rules and regulations will be subject to discipline, up to and including, dismissal from ~~his/her~~ an interscholastic activity or program, suspension and/or expulsion from school. Volunteers in violation of the OSAA rules and regulations shall be subject to discipline, up to and including, removal from district programs and activities and such other sanctions as may be deemed appropriate by the district.

¹ This applies to only OSAA-sanctioned activities and events.

Employees, volunteers, or students in violation of OSAA rules and/or regulations ~~[will]~~ ~~[may]~~ be required to remunerate the district in the event of fines assessed by OSAA as a result of their actions.

The superintendent will develop procedures, as necessary, to implement this policy, including a process to ensure that all district rules governing the conduct of students, staff, and volunteers engaged in district activities are regularly reviewed and updated.

END OF POLICY

Legal Reference(s):

[ORS 326.051](#)
[ORS 332.075\(1\)\(e\)](#)
[ORS 339.450 - 339.460](#)

[OAR 581-015-2255](#)
[OAR 581-021-0045 - 0049](#)
[OAR 581-026-0005](#)

[OAR 581-026-0700](#)
[OAR 581-026-0705](#)
[OAR 581-026-0710](#)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).
OREGON SCHOOL ACTIVITIES ASSOCIATION, OSAA HANDBOOK.
Montgomery v. Bd. of Educ., 188 Or. App. 63 (2003).

Yamhill Carlton School District

Code: LBE
Adopted: 10/9/2006
Revised:

Public Charter Schools**

The district recognizes that public charter schools offer an opportunity to create new, innovative and more flexible ways of educating students in an atmosphere of learning experiences based on current research and development. Public charter schools shall demonstrate a commitment to the mission and diversity of public education while adhering to one or more of the following goals:

1. Increase student learning and achievement;
2. Increase choices of learning opportunities for students;
3. Better meet individual student academic needs and interests;
4. Build stronger working relationships among educators, parents and other community members;
5. Encourage the use of different and innovative learning methods;
6. Provide opportunities in small learning environments for flexibility and innovation;
7. Create new professional opportunities for teachers;
8. Establish additional forms of accountability for schools; and
9. Create innovative measurement tools.

Public charter schools may be established as a new public school, from an existing public school or a portion of the school or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a **nonsectarian nonpublic sectarian** school or religious institution, or encompass all the schools in the district unless the district is composed of only one school.

The Board will not approve any public charter school proposal when it is deemed that its value is outweighed by any direct identifiable, significant and adverse impact on the quality of the public education of students residing in the district. To meet the eligibility criteria for Board approval, a public charter school proposal must meet the requirements of Oregon [Revised Statutes](#) law, [Oregon Administrative Rules](#), Board policy, and regulation. Upon request of the Board, the public charter school applicant must furnish in a timely manner any other information the Board deems relevant and necessary to conduct a complete and good faith evaluation of the public charter school proposal.

The district will determine if it has any unused or underutilized buildings. Buildings may be made available for public charter school use, subject to Board approval. Approved use may be limited to instructional purposes only. Appropriate-use fees will be determined by the Board. Public charter school use outside the district's instructional day will be subject to Board policy KG - Community Use of District Facilities and accompanying administrative regulation.

{Public charter school students may, upon request, be allowed to participate in district programs such as physical education, instrumental and vocal music offerings, or other selected options if space and materials are available.¹ Students must adhere to state law, Board policies, regulations, and rules concerning conduct and discipline.} {Public charter school students shall not be permitted to participate in district curricular programs.²}

Public charter school students in grades K-8 may participate in their resident district's activities that are offered before or after regular school hours. Public charter school students in grades 9-12 may participate in their resident district's available activities that are sanctioned by the Oregon School Activities Association (OSAA) when the requirements found in Oregon law are met .

The district {will} {will not} provide instructional materials, lesson plans, or curriculum guides for use in a public charter school.

The public charter school employer will be determined with each proposal. If the ~~Board~~ district is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the ~~Board~~ district is not the sponsor of the public charter school, ~~it~~ the district shall not be the employer and will not collectively bargain with public charter school employees.

The district will {annually {by April 1st}} {~~semiannually {by October 1 and April 1}~~} {by {December 1}}³, calculate the number of students residing in the district who are enrolled in a virtual public charter school. When the percentage is more than three percent, the district may choose to not approve additional students for enrollment to any virtual public charter school, subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305(2).

