

Brookings-Harbor School District 17-C

“Every Student Can Succeed”

Regular School Board Meeting
Azalea Middle School Library
505 Pacific Avenue
Brookings, OR 97415

Wednesday, September 16, 2020, 5:30 PM

Due to the coronavirus/COVID-19 state-wide restrictions, and in keeping with the efforts of social distancing to reduce the spread of the coronavirus/COVID-19, the meeting of the Brookings-Harbor School District 17C Board of Directors will be streamed virtually, rather than in person. If you are a member of the community and wish to provide public comment, please email your comments to dedec@brookings.k12.or.us 24 hours ahead of the meeting and your comments will be part of the public record.

A GENDA

1. Call Meeting to Order
2. Citizen Input
3. Consent Agenda
 - a. Approve Minutes 3
 - b. Approve Bills 6
 - c. Approve New Hires
 1. Kalmiopsis Elementary Teacher Kendra Hoven 28
 2. Kalmiopsis Elementary Teacher Esme Williams 29
 3. Azalea Middle School Online Teacher Melissa Courtage 30
 - d. Approve Extra Duty Contracts
 1. BHHS JV Girls' Soccer Coach Ashley Pruitt 31
 2. BHHS Head Track Coach Jason Fulton 32
4. District Reports and Information
 - a. Comments from the Superintendent
 - b. Building Reports 33
 - c. Finance Report 41
 - d. Enrollment Summary 42
5. Action Items
 - a. Approve Bus Surplus Property 44
 - b. Approve Long Term Leave Request Bruce Weese 45
 - c. Approve Organizational Chart 46
 - d. Approve Board Policy 1st Readings
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 2. GBEB-AR Communicable Diseases - Staff 49
 3. GBN/JBA Sexual Harassment DELETE 52
 4. GBN/JBA Sexual Harassment PROPOSED 55
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 6. GBN/JBA-AR(1) Sexual Harassment Complaint Procedure PROPOSED 69
 7. GBN/JBA-AR(2) Federal Law (Title IX) Sexual Harassment Complaint Procedure 74
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14. JHCC-AR Communicable Diseases - Students	112
15. GCBE/GDBE Employee Attendance	115
6. Board Functions and Comments	
a. Future Agenda Items	
b. District Report Topics Discussion	
c. District Goals Review	116
7. Key Dates and Calendar Updates	
a. Regular Board Meeting October 18, 2020 5:30pm	
8. Adjourn to Executive Session	
a. Executive Session Under ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.	
9. Adjournment	

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting. Please contact the district office at 541-469-7443.

Minutes of Regular School Board Meeting

The Board of Trustees Brookings-Harbor School District 17C

A Regular School Board Meeting of the Board of Trustees of Brookings-Harbor School District 17C was held Wednesday, August 19, 2020, beginning at 5:30 PM in a Virtual Meeting.

Those in Attendance: Alan Nidiffer, Jay Trost (5:44 pm), Katherine Johnson, Janell Howard, Janece Payne, David Marshall, Dede Corpening, Nathan Hanscam

1. Call Meeting To Order

Alan Nidiffer called the meeting to order at 5:35 pm.

2. Citizen Input

There was no public input received.

3. Consent Agenda

a. Approve Minutes

1. July 15, 2020 Annual Organizational Meeting Minutes
2. July 15, 2020 Regular Board Meeting Minutes
3. July 25, 20120 Special Board Meeting Minutes
4. July 30, 2020 Special Board Meeting Minutes
5. August 6, 2020 Special Board Meeting Minutes
6. August 14, 2020 Special Board Meeting Minutes

b. Approve Bills

c. Approve Extra Duty Contracts

1. BHHS Varsity Girls' Soccer Coach Brian Carlson

Katherine Johnson made a motion to approve the consent agenda, seconded by Janece Payne.

Discussion: None

Katherine: Aye, Janece: Aye, Alan: Aye

Motion Pass

District Reports and Information

a. Superintendent Report

1. Athletic Code of Conduct

Superintendent David Marshall let the board know the athletic code of conduct has been completed, however would like to table the discussion as there is policy that will need to be updated prior to implementation. He encouraged the board to review, as it is a full revision of the previous code of conduct.

2. Board Policy CBG-AR Evaluation of the Superintendent DELETE

Superintendent David Marshall explained that there should not be an AR related to the evaluation of the Superintendent and it will be removed.

3. Start of School Update

The Superintendent updated the Board on the start of school. The district is continuing with the plan in the blueprint. There will be an email out to all staff to report on Tuesday with the reminder to be mindful of physical distancing. All of the big trainings will be held virtually. The rest of the trainings will be in smaller groups on a rotating schedule. Nurse Trish and Public Information Officer Nancy Raskauskas will be working on a video for staff to review at the start of the day. In addition, the week will provide Sound Discipline, Edgenuity and Corwin Training. Breakfast will be delivered to staff rooms. There will be approx. 8 new hires reporting to Azalea Library on Monday morning.

Reusable cloth masks have arrived. The metrics from the state came out late Tuesday. ODE released a new site. The state's overall positivity is 5.4 which is too high for K-12. David Marshall expressed the timing of the updates do not make sense, however, we are currently on track for K-3 to start in person.

b. Finance Report

No Comment

5. Action Items

a. Approve Suicide Prevention Proclamation

Alan Nidiffer read the proclamation.

Janece Payne recommended changing the word from "still" to "all".

Katherine Johnson made a motion to adopt with the change recommendation from Janece Payne, seconded by Janece Payne.

Discussion: Katherine Johnson stated she appreciates the different levels the proclamation expresses.

Motion Pass Unanimously

b. Approve Board/Superintendent Operating Agreement

Janece Payne made a motion to approve the Operating Agreement, seconded by Katherine Johnson.

Discussion: The board all agreed the agreement read nicely.

Motion Pass Unanimously

c. Approve Superintendent Evaluation Tool and Timeline

Katherine Johnson made a motion to approve the Superintendent Evaluation Tool and Timeline, seconded by Janece Payne.

Discussion: Katherine Johnson pointed out she liked the "evaluate as we go" process. Alan Nidiffer agreed that several times throughout the year is a good course to use.

Motion Pass Unanimously

6. Board Functions and Comments

a. July 2020 Quarterly Policy Update

b. Future Agenda Items

Katherine Johnson asked if the district could find a way to bring back celebrate student success, even if in the superintendent comments. Perhaps there can be wins for the week/month or celebrations of the school district as a whole. Alan Nidiffer let the board know if they have any other ideas for future agenda items to let either himself or the superintendent know. Superintendent David Marshall let the board know they were welcome to participate in the virtual welcome back to school message for all staff on Tuesday.

7. Key Dates and Calendar Updates

a. Regular Board Meeting Wednesday September 16, 2020 5:30 PM

8. Adjournment

The meeting adjourned to executive session under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations at 6:10 pm.

The meeting came out of executive session and adjourned at 6:50 pm.

DRAFT

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria:

From Date: 08/01/2020

To Date: 08/31/2020

Report Sort: Remit Name

ADVANCED SECURITY SYSTEMS

Check#	FUND	FUNCTION	OBJECT	Amount
Undesignated				
123139	Undesignated	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$467.50
Total for ADVANCED SECURITY SYSTEMS				<u>\$467.50</u>

AMAZON

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	ELEMENTARY	SUPPLIES	\$719.38
0	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$9.99
0	GENERAL FUND	GUIDANCE SERVICES	SUPPLIES	\$954.53
0	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	\$70.29
123140	GENERAL FUND	ELEMENTARY	COMPUTER HARDWARE	\$29,346.10
123140	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$128.34
123140	GENERAL FUND	STUDENT SAFETY	SUPPLIES	\$339.25
123140	GENERAL FUND	STUDENTS WITH DISABILITIES	SUPPLIES	\$191.36
123203	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$30.68
123203	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$134.63
123203	GENERAL FUND	STUDENT SAFETY	SUPPLIES	(\$24.00)
Total for GENERAL FUND				\$31,900.55

CARES ESSER

0	CARES ESSER	ELEMENTARY	COMPUTER HARDWARE	\$12,086.76
0	CARES ESSER	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$0.00
0	CARES ESSER	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$2,877.80
Total for CARES ESSER				\$14,964.56

FACILITY MAINTENANCE & EQUIPMENT

123118	FACILITY MAINTENANCE & EQUIPMENT	MAINTENANCE SERVICES	SUPPLIES	\$1,019.86
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HS Co-Curricular

0	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$33.90
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Undesignated

123140	Undesignated	MAINTENANCE SERVICES	SUPPLIES	\$1,275.63
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Brookings-Harbor School Dist. 17C

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Fiscal Year: 2020-2021

Criteria:

From Date: 08/01/2020

To Date: 08/31/2020

Report Sort: Remit Name

AMAZON				
Check#	FUND	FUNCTION	OBJECT	Amount
123203	Undesignated	MAINTENANCE SERVICES	SUPPLIES	\$2,203.77
			Total for Undesignated	\$3,479.40
		Total for AMAZON		\$51,398.27
AUSLAND GROUP				
Check#	FUND	FUNCTION	OBJECT	Amount
SEISMIC				
123204	SEISMIC	BLDG ACQUISITION, CONTR. & IMPROVEMENT	* OVER \$5000 NOT BLD IMPROVEMENTS	\$368,699.90
123204	SEISMIC	BLDG ACQUISITION, CONTR. & IMPROVEMENT	ARCHITECT/ENGINEERING SERVICES	\$3,822.10
			Total for SEISMIC	\$372,522.00
		Total for AUSLAND GROUP		\$372,522.00
BADGER, CYNTHIA D				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
			Total for BADGER, CYNTHIA D	\$500.00
BEACH MEDICAL & SKIN CARE CENTER				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123119	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$300.00
			Total for BEACH MEDICAL & SKIN CARE CENTER	\$300.00
BEAMAN, JESS				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
			Total for BEAMAN, JESS	\$500.00
BROOKINGS ELECTRONIC SERVICE, INC				
Check#	FUND	FUNCTION	OBJECT	Amount
Undesignated				

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From Date: 08/01/2020

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Report Sort: Remit Name

BROOKINGS ELECTRONIC SERVICE, INC

Check#	FUND	FUNCTION	OBJECT	Amount
123141	Undesignated	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$1,874.45
Total for BROOKINGS ELECTRONIC SERVICE, INC				<u>\$1,874.45</u>

BROOKINGS GLASS INC

Check#	FUND	FUNCTION	OBJECT	Amount
Undesignated 123142	Undesignated	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$1,440.00
Total for BROOKINGS GLASS INC				<u>\$1,440.00</u>

BROOKINGS LOCK & SAFE

Check#	FUND	FUNCTION	OBJECT	Amount
FACILITY MAINTENANCE & EQUIPMENT 123143	FACILITY MAINTENANCE & EQUIPMENT	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$0.00
Undesignated 123143	Undesignated	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$153.00
Total for BROOKINGS LOCK & SAFE				<u>\$153.00</u>

CANON FINANCIAL SERVICES INC.

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123144	GENERAL FUND	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	\$15.62
123165	GENERAL FUND	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	\$601.71
123165	GENERAL FUND	FISCAL SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$375.70
123165	GENERAL FUND	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$751.31
123165	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$375.70
123165	GENERAL FUND	STUDENTS WITH DISABILITIES	PROFESSIONAL AND TECHNICAL SERVICES	\$98.49
123205	GENERAL FUND	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	\$318.39

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From Date: 08/01/2020

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CANON FINANCIAL SERVICES INC.

Check#	FUND	FUNCTION	OBJECT	Amount
123205	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$257.02
123205	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$14.67
Total for GENERAL FUND				\$2,808.61
Total for CANON FINANCIAL SERVICES INC.				\$2,808.61

CASCADE ATHLETIC SUPPLY

Check#	FUND	FUNCTION	OBJECT	Amount
Azalea MS Athletics				
123133	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	NON CONSUMABLE SUPPLIES	\$3,360.00
Total for CASCADE ATHLETIC SUPPLY				\$3,360.00

CDW - GOVERNMENT INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123120	GENERAL FUND	ELEMENTARY	COMPUTER SOFTWARE	\$7,875.00
123120	GENERAL FUND	FISCAL SERVICES	COMPUTER SOFTWARE	\$0.00
123120	GENERAL FUND	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE	\$2,625.00
123120	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER SOFTWARE	\$2,625.00
123120	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$0.00
123145	GENERAL FUND	ELEMENTARY	COMPUTER SOFTWARE	\$0.00
123145	GENERAL FUND	FISCAL SERVICES	COMPUTER SOFTWARE	\$0.00
123145	GENERAL FUND	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$2,541.18
123145	GENERAL FUND	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE	\$0.00
123145	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$1,270.59
123145	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER SOFTWARE	\$0.00
123145	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER HARDWARE	\$41,768.00
123145	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$9,528.00
123166	GENERAL FUND	ELEMENTARY	COMPUTER SOFTWARE	\$0.00
123166	GENERAL FUND	FISCAL SERVICES	COMPUTER SOFTWARE	\$0.00

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CDW - GOVERNMENT INC

Check#	FUND	FUNCTION	OBJECT	Amount
123166	GENERAL FUND	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$0.00
123166	GENERAL FUND	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE	\$0.00
123166	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$0.00
123166	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER SOFTWARE	\$204.14
123166	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$0.00
123206	GENERAL FUND	OFFICE OF THE PRINCIPAL	NON CONSUMABLE SUPPLIES	\$461.36

Total for GENERAL FUND \$68,898.27

CARES ESSER

123145	CARES ESSER	ELEMENTARY	COMPUTER HARDWARE	\$0.00
123145	CARES ESSER	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$0.00
123145	CARES ESSER	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$0.00
123166	CARES ESSER	ELEMENTARY	COMPUTER HARDWARE	\$0.00
123166	CARES ESSER	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$0.00
123166	CARES ESSER	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$0.00

Total for CARES ESSER \$0.00

EDUCATION STABILIZATION FUND(CARES)

123120	EDUCATION STABILIZATION FUND(CARES)	ELEMENTARY	COMPUTER HARDWARE	\$0.00
123120	EDUCATION STABILIZATION FUND(CARES)	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$0.00
123120	EDUCATION STABILIZATION FUND(CARES)	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$0.00
123120	EDUCATION STABILIZATION FUND(CARES)	TECHNOLOGY SERVICES	COMPUTER HARDWARE	\$0.00
123145	EDUCATION STABILIZATION FUND(CARES)	ELEMENTARY	COMPUTER HARDWARE	\$0.00
123145	EDUCATION STABILIZATION FUND(CARES)	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$2,257.78
123145	EDUCATION STABILIZATION FUND(CARES)	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$3,989.80
123145	EDUCATION STABILIZATION FUND(CARES)	TECHNOLOGY SERVICES	COMPUTER HARDWARE	\$0.00

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CDW - GOVERNMENT INC

Check#	FUND	FUNCTION	OBJECT	Amount
123166	EDUCATION STABILIZATION FUND(CARES)	ELEMENTARY	COMPUTER HARDWARE	\$0.00
123166	EDUCATION STABILIZATION FUND(CARES)	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	\$0.00
123166	EDUCATION STABILIZATION FUND(CARES)	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER HARDWARE	\$0.00
123166	EDUCATION STABILIZATION FUND(CARES)	TECHNOLOGY SERVICES	COMPUTER HARDWARE	\$0.00

Total for EDUCATION STABILIZATION FUND(CARES) \$6,247.58

Total for CDW - GOVERNMENT INC \$75,145.85

CITY OF BROOKINGS

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123146	GENERAL FUND	MAINTENANCE SERVICES	WATER AND SEWAGE	\$9,615.32
CAPITAL PROJECTS 123117	CAPITAL PROJECTS	BLDG ACQUISITION, CONTR. & IMPROVEMENT	PROFESSIONAL AND TECHNICAL SERVICES	\$409.69

Total for CITY OF BROOKINGS \$10,025.01

COASTAL HEATING, LLC

Check#	FUND	FUNCTION	OBJECT	Amount
Undesignated 123147	Undesignated	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$315.00

Total for COASTAL HEATING, LLC \$315.00

COASTAL PAPER & SUPPLY INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123121	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$3,983.74
123121	GENERAL FUND	STUDENT SAFETY	SUPPLIES	\$10,038.14
123148	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$1,872.15
123148	GENERAL FUND	STUDENT SAFETY	SUPPLIES	\$1,418.82
123207	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$1,797.24
123207	GENERAL FUND	ELEMENTARY	SUPPLIES	\$884.06

Brookings-Harbor School Dist. 17C

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COASTAL PAPER & SUPPLY INC

Check#	FUND	FUNCTION	OBJECT	Amount
123207	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$415.02
123207	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$415.03

Total for GENERAL FUND \$20,824.20

Total for COASTAL PAPER & SUPPLY INC \$20,824.20

COOS CURRY ELECTRIC CO-OP INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123208	GENERAL FUND	MAINTENANCE SERVICES	ELECTRICITY	\$662.96

Total for COOS CURRY ELECTRIC CO-OP INC \$662.96

CORPENING, DANIELLE L

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00

Total for CORPENING, DANIELLE L \$500.00

COUNTRY MEDIA, INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123167	GENERAL FUND	BOARD OF DIRECTORS	ADVERTISING	\$0.00
123167	GENERAL FUND	FISCAL SERVICES	ADVERTISING	\$0.00
123167	GENERAL FUND	HUMAN RESOURCES	ADVERTISING	\$58.00

Total for GENERAL FUND \$58.00

Total for COUNTRY MEDIA, INC \$58.00

CROWE, PEGGY D

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00

Total for CROWE, PEGGY D \$250.00

CRUM, ANGELA

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				

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CRUM, ANGELA

Check#	FUND	FUNCTION	OBJECT	Amount
123219	GENERAL FUND	INSTRUCTIONAL SERVICES	OTHER TUITION	\$2,227.50
Total for CRUM, ANGELA				<u>\$2,227.50</u>

CTR INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123122	GENERAL FUND	MAINTENANCE SERVICES	GARBAGE	\$2,700.04
123122	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	GARBAGE	\$802.55
Total for GENERAL FUND				<u>\$3,502.59</u>
CAFETERIA				
123122	CAFETERIA	FOOD SERVICES	GARBAGE	\$3,045.40
Total for CTR INC				<u>\$6,547.99</u>

CURRY COUNTY CLERK

Check#	FUND	FUNCTION	OBJECT	Amount
Undesignated				
123168	Undesignated	MAINTENANCE SERVICES	SUPPLIES	\$0.00
Total for CURRY COUNTY CLERK				<u>\$0.00</u>

CURRY EQUIPMENT-BROOKINGS

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123149	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$196.87
Total for CURRY EQUIPMENT-BROOKINGS				<u>\$196.87</u>

DAL'S PEST CONTROL

Check#	FUND	FUNCTION	OBJECT	Amount
Undesignated				
123209	Undesignated	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$4,250.00
Total for DAL'S PEST CONTROL				<u>\$4,250.00</u>

DAN'S AUTO AND MARINE ELECTRIC INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				

Brookings-Harbor School Dist. 17C

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DAN'S AUTO AND MARINE ELECTRIC INC

Check#	FUND	FUNCTION	OBJECT	Amount
123150	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$24.99
Total for DAN'S AUTO AND MARINE ELECTRIC INC				\$24.99

EQUIPMENT AND ENGINE TRAINING COUNCIL

Check#	FUND	FUNCTION	OBJECT	Amount
Measure 98 Grant 123134	Measure 98 Grant	HIGH SCHOOL PROGRAMS	NON CONSUMABLE SUPPLIES	\$17,250.00
Total for EQUIPMENT AND ENGINE TRAINING COUNCIL				\$17,250.00

ESS WEST, LLC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 0	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	ESS Classified Substitutes	\$1,508.05
0	GENERAL FUND	MAINTENANCE SERVICES	ADDITIONAL SALARIES	\$488.60
0	GENERAL FUND	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$93.77
0	GENERAL FUND	Undesignated	Prepaid Expenses	(\$431.35)
Total for GENERAL FUND				\$1,659.07
Total for ESS WEST, LLC				\$1,659.07

ESTELLE, RALPH

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
Total for ESTELLE, RALPH				\$250.00

FEDERAL PROCESSING

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123210	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$499.00
Total for FEDERAL PROCESSING				\$499.00

FREELove, TIMOTHY ALLEN

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				

Brookings-Harbor School Dist. 17C

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FREELove, TIMOTHY ALLEN

Check#	FUND	FUNCTION	OBJECT	Amount
123131	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
Total for FREELove, TIMOTHY ALLEN				\$250.00