The district is only required to use data that is reasonably available to the district including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and
5. The number of students who reside in the district enrolled in private schools located within the school district.

¹ This does not apply to the Oregon law related to OSAA-sanctioned activity participation.

² Unless allowed by Oregon law related to OSAA-sanctioned activity participation.

³ [Per OAR 581-026-0305(7)(a) the district must choose annual, semi-annual, or other date used for calculation; dates are provided as a recommendation only.]

A parent may appeal a decision of a school district to not approve a student for enrollment to a virtual public charter school to the State Board of Education.

The superintendent will develop administrative regulations for public charter schools to include the proposal process, review and appeal procedures, and charter agreement provisions.

END OF POLICY

Legal Reference(s):

[ORS 327.077](#)

[ORS 327.109](#)

[ORS 332.107](#)

[ORS Chapter 338](#)

[ORS 339.141](#)

[ORS 339.147](#)

[ORS 339.460](#)

[OAR 581-026-0005 - 0515](#)

[OAR 581-026-0700](#)

[OAR 581-026-0710](#)

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2012).

Yamhill Carlton School District

Code: JEC
Adopted: 11/9/2009
Revised:

Admissions**

The Board is committed to providing an educational program for all students living in the district. The Board believes all students living in the district who have not completed 12 years of education should regularly attend a public full-time school and be included in the available educational programs.

A child is considered to be six years of age if the sixth birthday of the child occurred on or before September 1 immediately preceding the beginning of the current school term.

All new students must register in the office. Students enrolled in the district shall comply with Oregon laws related to age, residence, health, attendance, and immunization.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed, regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Students located in the district shall not be excluded from admission where they are otherwise eligible, not receiving special education, and they have not yet attained the age of 19 prior to the beginning of the current school year.

The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education ~~in order~~ to receive a high school diploma or a modified diploma.

Students who attend a district school on an interdistrict transfer or ~~open enrollment~~ were admitted prior to 2019 through open enrollment are considered residents of the district.

Students living in the district who have attained the age of majority are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

Minor students living with a parent or guardian who resides in the district are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

Students who are ~~wards of the court~~ in foster care and who are placed in the district are residents of the district of origin, unless the court determines that attending in the district of residence is in the best interest of the student.

END OF POLICY

Legal Reference(s):

[ORS 327.006](#)
[ORS 336.092](#)
[ORS 339.010](#)
[ORS 339.115](#)

[ORS 339.125](#)
[ORS 339.133](#)
[ORS 339.134](#)

[ORS 433.267](#)
[OAR 581-022-2220](#)

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2012).
McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act (ESSA), 42 U.S.C. §§ 11431, 11434a (2012).

Yamhill Carlton School District

Code: JECB
Adopted: 10/9/2006
Revised:

Admission of Nonresident Students

The district may enroll nonresident students as follows:

1. Interdistrict Transfer Agreement. By written consent of the affected school boards, the student becomes a resident student of the attending district thereby allowing the attending district to receive State School Fund moneys;
- ~~2. Open Enrollment. By written consent from the school board with which the student has made application for admission, the student becomes a resident student of the attending district thereby allowing the attending district to receive State School Fund moneys;~~
- 3.2. Tuition Paying Student. By admitting nonresident student with tuition, whereby neither affected districts are eligible for State School Fund moneys;
- 4.3. Court Placement. If a juvenile court determines it is in the student's best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The Board shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board ~~[will]~~ ~~[will not]~~ ~~[may, based on district criteria,]~~ deny ~~[regular school]~~ ~~or~~ ~~[alternative education program]~~ admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

Consent for Admission of a Nonresident Student by Interdistrict Transfer or Consent for Admission of a Tuition Paying Student

Annually, by ~~[April 15th]~~¹, the Board shall establish the number of student transfer requests into the district, and out of the district, to which consent will be given for the upcoming school year.

~~The Board reserves the right to accept/reject nonresident students based upon the availability of space and resources.~~ The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, ethnicity, national origins, disability, health, whether a student has an individualized education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability, or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

¹ [The district must annually make this determination by a date set by the Board. Insert the date set by the Board.]