FREIGHTLINER NORTHWEST

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123169	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	REPAIR AND MAINTENANCE	\$37.29
Total for FREIGHTLINER NORTHWEST				\$37.29

FRONTLINE TECHNOLOGIES GROUP LLC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123170	GENERAL FUND	HUMAN RESOURCES	COMPUTER SOFTWARE	\$1,898.17
Total for FRONTLINE TECHNOLOGIES GROUP LLC				\$1,898.17

GABRIEL V. PAMPLONA

Check#	FUND	FUNCTION	OBJECT	Amount
Undesignated 123151	Undesignated	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$4,500.00
Total for GABRIEL V. PAMPLONA				\$4,500.00

GARRETT HEMANN ROBERTSON PC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123135	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	LEGAL SERVICES	\$470.00
123152	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	LEGAL SERVICES	\$634.50
Total for GENERAL FUND				\$1,104.50
Total for GARRETT HEMANN ROBERTSON PC				\$1,104.50

GEAR UP SPORTS

Check#	FUND	FUNCTION	OBJECT	Amount
HIGH SCHOOL STUDENT BODY 123136	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$2,932.96
Total for GEAR UP SPORTS				\$2,932.96

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GOLD BEACH LUMBER

Check#	FUND	FUNCTION	OBJECT	Amount
Furniture Fund				
123153	Furniture Fund	HIGH SCHOOL PROGRAMS	NON CONSUMABLE SUPPLIES	\$181.94
Undesignated				
123153	Undesignated	MAINTENANCE SERVICES	SUPPLIES	\$1,300.94
Total for GOLD BEACH LUMBER				<u>\$1,482.88</u>

HARBOR LOGGING SUPPLY INC

Check#	FUND	FUNCTION	OBJECT	Amount
Measure 98 Grant				
123137	Measure 98 Grant	HIGH SCHOOL PROGRAMS	SUPPLIES	\$112.06
Total for HARBOR LOGGING SUPPLY INC				<u>\$112.06</u>

HERNANDEZ, FRANK A

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
Total for HERNANDEZ, FRANK A				<u>\$250.00</u>

HUDL

Check#	FUND	FUNCTION	OBJECT	Amount
HS Co-Curricular				
123154	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$11,500.00
Total for HUDL				<u>\$11,500.00</u>

IBS OF THE REDWOODS

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123123	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$689.70
123171	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$88.95
Total for GENERAL FUND				<u>\$778.65</u>
Total for IBS OF THE REDWOODS				<u>\$778.65</u>

IN-MOTION GRAPHICS

Check#	FUND	FUNCTION	OBJECT	Amount
HIGH SCHOOL STUDENT BODY				

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IN-MOTION GRAPHICS

Check#	FUND	FUNCTION	OBJECT	Amount
123172	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL PROGRAMS	SUPPLIES	\$20.00
Total for IN-MOTION GRAPHICS				<u>\$20.00</u>

KERR'S ACE HARDWARE INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123124	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$138.80
123124	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$52.81
123155	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$54.03
123155	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$151.96
123173	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$57.30
Total for GENERAL FUND				<u>\$454.90</u>

FACILITY MAINTENANCE & EQUIPMENT

123155	FACILITY MAINTENANCE & EQUIPMENT	MAINTENANCE SERVICES	SUPPLIES	\$0.00
Undesignated				
123155	Undesignated	MAINTENANCE SERVICES	SUPPLIES	\$562.04
Total for KERR'S ACE HARDWARE INC				<u>\$1,016.94</u>

KOSMATKA DONNELLY & CO. LLP

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123156	GENERAL FUND	FISCAL SERVICES	AUDIT SERVICES	\$5,000.00
Total for KOSMATKA DONNELLY & CO. LLP				<u>\$5,000.00</u>

LANGUAGE LINE SERVICES, INC.

Check#	FUND	FUNCTION	OBJECT	Amount
TITLE III SECOND LANGUAGE				
123174	TITLE III SECOND LANGUAGE	ELL-ORS	PROFESSIONAL AND TECHNICAL SERVICES	\$125.00
Total for LANGUAGE LINE SERVICES, INC.				<u>\$125.00</u>

LARSEN, LANA

Check#	FUND	FUNCTION	OBJECT	Amount
Nutrition Services				

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LARSEN, LANA

Check#	FUND	FUNCTION	OBJECT	Amount
123211	Nutrition Services	FOOD SERVICES	DUES AND FEES	\$127.05
Total for LARSEN, LANA				<u>\$127.05</u>

LES SCHWAB TIRE CENTER INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123125	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$2,146.20
Total for LES SCHWAB TIRE CENTER INC				<u>\$2,146.20</u>

LEVEL DATA

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123212	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER SOFTWARE	\$2,352.96
Total for LEVEL DATA				<u>\$2,352.96</u>

MCCOURT FLOOR COVERING INC

Check#	FUND	FUNCTION	OBJECT	Amount
Undesignated 123157	Undesignated	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$39,135.00
Total for MCCOURT FLOOR COVERING INC				<u>\$39,135.00</u>

MCPHERSON, LYNETTE

Check#	FUND	FUNCTION	OBJECT	Amount
Farm to School 0	Farm to School	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	\$288.75
0	Farm to School	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$297.50
0	Farm to School	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$288.75
Total for Farm to School				<u>\$875.00</u>
Total for MCPHERSON, LYNETTE				<u>\$875.00</u>

MISSION LINEN SUPPLY

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				

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MISSION LINEN SUPPLY

Check#	FUND	FUNCTION	OBJECT	Amount
123126	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$45.83
123158	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$89.86
Total for GENERAL FUND				\$135.69
Total for MISSION LINEN SUPPLY				\$135.69

NAPA AUTO PARTS

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123127	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$51.75
123175	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$53.11
Total for GENERAL FUND				\$104.86
Total for NAPA AUTO PARTS				\$104.86

NASSP

Check#	FUND	FUNCTION	OBJECT	Amount
HIGH SCHOOL STUDENT BODY 123176	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL PROGRAMS	SUPPLIES	\$385.00
Total for NASSP				\$385.00

OETC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123128	GENERAL FUND	FISCAL SERVICES	COMPUTER SOFTWARE	\$107.88
Total for OETC				\$107.88

OR DEPT OF MOTOR VEHICLES

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123177	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TAXES AND LICENSES	\$0.00
123190	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TAXES AND LICENSES	\$119.50
123191	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TAXES AND LICENSES	\$119.50
Total for GENERAL FUND				\$239.00
Total for OR DEPT OF MOTOR VEHICLES				\$239.00

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OSAA				
Check#	FUND	FUNCTION	OBJECT	Amount
HS Co-Curricular				
123178	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$2,510.00
Total for OSAA				<u>\$2,510.00</u>
 OSAA FOUNDATION				
Check#	FUND	FUNCTION	OBJECT	Amount
HS Co-Curricular				
123159	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$180.80
Total for OSAA FOUNDATION				<u>\$180.80</u>
 OSBA				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123160	GENERAL FUND	BOARD OF DIRECTORS	PROFESSIONAL AND TECHNICAL SERVICES	\$2,291.67
123160	GENERAL FUND	HUMAN RESOURCES	PROFESSIONAL AND TECHNICAL SERVICES	\$525.00
123179	GENERAL FUND	BOARD OF DIRECTORS	PROFESSIONAL AND TECHNICAL SERVICES	\$6,669.13
Total for GENERAL FUND				<u>\$9,485.80</u>
Total for OSBA				\$9,485.80
 PACE				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123161	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	INSURANCE PREMIUMS	\$2,195.00
Total for PACE				<u>\$2,195.00</u>
 PACIFIC RIM COPY CENTER				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123180	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$70.00
Total for PACIFIC RIM COPY CENTER				<u>\$70.00</u>
 PETTY CASH CUSTODIAN 1				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				

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PETTY CASH CUSTODIAN 1

Check#	FUND	FUNCTION	OBJECT	Amount
123181	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$500.00
Total for PETTY CASH CUSTODIAN 1				\$500.00

PSAT/NMSQT

Check#	FUND	FUNCTION	OBJECT	Amount
Measure 98 Grant 123182	Measure 98 Grant	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$324.00
Total for PSAT/NMSQT				\$324.00

PURCHASE POWER

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123183	GENERAL FUND	FISCAL SERVICES	POSTAGE	\$1,000.00
Total for PURCHASE POWER				\$1,000.00

QTEES

Check#	FUND	FUNCTION	OBJECT	Amount
HIGH SCHOOL STUDENT BODY 123184	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$180.00
Total for QTEES				\$180.00

QUILL CORPORATION

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123162	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$102.54
123185	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$128.94
123185	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$306.07
123185	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$408.74
123213	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$62.38
123213	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$310.46
Total for GENERAL FUND				\$1,319.13
Total for QUILL CORPORATION				\$1,319.13

RASKAUSKAS-COONS, NANCY

Brookings-Harbor School Dist. 17C

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Report Sort:		Remit Name		
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	PROFESSIONAL AND TECHNICAL SERVICES	\$2,655.00
		Total for	RASKAUSKAS-COONS, NANCY	\$2,655.00
SANTANDER LEASING LLC				
Check#	FUND	FUNCTION	OBJECT	Amount
TRANSPORTATION EQUIPMENT LEASE PURCHASE				
123129	TRANSPORTATION EQUIPMENT LEASE PURCHASE	DEBT SERVICE	REDEMPTION OF PRINCIPAL	\$24,442.00
		Total for	SANTANDER LEASING LLC	\$24,442.00
SCHOOL DATEBOOKS, INC.				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123214	GENERAL FUND	HIGH SCHOOL PROGRAMS	TEXTBOOKS	\$1,561.83
		Total for	SCHOOL DATEBOOKS, INC.	\$1,561.83
SCHOOL OUTFITTERS				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123138	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$3,272.13
		Total for	SCHOOL OUTFITTERS	\$3,272.13
SECRETARY OF STATE - CORPORATION DIVISIO				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123164	GENERAL FUND	FISCAL SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$40.00
		Total for	SECRETARY OF STATE - CORPORATION DIVISIO	\$40.00
SOUND DISCIPLINE				
Check#	FUND	FUNCTION	OBJECT	Amount
TITLE IIA - INNOVATIVE EDUCATION				
123186	TITLE IIA - INNOVATIVE EDUCATION	INSTR. STAFF DEVELOPMENT	PROFESSIONAL AND TECHNICAL SERVICES	\$450.00
		Total for	SOUND DISCIPLINE	\$450.00
SPORTDECALS, INC.				

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Check#	FUND	FUNCTION	OBJECT	Amount
HIGH SCHOOL STUDENT BODY				
123163	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$189.56
		Total for	SPORTDECALS, INC.	\$189.56
 STERRITT, PATRICIA S				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
		Total for	STERRITT, PATRICIA S	\$250.00
 SYSCO PORTLAND, INC.				
Check#	FUND	FUNCTION	OBJECT	Amount
Nutrition Services				
123215	Nutrition Services	FOOD SERVICES	FOOD	\$517.92
		Total for	SYSCO PORTLAND, INC.	\$517.92
 TYREE OIL, INC				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123216	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$3,042.75
		Total for	TYREE OIL, INC	\$3,042.75
 UMPQUA BANK				
Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$445.45
0	GENERAL FUND	FISCAL SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$17.24
0	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$188.53
0	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	COMPUTER SOFTWARE	\$1,999.00
0	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	SUPPLIES	\$115.90
0	GENERAL FUND	STUDENT SAFETY	SUPPLIES	\$3,249.98
		Total for	GENERAL FUND	\$6,016.10
 Measure 98 Grant				
0	Measure 98 Grant	HIGH SCHOOL PROGRAMS	SUPPLIES	\$6,077.32

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UMPQUA BANK

Check#	FUND	FUNCTION	OBJECT	Amount
Azalea MS Athletics				
0	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$95.00
Farm to School				
0	Farm to School	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	\$97.14
0	Farm to School	HIGH SCHOOL PROGRAMS	NON CONSUMABLE SUPPLIES	\$1,059.98
0	Farm to School	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$100.07
0	Farm to School	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$97.14
Total for Farm to School				\$1,354.33
Undesignated				
0	Undesignated	MAINTENANCE SERVICES	SUPPLIES	\$397.98
HIGH SCHOOL STUDENT BODY				
0	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	(\$1,071.20)
Total for UMPQUA BANK				\$12,869.53

UMPQUA BANK - LOAN

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	DEBT SERVICE	INTEREST	\$38.35
0	GENERAL FUND	DEBT SERVICE	REDEMPTION OF PRINCIPAL	\$700.82
Total for GENERAL FUND				\$739.17
Total for UMPQUA BANK - LOAN				\$739.17

US CELLULAR

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123187	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	COMPUTER HARDWARE	\$10,098.00
123187	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	COMPUTER SOFTWARE	\$406.60
123187	GENERAL FUND	TECHNOLOGY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$0.00
123217	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	COMPUTER SOFTWARE	\$0.00

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US CELLULAR

Check#	FUND	FUNCTION	OBJECT	Amount
123217	GENERAL FUND	TECHNOLOGY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$219.12
Total for GENERAL FUND				\$10,723.72
Total for US CELLULAR				\$10,723.72

US FOODS

Check#	FUND	FUNCTION	OBJECT	Amount
Nutrition Services 123188	Nutrition Services	FOOD SERVICES	FOOD	\$880.46
Total for US FOODS				\$880.46

WALLIN, TERI A

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$500.00
Total for WALLIN, TERI A				\$500.00

WESEL, DUSTIN

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 0	GENERAL FUND	Undesignated	Payroll Draw Liability	\$250.00
Total for WESEL, DUSTIN				\$250.00

WESTERN BUS SALES INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123130	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$48.66
Total for WESTERN BUS SALES INC				\$48.66

XEROX CORPORATION

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 123218	GENERAL FUND	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	\$146.92
123218	GENERAL FUND	FISCAL SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$0.00

Brookings-Harbor School Dist. 17C

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XEROX CORPORATION

Check#	FUND	FUNCTION	OBJECT	Amount
123218	GENERAL FUND	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$27.69
123218	GENERAL FUND	OFFICE OF THE PRINCIPAL	PROFESSIONAL AND TECHNICAL SERVICES	\$55.18
123218	GENERAL FUND	STUDENTS WITH DISABILITIES	PROFESSIONAL AND TECHNICAL SERVICES	\$49.86
Total for GENERAL FUND				<u>\$279.65</u>
Total for XEROX CORPORATION				<u>\$279.65</u>

ZIPLY FIBER

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
123189	GENERAL FUND	CARE & UPKEEP OF GROUNDS	TELEPHONE	\$78.36
123189	GENERAL FUND	FISCAL SERVICES	TELEPHONE	\$496.27
123189	GENERAL FUND	OFFICE OF THE PRINCIPAL	TELEPHONE	\$1,880.61
123189	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TELEPHONE	\$78.36
Total for GENERAL FUND				<u>\$2,533.60</u>
Nutrition Services				
123189	Nutrition Services	FOOD SERVICES	TELEPHONE	\$78.36
Total for ZIPLY FIBER				<u>\$2,611.96</u>

Brookings-Harbor School Dist. 17C

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Grand Total: \$735,716.43

Recap for FUND for remit name

100	GENERAL FUND	\$206,520.57
203	TITLE IIA - INNOVATIVE EDUCATI	\$450.00
212	CARES ESSER	\$14,964.56
219	TRANSPORTATION EQUIPMENT I	\$24,442.00
225	CAFETERIA	\$3,045.40
235	FACILITY MAINTENANCE & EQUII	\$1,019.86
237	TITLE III SECOND LANGUAGE	\$125.00
257	EDUCATION STABILIZATION FUN	\$6,247.58
264	Measure 98 Grant	\$23,763.38
272	Furniture Fund	\$181.94
274	HS Co-Curricular	\$14,224.70
275	Azalea MS Athletics	\$3,455.00
280	Farm to School	\$2,229.33
285	Undesignated	\$57,875.31
291	HIGH SCHOOL STUDENT BODY	\$2,636.32
299	Nutrition Services	\$1,603.79
410	CAPITAL PROJECTS	\$409.69
415	SEISMIC	\$372,522.00

End of Report



Administration Office

District

629 Easy Street
 Brookings, OR 97415
 541 469-7443
 Fax 541 469-6599

www.brookings.k12.or.us

Memo

Date: 9/2/2020
 To: David Marshall 
 From: Helena Chirinian and Carol Leonard 
 Cc:
 Re: Brookings Harbor Hire Recommendation - Licensed 

Name:	Kendra Hoven
Current City/State:	Brookings Oregon
Teaching Assignment/School:	Kalmiopsis 4 th Grade
Teaching Endorsements on License:	Restricted OR Multiple Subject Self-Contained
Undergraduate College and GPA:	Western Governors University
University where Teaching Degree was conferred:	Western Governors University – in progress
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Kendra will change gears and join our teaching team after having been a special education instructional assistant at Kalmiopsis for 5 years.



Administration Office

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Memo

Date: 9/2/2020
 To: David Marshall 
 From: Helena Chirinian and Carol Leonard 
 Cc:
 Re: Brookings Harbor Hire Recommendation - Licensed 

Name:	Esme Williams
Current City/State:	Brookings Oregon
Teaching Assignment/School:	UC Santa Cruz – Student Teaching – Starlight Elementary
Teaching Endorsements on License:	CA Multiple Subject Self Contained
Undergraduate College and GPA:	University of California Santa Cruz 3.5
University where Teaching Degree was conferred:	University of California Santa Cruz Master’s Degree in Education
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Esme is a new teacher with great energy, that come with great recommendations!



BROOKINGS-HARBOR
"Every Student Can Succeed"

District Administration Office

564 Fern Ave
Brookings, OR 97415
541 469-7443
Fax 541 469-6599
www.brookings.k12.or.us

Memo

Date: 9/4/2020
To: Superintendent David Marshall
From: Marco Thorson
CC: Dede Corpening
Re: Brookings Harbor Hire Recommendation – Licensed, Temporary Online Teacher
Azalea Middle School

Name:	Melissa Courtnage
Current City/State:	Brookings, OR
Teaching Assignment/School:	Temporary Online Teacher, Azalea Middle School
Teaching Endorsements on License:	Masters Degree, University of Idaho
Undergraduate College and GPA:	B.A. History with minors in music and latin, 3.38 GPA, University of Idaho, M.A. History, 3.92 GPA, University of Idaho
University where Teaching Degree was conferred:	Masters Degree, University of Idaho
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Melissa comes to us with strong experience managing online learning systems and creating online learning classes. She has managed college level courses, worked with students of varying ages and abilities through both the community college and prison setting, and comes with a wealth of experience having managed multiple online learning tools and platforms.



Administration Office

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Memo

Date: 08/24/2020
 To: David Marshall
 From: Jean Shearer
 Cc:
 Re: Brookings Harbor Hire Recommendation- Extra Duty

Name:	Ashley Pruitt
Current City/State:	Brookings OR
Extra Duty Assignment/Location:	Assitant Girls Soccer
Highest Diploma/Degree Earned, and from where?	High School, Center HS., Sacramento, CA Attended SOU, Oregon and Rogue Community College, OR
Most recent employment:	Azalea Middle School
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Ashley is highly motivated to coach soccer as it is an important aspect of her life. Very knowledgeable about the sport.

David Marshall
8/24/20

Jean Shearer
8/24/2020
JS *9/4/20*



BROOKINGS-HARBOR
"Every Student Can Succeed"

Administration Office

District

564 Fern Street
Brookings, OR 97415
541 469-7443
Fax 541 469-6599
www.brookings.k12.or.us

Memo

Date: 9/10/2020
To: David Marshall
From: Jean Shearer
Cc:
Re: Brookings Harbor Hire Recommendation- Extra Duty

Name:	Jason Fulton
Current City/State:	Brookings, OR
Extra Duty Assignment/Location:	
Highest Diploma/Degree Earned, and from where?	
Most recent employment:	Brookings-Harbor School Dist, Azalea Middle
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Many years of coaching/teaching experience. Knowledge of students coming in to the H.S. Former Track Athlete as well

Jean Shearer
9/10/2020

David Marshall
9/10/20



Kalmiopsis Elementary

Mailing: 650 Easy Street
Physical: 629 Easy Street
Brookings, OR 97415

(541) 469-7417
Fax: 541 469-0413
www.brookings.k12.or.us
Helena Chirinian, Principal
Carol Leonard, Vice-Principal

TO: Mr. David Marshall
Superintendent
Brookings Harbor SD School Board

FROM: Helena Chirinian, Principal
Carol Leonard, Assistant Principal
Kalmiopsis Elementary

Date: 9/11/2020

RE: September Board Report

Our first week of school is almost over! We began the week with teachers meeting with all their students and families, it was a super successful start, and parents truly appreciated a private dedicated time to get to know their student's teacher. It is a practice we would love to continue even after we return to a more normal school opening. Our first day with our K-3 students went very smoothly, they are still learning to always wear their masks and to stay 6 feet away from our friends (that is not easy). Traffic with buses and drop-off/pick-up was great after we made a change in where the buses drop-off, it sure makes a difference with less than 200 students on campus at any given time. Our parents did a great job dropping off students and not coming in, we appreciate them understanding and respecting our new normal.