The Board may ask for the student's name, contact information, date of birth, grade level, whether the student may be given priority on consent for admission (~~e.g., sibling in the district; change in legal residence; completion of public charter school in the district~~see the following paragraph for priorities), information about which schools the student prefers to attend, and whether the student is currently expelled.

If the number of students seeking consent exceeds the number of spaces, the Board will use an equitable lottery selection process. The process may give priority to students who have siblings currently enrolled in the district; who previously received consent for admission because of a change in legal residence; or who attended a public charter school located in the same district in which the student seeks to attend, for three consecutive years, completed the highest grade offered by the public charter school, and did not enroll and attend school in another district following completion of that highest grade in the public charter school.

The Board may revise the maximum number of students to whom consent will be given at a time other than the annual date established by the Board if there are no pending applications for consent.

If the Board decides not to give consent to a student the Board must provide a written explanation to the student.

The district may require minimum standards of behavior and/or attendance once the student has been accepted. The minimum standards must be the same for all students that are given consent. The district is not allowed to establish minimum standards for academics as a criteria for the student to remain in the district. Students whose consent is revoked for violation of set attendance and/or behavior standards will not be allowed to apply for consent to return to this district in the same or the following school year.

The Board may determine the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent is given.

The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

The attending district is responsible for a free appropriate public education for those students on an IEP.

~~Consent by the Nonresident District Board for which the Student has applied for Admission (Open Enrollment)~~

~~Annually, by March 1, the Board shall establish the number of students to whom consent will be given for the upcoming school year. The Board may choose to limit consent based on school, grade or the combination of both. The Board may decide not to give consent to any person under this process.~~

~~Applications for consent shall be submitted to the district no later than April 1, for the following school year.~~

~~The Board may not deny consent, give priority nor request student information related to race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an IEP or the terms of that IEP, income level, residence, proficiency in the English language, athletic ability, academic records or eligibility or participation in talented and gifted programs.~~

~~If the number of students seeking consent exceeds the number of students the Board has determined will be given consent, consent will be based on an equitable lottery selection process.~~

~~The district is not required to provide transportation outside the boundaries of the district. The student will be allowed to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.~~

~~By May 1, the district shall provide written notification of admission of a nonresident student into the district, to the district of the student's legal residence.~~

END OF POLICY

Legal Reference(s):

~~[ORS 109.056](#)~~
~~[ORS 327.006](#)~~
~~[ORS 329.485](#)~~
~~[ORS 335.090](#)~~

~~[ORS 339.115 - 339.133](#)~~
~~[ORS 339.141](#)~~
~~[ORS 339.250](#)~~
~~[ORS 343.221](#)~~

~~[ORS 433.267](#)~~
~~[OAR 581-021-0019](#)~~

Yamhill Carlton School District

Code: JECF
Adopted: 11/9/2009
Revised:

Interdistrict Transfer of Resident Students**

Interdistrict Transfer

~~The district offers a variety of programs and services designed to meet the individual needs of its students. Nevertheless, t~~The Board recognizes there may be circumstances that arise in which a resident student may benefit from attendance in another public school in the state. Consequently, a student who resides within district boundaries may be released to attend school in another district that agrees to accept the student. The agreement will be by written consent of the affected school boards or designees whereby the student becomes a “resident student” of the attending district, allowing the attending district to receive State School Fund moneys. Any additional fees or tuition costs are the responsibility of the parent.

When the resident district approves the release of a resident student to another school district, the student or ~~his/her~~ **their** parent(s) will be solely responsible for transportation unless federal or state law requires transportation to be provided by the district. When a resident student, who is on an individualized education plan (IEP) is accepted to another district by an interdistrict transfer, the attending district becomes responsible for a free appropriate public education (FAPE).

Additionally, an interdistrict transfer of a resident student will be permitted, as appropriate, to meet the requirements to provide a safe public school choice in the Every Student Succeeds Act (ESSA).

The resident district may not impose any limitations on the length of time for which consent is given to the student requesting release to another district.

The resident district shall not require a student to receive consent more than one time when the student requests admission to the same receiving district, regardless of any time limitations imposed by the receiving district.