We are beyond thrilled having students in our building again! Our staff is as always amazing, making an unusual situation as fun and welcoming to students as possible. Our biggest struggle currently is that Edgenuity is struggling to keep up with demand, and we are still waiting for some of our teachers to be able to access it fully. They are using Google classroom while they wait, and utilize our available curriculum. One really neat aspect of Edgenuity (once it's fully up and functioning) is that our 4th and 5th graders can choose an elective; they can have Music (learn to play the recorder), Art, Keyboarding, or Scratch Coding.

Respectfully,

Helena Chirinian

Carol Leonard

Azalea Middle School



9/9/2020

September Board Report
Azalea Middle School

First of all, I would like to thank our Bruin families, staff, students, and community members for being supportive during this time. We have reflected on our “crisis” teaching and have taken various measures to ensure we are ready for distance teaching. Our staff members have participated in hours of professional development learning. In addition, they participated in an activity that had them reflect on the old reality and the new reality. They were asked questions that had them bring the two worlds together.

As staff reflected, they shared a few things they will miss from our old reality. They were:

- High-fives
- Face-to-Face interactions
- Smiles
- Morning Chats
- Laughing with students
- Natural Interactions
- Getting to know students on a deeper level

Yet, they shared things they will appreciate from our new reality. They were:

- Value of change
- Patience
- Kindness
- Eye contact that masks bring
- Going slower
- Connecting with others
- Reshaping education and pioneering the change
- Reassessing priorities

In closing, they shared what they will bring from the old reality to the new reality. They were:

- Love of teaching
- Validate feelings
- Compassion
- Support for students (honoring what our students are going through)
- Active listener
- Keep things in perspective

We have been tasked with learning a new online platform, creating tools to stay organized in a digital world, and structuring an educational experience that keeps students at the forefront. It is a mighty task, but the Azalea team has been nothing but phenomenal. They are ready and willing to start this year, no matter the challenge. We are in it giving our dedication and best effort. We have agreed, we are moving forward together.

Respectfully
Nicole Medrano, Principal
Marco Thorson, Assistant Principal



Brookings-Harbor High School

Brookings, Oregon 97415

www.brookings.k12.or.us

Principal, DeAnne Varitek; Vice Principal, Vickie Nigh

SEPTEMBER 2020 BOARD REPORT

Opportunities: Increased Enrollment & Improved Communication

Our current enrollment of 486 students is higher than our initial enrollment when we began last fall, and we continue to enroll new students. This is an exciting growth opportunity for us and we look forward to serving more families this year.

We are focused on improving communication with our families this year in order to increase clarity and school involvement. Last night marked the first of our virtual parent meetings, one for Online Academy parents and the other for parents of students who attend face-to-face, virtually. Our next meetings will be held on September 21st.

Another area of focus is student attendance, which is linked closely to engagement and achievement. To foster student attendance and to develop an online school culture, we will host monthly grade-level competitions with Bruin swag prizes.

Challenges: A New Learning Delivery Model & Cohort Limitations

With the shift in our learning delivery model, faculty has rapidly closed gaps in digital knowledge, skills, and comfort. We have designed and developed Google Classrooms & Meets, digital slides with teacher avatars and visual classrooms, and restructured lessons. Teachers have analyzed standards and worked on increasing student engagement in a digital environment. These have been challenging opportunities for our building but our staff has risen to the new school year expectations.

One ongoing challenge we face is the limited number of students we can host within a face-to-face cohort (100 individuals per cohort) and the number of students we can safely place in a physical classroom. Due to these restrictions, our F2F delivery model is now at capacity and new enrollees are being placed in our Online Academy.

Celebration/Success: This fall the Oregon Department of Education approved our Metals & Manufacturing application so that it is now a recognized program of study. This classification makes the program eligible for Perkins funding and formalizes our partnerships with Southwestern Oregon Community College and South Coast Lumber.



Student Services Center

629 Easy Street
Brookings, OR 97415

541 412 1488

www.brookings.k12.or.us

Angela Crum, Director of Special Programs

September 9, 2020
Office of Special Programs
September Board Report

Brookings-Harbor School District School Board,

We are starting the 2020-2021 school year with new opportunities and challenges- there are immeasurable ways that we will all grow and learn this school year. As a leader, it is important to support the adults who will be supporting students and families. We explore and practice new self-regulation strategies to help with the emotional and mental stress that comes with these strange times. It is also important to support the team to learn new information at a thoughtful pace- our minds certainly feel the overload of information.

Together, we are implementing the new ODE guidance, *Ready Schools, Safe Learners*, in addition to the *Comprehensive Distance Learning* and *Ensuring Equity and Access* guides- there are many moving parts and new ways of thinking. One of the core tenants of these guides that impacts special programs is the concept of Universal Design for Learning (UDL). UDL guides the development of flexible learning environments and learning spaces that can accommodate individual learning differences. Many of our services will be offered in the general education classrooms this school year, taking into consideration the individual needs of students.

Teachers and specialists are working diligently to build schedules to serve students in various settings this fall- they are being mindful of the nimbleness required as our instructional models may change with the state and county metrics. I am in awe of their flexibility, open mindedness, and cooperation. I see an opportunity to forge even stronger relationships amongst colleagues and families this school year.

Thank you for your support this fall and please let me know if you have any questions.

With Appreciation,

Angela Crum
Director of Special Programs

MISSION

The mission of the BHSD Special Education team is to promote student achievement based on individual needs and preparation for success on the paths students choose to pursue.



Technology Department

629 Easy Street

Brookings, OR 97415

541 469-7443

Fax 541 469-6599

www.brookings.k12.or.us

September 2020 Board Report

The past month has been unbelievably hectic as we prepare for a school year like no other. August is always an extremely busy time for our department, but this year has surpassed anything we've done in the past.

In a matter of weeks, we have cleaned, updated, and configured over 1500 chromebooks to be sent home with students. This task was made significantly more difficult due to the fact that our intended orders of chromebooks has been placed on hold due to a nationwide shortage. We've been able to purchase some used chromebooks to bolster our supply, but are having to make do primarily with what we already had in stock.

District-wide we moved to a new online registration process this fall. The good news is that we've had far fewer hurdles to clear once we opened registration. The problems we have encountered can be chalked up to us using a new system we are unfamiliar with. By and large, the process has been much smoother, our data in PowerSchool is much cleaner, and the capabilities of our new system are much greater.

Our department is still working with Edgenuity to set up an automatic sync process that will work in tandem with PowerSchool so that newly enrolled students will be copied into Edgenuity once they are entered in PowerSchool. We are still working on that project, but it will save our building secretaries hours of time by not having to manually enter students in two different systems.

All of our classrooms set up and ready for school to start. This is a large task every summer, but was made much larger by the sheer volume of classroom changes that were made necessary to arrange cohorts into specific areas of the buildings. Some classrooms we have set up as many as three different times as plans change frequently, and classrooms have to be ready quickly.

We have paid special attention to make classrooms better equipped for distance learning,

which has felt like an inevitability. Every classroom is outfitted with a conference camera system that will give teachers greater flexibility in reaching their students if/when they have to do so online.

In the midst of all of this, our department moved locations as well. Rather than being strewn about the district, we are all located together on Fern Street (next to Community Bridges). This has created great opportunities for communication and collaboration on a daily basis. As part of the move, we moved the entire server room to its new location next to us and were up and running again by the afternoon that same day.

As far as obstacles go, it has felt like every task we've taken on, no matter how routine, has been fraught with twists and turns. In addition to new problems to solve, we have done so on a budget that was prepared and approved before Covid-19 hit. As we've changed many of our budgeting plans to prep for our current reality, many items have been nearly impossible to get our hands on. The chromebooks, webcams, and other items that we have been trying to purchase have been in high demand throughout the nation. Anxiety is at an all-time high among many staff members who are feeling uncomfortable and out of sorts. As a result, we've tried to tread more lightly and endure more abuse from frazzled staff members than we normally see this time of year. Having said that, we have felt extremely supported by the administration and have appreciated their patience as we prep for the school year. Additionally, we've received countless emails and messages from teachers who are grateful for the work that we've done.



Maintenance Department

580 Fern Avenue
Brookings, OR 97415

541 469-7131

Fax 541 469-6599

www.brookings.k12.or.us

To: *Brookings Harbor 17C School Board*

Re: *Maintenance Report September 10, 2020*

- Ausland is finished with Azalea Middle School gym. They did a great job for the district.
- Had our annual wet sprinkler inspection, all good.
- IT is all moved in to their new office area.
- Had our annual fire extinguisher inspection for Kalmiopsis and Transportation. The other schools are next.
- Had our monthly safety team meeting all was good.
- The custodial staff has been busy cleaning and disinfecting the schools
- Grounds has been busy trying to stay on top of everything growing so fast right now
- Advanced Security Systems is doing a Fire, Life Safety Inspection of all schools.
- We have started the Head Start project that's taking place at Azalea Middle School.



Food Service Department

564 Fern Ave.
Brookings, OR 97415
541 469-2108
Fax 541 469-6599
www.brookings.k12.or.us

Since I've got the kitchen crew back it's been a struggle to keep them busy before the start of school. If a kitchen isn't in operation and inventory is done, kitchen sparkling clean, maintenance taken care of, organized, there's just not much except for training and helping out other areas like maintenance with Jess Beaman.

I have planned for 3-4 ways of how the food program will run depending on what comes down from ODE and what the district decides. Everything has been last minute information for food service which has put big strains on me and having to accomplish all that's asked or all that changes on almost a daily basis.

Thankfully in the beginning of September USDA finely approved schools to continue with the "Summer Foods Program" till Dec. 31, 2002. This is so huge for not only the food program here, but for the families of this community. We will be feeding ALL children for free 1-18. Parents are allowed to pick up for their children and other families as well, we will be able to look at distributing meals by transport, and we will be under the Summer Foods meal pattern.

As always we are working with the food bank. The food bank will provide snack packs once a week that will be picked up on Thursday's meal distribution.

Kalmiopsis has two menus one for AM and one for PM. Food distribution has a menu as well. I will be working on one more menu for when the "Headstart group" comes around. Please don't hesitate to contact me for any questions, concerns, or just to say hi!

WISH US LUCK

BROOKINGS-HARBOR SCHOOL DISTRICT 17C

100 General Fund - Board Financial Report

For the Period Ending August 31, 2020

Description	Prior YTD	Current Year Budget	Current YTD	% of Budget	Annual Forecast	Variance Fav / (Unfav)
RESOURCES						
Operating Revenues						
Local Sources	\$ 112,679	\$ 6,298,308	\$ 1,177	0.02%	\$ 6,297,131	\$ -
Intermediate Sources	-	643,000	-	0.00%	643,000	\$ -
State Sources	2,391,792	9,773,733	2,388,236	24.44%	7,315,630	\$ (69,867)
Federal Sources	-	250,000	-	0.00%	250,000	\$ -
Other Sources	100,000	225,000	-	0.00%	225,000	\$ -
Total Operating Revenues	\$ 2,604,471	\$ 17,190,041	\$ 2,389,413	13.90%	\$ 14,730,761	\$ (69,867)
Beginning Fund Balance	2,158,051	1,700,000	-	0.00%	1,700,000	\$ -
TOTAL RESOURCES	\$ 4,762,522	\$ 18,890,041	\$ 2,389,413	12.65%	\$ 16,430,761	\$ (69,867)
REQUIREMENTS						
Operating Expenditures						
Salaries	\$ 355,810	\$ 8,496,654	\$ 381,892	4.49%	\$ 8,103,947	\$ 10,815
Benefits	146,946	4,598,123	170,433	3.71%	4,372,683	\$ 55,007
Purchased Services	154,579	1,644,224	141,865	8.63%	706,738	\$ 795,621
Supplies & Materials	166,598	694,320	215,706	31.07%	385,245	\$ 93,369
Capital Outlay	28,253	-	-	0.00%	90,400	\$ (90,400)
Transfers	179,447	683,000	-	0.00%	683,000	\$ -
Other Uses	532,200	1,356,966	513,914	37.87%	843,052	\$ -
Total Operating Expenditures	\$ 1,563,833	\$ 17,473,287	\$ 1,423,810	8.15%	\$ 15,185,065	\$ 864,412
Contingencies		-	-	0.00%	-	-
Ending Fund Balance		1,416,754			\$ 1,416,754	-
TOTAL REQUIREMENTS	\$ 1,563,833	\$ 18,890,041	\$ 1,423,810	7.54%	\$ 16,601,819	\$ 864,412

BROOKINGS-HARBOR SCHOOL DISTRICT

ENROLLMENT COMPARISON 2020-2021/2019-2020/2018-2019

Current as of September 11 , 2020

GRADE	SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER			JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE		
	2020	2019	2018	2019	2018	2017	2019	2018	2017	2019	2018	2017	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018
K	83	112	106	113	107	127	111	106	128	110	108	129	108	109	132	108	109	133	109	107	133	109	106	134	109	105	133	109	103	130
1	101	96	133	97	133	108	97	134	110	96	133	111	97	132	112	98	130	110	97	129	112	97	127	112	97	128	111	97	127	111
2	84	122	112	122	111	147	121	110	149	121	109	148	120	111	149	119	111	150	119	111	148	119	111	149	119	111	148	119	105	145
3	111	109	144	110	147	109	110	145	110	110	145	107	111	145	109	110	144	106	108	142	109	108	142	109	108	145	109	108	146	109
4	97	147	111	149	110	127	152	110	128	151	109	127	149	108	129	145	111	129	147	111	130	147	110	127	147	112	126	147	110	123
5	130	112	123	112	121	121	112	122	121	113	123	119	112	121	121	112	123	123	113	122	123	113	122	122	113	123	122	113	122	121
	606	698	729	703	729	737	703	727	746	707	727	741	698	726	752	692	728	751	693	722	755	693	718	753	693	724	749	693	713	739
6	102	129	114	128	111	121	127	114	122	125	115	121	124	115	123	123	117	121	124	116	121	124	116	118	124	115	117	124	113	115
7	116	117	120	117	120	110	116	121	111	117	121	111	116	120	111	115	122	107	115	123	106	115	122	103	115	120	105	115	118	104
8	114	128	110	128	112	130	128	106	127	126	106	127	127	107	127	125	109	125	124	106	127	124	106	125	124	105	126	124	103	125
	332	374	344	373	343	361	371	341	360	368	342	359	367	342	361	363	348	353	360	345	354	363	344	346	363	340	348	363	334	344
9	130	119	125	119	125	121	118	126	124	118	126	122	118	126	121	118	124	120	114	123	120	114	122	118	114	122	120	114	123	119
10	104	129	121	129	119	115	128	122	113	126	121	115	123	121	115	126	122	117	122	120	116	122	119	114	122	119	115	122	118	111
11	126	114	115	113	112	133	112	111	134	111	114	134	112	114	133	108	110	131	108	109	114	108	109	129	108	107	130	108	107	128
12	132	114	141	115	133	134	116	133	133	113	135	134	113	136	133	113	133	133	114	135	130	114	133	127	114	131	122	114	128	121
	492	476	502	473	489	503	474	492	504	468	496	505	466	497	502	465	489	501	458	487	498	458	483	488	458	479	487	458	476	479
beyond BHHS						3			3			3			3			3			3			3			3			3
	492	476	502	473	489	506	474	492	507	468	496	508	466	497	505	465	489	504	458	487	500	458	483	491	458	479	490	458	476	482
TOTAL	1430	1548	1575	1552	1561	1604	1548	1560	1613	1537	1565	1608	1531	1565	1618	1519	1565	1608	1514	1554	1609	1514	1545	1590	1514	1543	1587	1514	1523	1565



#REF!

Brookings-Harbor
School District 17C

Code: DN-AR(2)
Revised/Reviewed: 7/20/17
Orig. Code(s): DN-AR(2)

Surplus Property

Person making request: fill out all items to be included, sign request and send to your principal/supervisor.

Principal: Sign indicating your acknowledgment; forward to the district office.

Superintendent: Follow Board policy DN - Disposal of District Property and the accompanying administrative regulation DN-AR(1) - Disposal Procedures: Surplus Property.

Date: 8-13-2020

List item(s) for surplus - please indicate, if possible, resale value, serial numbers, identifying characteristics:

2003 Bluebird 1BABNBPA 13P20 9859

From location - Building /Room/ Other:

TRANSPORTATION

No remaining value
 Total estimated value\$ 2500

Person making this request: ALLEN WALZ Allen J. Walz
Print Name Signature

Principal Authorization: _____

Superintendent Authorization: _____

Board Approval (if required): _____

Current location of Surplus Item(s): _____

Items taken to: _____



Dede Corpening <dedec@brookings.k12.or.us>

Long Term Leave

1 message

Bruce Weese <brucewe@brookings.k12.or.us>
To: Dede Corpening <dedec@brookings.k12.or.us>

Tue, Aug 18, 2020 at 11:41 AM

Dear Brookings Harbor School District,

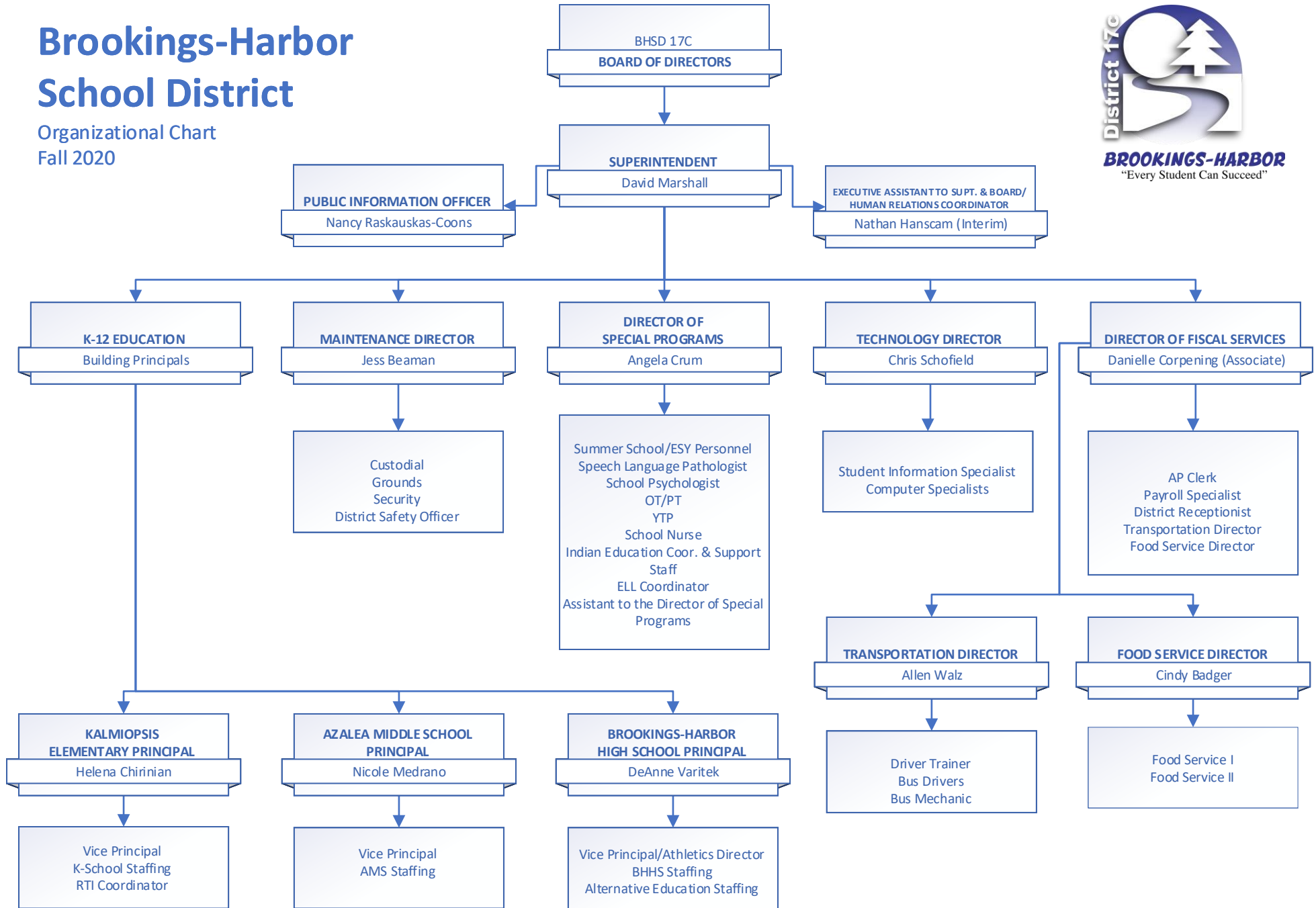
I am requesting a long term leave of absence for the 20/21 school year. I recognize this is past the April 1st deadline. This leave request is for medical and health considerations.