The district shall allow the student whose legal residence changes to a different district during the school year **or summer between school years**, to complete the school year in the district if the student chooses to do so.

Open Enrollment

~~A student who resides within district boundaries may make a request to attend school in another district that agrees to accept the student. The agreement will be by written consent of the attending district only whereby the student becomes a “resident student” of the attending district, allowing the attending district to receive State School Funding. When the attending district approves the admission of the student, the attending district shall notify the district in which the student resides no later than May 1. The student or his/her parent(s) will be solely responsible for transportation to the attending/receiving district unless federal or state law requires transportation to be provided by the attending/receiving district. Students under the Individuals with Disabilities Education Act (IDEA) will become the primary responsibility of the attending district.~~

~~6/27/17~~ 2/28/19 | PH

Interdistrict Transfer of Resident Students** – JECF

Safe Public School Choice Transfer Requests

An interdistrict transfer¹ may be permitted in the event a student has been a victim of a violent criminal offense occurring in or on the grounds of a school the student attends, or the student attends a school identified as persistently dangerous and all other district schools the student may transfer to are also identified as persistently dangerous or there is no other district school to which the student may transfer. The transfer must be to a safe school.

Homeless Student

A homeless student residing in the district and the student's parent, or in the case of an unaccompanied student, the district's liaison for homeless students, may request that the student attend ~~his/her~~ their school of origin² located out-of-district. The request will be considered based on the best interest of the student. The student may continue in ~~his/her~~ their school of origin for the duration of the student's homelessness. Transportation will³ be provided in accordance with law.

The superintendent is directed to establish procedures for the review of any student request to attend school in another district.

END OF POLICY

Legal Reference(s):

~~ORS 109.056~~
~~ORS 327.006~~
~~ORS 329.485~~
~~ORS 332.107~~
~~ORS 335.090~~

~~ORS 339.115 - 339.133~~
~~ORS 339.141~~
~~ORS 339.147~~
~~ORS 339.155~~
~~ORS 339.250~~

~~ORS 343.221~~
~~ORS 433.267~~
~~OAR 581-021-0019~~
~~OAR 581-022-2220~~

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2012).
McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2012).
Every Student Succeeds Act, 20 U.S.C. § 7912 (2012).

¹ Districts are encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring district to accept transfer students if there is not another school in the district in which the student legally resides for the transferring student.

² "School of origin" means the school that a student attended when permanently housed or the school in which the student was last enrolled. When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

³ McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).

OSBA Model Sample Policy Yamhill Carlton School District

Code: GBNA
Adopted: 2/27/2012
Revised: _____

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

The Board is committed to providing a positive and productive learning and working environment.

Hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying of staff, ~~students~~ or third parties by staff, students, or third parties is strictly prohibited and shall not be tolerated in the district.

Retaliation against the victim, any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is ~~also~~ strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties 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. Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials. Licensed staff ~~will~~ may be reported to Teacher Standards and Practices Commission, ~~as provided by~~ if required by Oregon Administrative Rule (OAR) 584-020-0041.

The superintendent is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure ~~annual~~ notice of this policy is provided to students, staff, and third parties.

END OF POLICY

Legal Reference(s):

[ORS 163.190](#)
[ORS 163.197](#)
[ORS 166.065](#)
[ORS 166.155 - 166.165](#)
[ORS 174.100](#)
[ORS 332.072](#)

[ORS 332.107](#)
[ORS 339.250](#)
[ORS 659A.006](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.103 - 659A.143](#)

[ORS 659A.199 - 659A.224](#)
[OAR 839-003-0000](#)
[OAR 839-005-0021](#)
[OAR 839-005-0030](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. Seq. (2012).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2012); 29 C.F.R. Part 1626 (2018)

HR ~~6/12/14~~ 2/28/19 | PH

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

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2018); 28 C.F.R. Part 35 (2018).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
OREGON BUREAU OF LABOR AND INDUSTRIES, *Workplace Bullying* (visited Feb. 26, 2019),
<<https://www.oregon.gov/boli/docs/WorkplaceBullyingPoster-2018.pdf>>.

OSBA Model Sample Policy Yamhill Carlton School District

Code: JFCF
Adopted: 2/12/2012
Revised:

Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, and Domestic Violence – Student** (Version 1)

The Board, in its commitment to providing a safe, positive, and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes law.