Bruce Weese

A handwritten signature in black ink that reads "Bruce Weese". The signature is written in a cursive style with a large, prominent initial "B".

Brookings-Harbor School District

Organizational Chart
Fall 2020



Brookings-Harbor School District 17C

Code: **GBEB**
Adopted: 1/08/96
Revised/Readopted: 10/22/03; 1/15/14; 3/07/18
Orig. Code: GBEB

Communicable Disease - Staff

The district shall provide reasonable protection against the risk of exposure to communicable disease for employees while engaged in the performance of their duties. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

An employee may not attend work while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that the employee has or has been exposed to any disease for which exclusion is required in accordance with law and per administrative regulation GBEB-AR - Communicable Diseases - Staff. ~~who knows that he or she has or has been exposed to any restrictable disease, may not attend work unless authorized by Oregon law. When an administrator has reason to suspect that any employee has or has been exposed to any restrictable disease and exclusion is required, the administrator shall send the employee home.~~ If the disease is a reportable disease, the administrator will report the occurrence to the local health department.

Employees shall comply with all other measures adopted by the district and with all rules adopted by the Oregon Health Authority, Public Health Division, and the local health department.

Employees shall provide services to students as required by law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

~~Employees who have the responsibility to work with or to provide services to persons other than students, shall provide the services to all such persons as required by law.~~

The district shall protect the confidentiality of an employee's health condition and record to the extent possible and consistent with federal and state law.

The district will include, as part of its emergency plan, a description of the actions to be taken by the district staff in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The superintendent will develop administrative regulations necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 431.150 - 431.157](#)

[ORS 433.001 - 433.526](#)

[OAR 333-018](#)
[OAR 333-019-0010](#)

[OAR 333-019-0014](#)
[OAR 333-019-1000](#)
[OAR 437-002-0360](#)

[OAR 437-002-0377](#)
[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2020).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).
Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2018); 45 C.F.R. Parts 160, 164 (2019).

Brookings-Harbor School District 17C

Code: GBEB-AR
Revised/Reviewed: 3/07/18

Communicable Diseases – Staff

In accordance with state law, administrative rule, the local health authority and the *Communicable Disease Guidance*, the procedures established below will be followed.

1. “Restrictable diseases” are defined by rule and include but are not limited to COVID-19¹, chickenpox, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis and infectious tuberculosis-disease, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by Board policy² or by the local public health administrator after determining that it poses a danger to the public’s health ~~presents a significant public health risk in the school setting.~~
2. “Susceptible” ~~for an employee means lacking evidence of immunity to the disease.~~ ~~means being at risk of contracting a restrictable disease by virtue of being in one or more categories described in law.~~
3. “Reportable diseases” means a ~~disease or condition, the reporting of which enables a public health authority to take action to protect or to benefit the public health.~~ ~~human reportable disease, infection, microorganism or condition as specified in OAR Chapter 333, Division 18.~~

Restrictable Diseases

1. An employee of the district will not attend or work at a district school or facility while in a communicable stage of a restrictable disease, including a communicable stage of COVID-19³, unless authorized to do so under Oregon law. When an administrator has reason to suspect that an employee has a restrictable disease, the administrator shall send the employee home.
2. An administrator shall exclude an employee if the administrator has reason to suspect that an employee has been exposed to measles, mumps, rubella, diphtheria, pertussis, hepatitis A, or hepatitis B, unless the local health officer determines that exclusion is not necessary to protect the public’s health. The administrator may request the local health officer to make a determination as

¹ Added per OAR 333-019-1000(2).

² “OAR 333-019-0010(7) Nothing in these rules prohibits a school or children’s facility from adopting more stringent exclusion standards under ORS 433.284.”

³ “Communicable stage of COVID-19” means having a positive presumptive or confirmed test of COVID-19.

allowed by law. ~~When an administrator has reason to suspect that an employee has or has been exposed to any restrictable disease that requires exclusion, the administrator shall send the employee home.~~ If the disease is reportable, the administrator will report the occurrence to the local health department.

3. An administrator shall exclude an employee if the administrator has been notified by a local public health administrator or local public health officer that the employee has had a substantial exposure to an individual with COVID-19 and exclusion is deemed necessary by same.
4. An employee will be excluded in such instances until such time as the employee presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505-677.525, a nurse practitioner licensed under ORS 678.375-678.390, local health department nurse or school nurse stating that the employee does not have or is not a carrier of any restrictable disease.
- ~~5. An administrator will exclude a susceptible employee that has been exposed to a restrictable disease that is also a reportable disease unless the local health officer determines that exclusion is not necessary to protect the public's health, or the local health officer states the disease is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. The administrator may request the local health officer to make a determination as allowed by law.~~
- 6-5. An administrator may allow attendance of an employee restricted for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea or vomiting if the restriction has been removed by a school nurse or health care provider.
- 7-6. More stringent exclusion standards for employees from school or work may be adopted by the local health department ~~or by the district through policy adopted by the Board.~~
- 8-7. The district's emergency plan shall address the district's plan with respect to a declared public health emergency at the local or state level.

Reportable Diseases Notification

1. All employees shall comply with all reporting measures adopted by the district and with all rules set forth by Oregon Health Authority, Public Health Division and the local health department.
2. An administrator may seek confirmation and assistance from the local health officer to determine the appropriate district response when the administrator is notified that an employee or a student has been exposed to a restrictable disease that is also a reportable disease.
3. District staff with impaired immune responses, that are of childbearing age or some other medically fragile condition, should consult with a medical provider for additional guidance.
4. An administrator shall determine other persons who may be informed of an employee's communicable disease, or that of a student's when a legitimate educational interest exists or for health and safety reasons, in accordance with ~~persons with a legitimate educational interest who may be informed of the communicable nature of an individual student's disease, or an employee's communicable disease, within guidelines allowed by law.~~

Equipment and Training

1. The administrator or designee shall, on a case-by-case basis, determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
2. The administrator or designee shall consult with the district's school nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
3. All district personnel will be instructed annually to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA). (See policy EBBAA).

Brookings-Harbor School District 17C

Code: **GBN/JBA**
Adopted: 8/25/99
Revised/Readopted: 10/22/03; 1/15/14; 4/15/15;
9/12/18; 7/15/20
Orig. Code: GBN

Sexual Harassment

The district is committed to the elimination of sexual harassment in district schools, activities and programs. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program.

“Third parties” include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“District” includes: district facilities; district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with a staff member’s district job responsibilities.

All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties shall include:

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

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual

gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

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

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

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

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

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

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

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

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

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

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

END OF POLICY

Legal Reference(s):

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

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

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

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

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Brookings-Harbor School District 17C

Code:
Adopted:

GBN/JBA

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.

^{1} Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If you choose to change these terms, make sure that you are consistent and clear. Note, "complainant" is defined under federal law.

^{2} Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,]Harassment, Intimidation, Bullying, [Menacing,]Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF)

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

3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.^{4}

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

Examples of sexual harassment may include, but not be limited to, ^{5}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

Oregon Procedures

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

Name	Position	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX Coordinator.]^{6} See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

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

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the

^{4} The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1)(b). If the district would like to include the full statutory definition, it can do so.}

^{5} OAR 581-021-0038 requires that the policy include a “examples of harassing behaviors covered by policy”. The bracketed list in this policy reflects OSBA’s recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district’s legal counsel.}

^{6} This must be communicated elsewhere, but it is a good reason to specify it here as well.}

student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

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

Investigation

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

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

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.]{⁷}

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

1. [Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.]

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

1. [Removing that third party's ability to contract or volunteer with the district, or be present on district property;

{⁷ OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

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

No Retaliation

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

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

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

Notice

When a person⁸ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁹:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;

⁸ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

⁹ Remember confidentiality laws when providing any information.

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

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

The notice must:

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

[Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.]

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity¹⁰;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

[Person or position] is designated as the Title IX Coordinator [and can be contacted at [insert phone number]]. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities

¹⁰ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook. {¹¹}

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹² The district shall treat complainants and respondents equitably by providing supportive measures¹³ to the complainant and by following a grievance procedure¹⁴ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁵

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁶ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

{¹¹ Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

¹² (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹³ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.¹³ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁴ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁵ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁶ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹⁷, or both.]

No Retaliation

Neither the district or any person may retaliate¹⁸ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

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

END OF POLICY

Legal Reference(s):

¹⁷ Of the United States Department of Education.

¹⁸ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

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

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

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

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

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Brookings-Harbor School District 17C

Code: **GBN/JBA-AR**
Adopted: 10/22/03
Revised/Readopted: 3/04/10; 1/15/14; 4/15/15;
9/12/18; 7/15/20

Sexual Harassment Complaint Procedure

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

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

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

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

the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

D This written notification must:

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

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation and will notify the complainant when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The official conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

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

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

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

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

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

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

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

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Brookings Harbor School District 17C
564 Fern Ave. Brookings, OR 97415 | P: 541-469-7443

SEXUAL HARASSMENT COMPLAINT FORM

D

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____

Date: _____

Brookings Harbor School District 17C
564 Fern Ave. Brookings, OR 97415 | P: 541-469-7443

WITNESS DISCLOSURE FORM

D

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

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Any Other Information: _____

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

Signature: _____ Date: _____

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Brookings-Harbor School District 17C

Code: GBN/JBA-AR(1)
Revised/Reviewed:

Sexual Harassment Complaint Procedure

{¹} Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email

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

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

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

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

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent [or designee] in a public meeting to determine what action is appropriate. The Board may use executive

{¹ Align with same positions identified in policy.}

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session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's[or designee's] decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within [30] working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's[or designee's] decision in Step 2 is final²].