Harassment, intimidation, or bullying and acts of cyberbullying by students, staff, and/or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is also strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in disciplinary action or other consequences and appropriate sanctions remedial action.

Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for assaulting or menacing another student or employee, willful damage or injury to district property, or for the use of threats, intimidation, harassment, or coercion against a district employee or another student.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties 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.

Students, staff, or third parties may also be referred to law enforcement officials.

The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

“District” includes district facilities, district premises, and nondistrict property if the student 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 control jurisdiction of the district.

R7/01/17 2/28/19 | PH

Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence,
and Domestic Violence – Student** – JFCF

“Third parties” include, but are not limited to, coaches, 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.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, national origin, marital status, familial status, source of income, or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and/or household members²:

1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury;

¹ “Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

² “Family or household members” [as defined in ORS 107.705.] OR [means any of the following:

1. Spouses;
2. Former spouses;
3. Adult persons related by blood, marriage or adoption;
4. Persons who are cohabiting or who have cohabited with each other;
5. Persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing by one of them of a petition under Oregon Revised Statute 107.710;
6. Unmarried parents of a child.]

2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, or bully.

“Retaliation” means any acts of, including but not limited to, harassment, intimidation or bullying, ~~teen dating violence and acts of~~, or cyberbullying toward the victim, a person in response to an ~~student for~~ actually or apparently reporting of, or participating in the investigation of, harassment, intimidation or bullying, ~~teen dating violence~~, ~~and~~ acts of cyberbullying, or retaliation.

Reporting

The ~~[employee position title]~~ administrator or designee will take reports and conduct a prompt investigation of any report of any act of harassment, intimidation or bullying, ~~and acts of~~ cyberbullying, or ~~teen dating violence~~. Any employee who has knowledge of conduct in violation of this policy shall immediately report ~~his/her~~ concerns to the ~~[administrator or designee]~~ ~~employee position title~~ who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity, or in a ~~district vehicle or~~ vehicle used for ~~transporting students to a district activity~~, district-provided transportation shall immediately report the incident to the ~~[administrator or designee]~~ ~~employee position title~~. Failure of an employee to report an act of harassment, intimidation or bullying, teen dating violence, or an act of cyberbullying to the ~~[administrator or designee]~~ ~~employee position title~~ may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels ~~he/she has~~ they have been harassed, intimidated or bullied, ~~been~~ a victim of teen dating violence ~~and~~ or acts of being cyberbullied in violation of this policy is encouraged to immediately report ~~his/her~~ their concerns to the ~~[administrator or designee]~~ ~~employee position title~~ who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report ~~his/her~~ their concerns to the ~~[administrator or designee]~~ ~~employee position title~~ ~~who has overall responsibility for all investigations~~. ~~This~~ A report from a student or volunteer may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

~~Complaints~~ Reports against the principal shall be filed with the superintendent. ~~Complaints~~ Reports against the superintendent shall be filed with the Board chair.

The ~~complainant~~ person who makes the report shall be notified ~~of the findings of~~ when the investigation has been completed and, as appropriate, ~~that~~ the findings of the investigation and any remedial action that has been taken. The ~~complainant~~ person who made the report may request that the [superintendent] review the actions taken in the initial investigation, in accordance with [administrative regulations] ~~[district complaint procedures]~~.

Training and Education

The district shall incorporate into existing training programs for students, information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, and acts of cyberbullying and this policy.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grade 7 through 12.

The district shall incorporate into existing training programs for staff, information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, domestic violence, and acts of cyberbullying and this policy.

Notice

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee staff handbook, school and district website, and school and district office [and the development of administrative regulations, including reporting and investigative procedures]. [Complaint procedures, as established by the district, shall be followed.]

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

END OF POLICY

Legal Reference(s):

ORS 163.190	ORS 332.107	OAR 581-021-0046
ORS 107.705	ORS 339.240	OAR 581-021-0055
ORS 166.065	ORS 339.250	OAR 581-022-2310
ORS 166.155 - 166.165	ORS 339.254	OAR 581-022-2370
ORS 174.100(7)	ORS 339.351 - 339.366	
ORS 332.072	OAR 581-021-0045	

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).