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

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

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

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

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

² [If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).]

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

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

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

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

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Brookings Harbor School District 17C
564 Fern Ave
Brookings, Oregon 97415
541-469-7443

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SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____ Date: _____

Brookings Harbor School District 17C
564 Fern Ave
Brookings, Oregon 97415
541-469-7443

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

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

Signature: _____

Date: _____

Brookings-Harbor School District 17C

Code:
Adopted:

GBN/JBA-AR(2)

Federal Law (Title IX) Sexual Harassment Complaint Procedure

Additional Definitions

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

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

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

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

Formal Complaint Procedures

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

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

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

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

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

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

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

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details⁶ known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct^{7} that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

Investigation

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

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.⁸
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.⁹ The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

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

^{7} The district is encouraged to review Board policy JFC and codes of conduct found in handbooks for applicable language. }

⁸ The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

⁹ In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

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

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions¹¹ that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

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

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

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

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

Determination of Responsibility

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

¹⁰ This includes the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

¹¹ Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

The standard to be used for formal complaints in determining whether a violation has occurred is the [preponderance of the evidence¹²] [clear and convincing evidence¹³] standard.

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

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

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

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

Remedies

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

The disciplinary sanctions¹⁴ may include:

1. [Discipline up to and including suspension and expulsion;
2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;

¹² A preponderance of the evidence standard is understood to mean concluding that a fact is more likely than not to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

¹³ A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

¹⁴ Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.]¹⁵

Other remedies may include:

1. [Educational programming][;][.]

Dismissal of a Formal Complaint

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

1. Would not constitute sexual harassment, even if proved;
2. Did not occur in the district's education program or activity¹⁶; or
3. Did not occur against a person in the United States.

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

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

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

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

Consolidation of Complaints

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

¹⁵ It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be “non-disciplinary” and “non-punitive.”

¹⁶ Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

Informal Resolution

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

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

Appeals

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

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

When an appeal is filed, the district must:

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

Timelines

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

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

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause¹⁷ with written notice to the parties.

Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).¹⁸

Training

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

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

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

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.^{19}

¹⁷ Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

¹⁸ This includes creating a record for each investigation. This record must include:

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

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

^{19} If a district does not have a website, the district must make these materials available upon request for inspection by members of the public.

Brookings-Harbor School District 17C

Code: JBA/GBN
Adopted: 8/25/99
Revised/Readopted: 10/22/03; 1/15/14; 4/15/15;
9/12/18; 7/15/20
Orig. Code: GBN

Sexual Harassment

The district is committed to the elimination of sexual harassment in district schools, activities and programs. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program.

“Third parties” include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“District” includes: district facilities; district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with a staff member’s district job responsibilities.

All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties shall include:

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

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual

gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

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

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

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

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

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

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

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

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

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

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

END OF POLICY

Legal Reference(s):

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

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

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

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

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

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

Brookings-Harbor School District 17C

Code: JBA/GBN
Adopted:

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.

^{1} Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If you choose to change these terms, make sure that you are consistent and clear. Note, "complainant" is defined under federal law.

^{2} Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,]Harassment, Intimidation, Bullying, [Menacing,]Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA)

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

3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.^{4}

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

Examples of sexual harassment may include, but not be limited to, [^{5}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

Oregon Procedures

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

Name	Position	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX Coordinator.]^{6} See JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

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

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the

^{4} The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1)(b). If the district would like to include the full statutory definition, it can do so.}

^{5} OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

^{6} This must be communicated elsewhere, but it is a good reason to specify it here as well.}

student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

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

Investigation

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

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

The district will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.]{⁷}

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

1. [Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.]

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

1. [Removing that third party's ability to contract or volunteer with the district, or be present on district property;

{⁷ OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

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

No Retaliation

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

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

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

Notice

When a person⁸ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁹:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;

⁸ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

⁹ Remember confidentiality laws when providing any information.

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

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

The notice must:

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

[Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.]

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity¹⁰;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.*

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

[Person or position] is designated as the Title IX Coordinator [and can be contacted at [insert phone number]]. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities

¹⁰ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook. {¹¹}

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹² The district shall treat complainants and respondents equitably by providing supportive measures¹³ to the complainant and by following a grievance procedure¹⁴ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁵

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁶ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

{¹¹ Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

¹² (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹³ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.¹³ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁴ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁵ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁶ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹⁷, or both.]

No Retaliation

Neither the district or any person may retaliate¹⁸ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

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

END OF POLICY

Legal Reference(s):

¹⁷ Of the United States Department of Education.

¹⁸ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

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

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

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

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

PROPOSED

Brookings-Harbor School District 17C

Code: **JBA/GBN-AR**
Adopted: 10/22/03
Revised/Readopted: 3/04/10; 1/15/14; 4/15/15;
9/12/18; 7/15/20

Sexual Harassment Complaint Procedure

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

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

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

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

the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

D This written notification must:

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

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation and will notify the complainant when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The official conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

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

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

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

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

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

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

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

Brookings Harbor School District 17C
564 Fern Ave
Brookings, Oregon 97415
541-469-7443

D

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____

Date: _____

Brookings Harbor School District 17C
564 Fern Ave
Brookings, Oregon 97415
541-469-7443

D

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

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

Signature: _____ Date: _____

E

Brookings-Harbor School District 17C

Code: JBA/GBN-AR(1)
Revised/Reviewed:

Sexual Harassment Complaint Procedure

{¹} Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email

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

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

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

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

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent [or designee] in a public meeting to determine what action is appropriate. The Board may use executive

{¹ Align with same positions identified in policy.}

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session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's[or designee's] decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within [30] working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's[or designee's] decision in Step 2 is final².

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

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

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

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

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

² [If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).]

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

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

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

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

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Brookings Harbor School District 17C
564 Fern Ave
Brookings, Oregon 97415
541-469-7443

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SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____ Date: _____

Brookings Harbor School District 17C
564 Fern Ave
Brookings, Oregon 97415
541-469-7443

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WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

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

Signature: _____

Date: _____

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Brookings-Harbor School District 17C

Code:
Adopted:

JBA/GBN-AR(2)

Federal Law (Title IX) Sexual Harassment Complaint Procedure

Additional Definitions

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

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

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

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

Formal Complaint Procedures

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

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

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

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

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

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

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

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details⁶ known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct^{7} that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

Investigation

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

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.⁸
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.⁹ The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

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

^{7} The district is encouraged to review Board policy JFC and codes of conduct found in handbooks for applicable language. }

⁸ The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

⁹ In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

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

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions¹¹ that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

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

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

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

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

Determination of Responsibility

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

¹⁰ This includes the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

¹¹ Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

The standard to be used for formal complaints in determining whether a violation has occurred is the [preponderance of the evidence¹²] [clear and convincing evidence¹³] standard.

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

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

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

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

Remedies

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

The disciplinary sanctions¹⁴ may include:

1. [Discipline up to and including suspension and expulsion;
2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;

¹² A preponderance of the evidence standard is understood to mean concluding that a fact is more likely than not to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

¹³ A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

¹⁴ Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.]¹⁵

Other remedies may include:

1. [Educational programming][;][.]

Dismissal of a Formal Complaint

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

1. Would not constitute sexual harassment, even if proved;
2. Did not occur in the district's education program or activity¹⁶; or
3. Did not occur against a person in the United States.

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

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

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

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

Consolidation of Complaints

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

¹⁵ It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be “non-disciplinary” and “non-punitive.”

¹⁶ Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

Informal Resolution

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

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

Appeals

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

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

When an appeal is filed, the district must:

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

Timelines

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

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

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause¹⁷ with written notice to the parties.

Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).¹⁸

Training

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

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

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

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.^{19}

¹⁷ Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

¹⁸ This includes creating a record for each investigation. This record must include:

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

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

^{19} If a district does not have a website, the district must make these materials available upon request for inspection by members of the public.

Brookings-Harbor School District 17C

Code: JHCC
Adopted: 3/12/96
Revised/Readopted: 10/22/03; 6/17/15; 3/07/18
Orig. Code: JHCC

Communicable Diseases - Students

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. ~~when an administrator has reason to suspect that a student has or has been exposed to any restrictable disease for which the student is required to be excluded, the administrator involved shall exclude the student from school and~~ if the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

~~In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.~~

The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The district will include, as a part of its emergency plan, a description of the actions to be taken by district personnel in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The district shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

~~The district shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law.~~

The superintendent will develop administrative regulations necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 431.150 - 431.157](#)

[ORS 433.001 - 433.526](#)

[OAR 333-018](#)

[OAR 333-019-0010](#)

[OAR 333-019-0014](#)

[OAR 333-019-1000](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2020).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34
C.F.R. Part 99 (2019).

Brookings-Harbor School District 17C

Code: JHCC-AR
Adopted: 3/07/18
Revised/Readopted:

Communicable Diseases – Student

In accordance with state law, administrative rule, the local health authority and the *Communicable Disease Guidance*, the procedures established below will be followed.

1. “Restrictable diseases” are defined by rule and include but are not limited to COVID-19¹, chickenpox, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis and infectious tuberculosis-disease, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by Board policy² or by the local public health administrator, after determining that it poses a danger to the public’s health presents a significant public health risk in the school setting.
2. “Susceptible” for a child means lacking documentation of immunization required under OAR 333-050-0050 means being at risk of contracting a restrictable disease by virtue of being in one or more categories described in law.
3. “Reportable diseases” means a disease or condition, the reporting of which enables a public health authority to take action to protect or to benefit the public health human reportable disease, infection, microorganism or condition as specified in OAR Chapter 333, Division 18.

Restrictable Diseases

1. A student of the district will not attend a district school or facility while in a communicable stage of a restrictable disease, including a communicable stage of COVID-19³, unless authorized to do so under Oregon law. When an administrator has reason to suspect any child has a restrictable disease, the administrator shall send the student home.
2. An administrator shall exclude a susceptible child from school if the administrator has reason to suspect that the student has been exposed to measles, mumps, rubella, diphtheria, pertussis, hepatitis A, or hepatitis B, unless the local health officer determines that exclusion is not necessary to protect the public’s health. The administrator may request the local health officer to make a determination as

¹ Added per OAR 333-019-1000(2).

² “OAR 333-019-0010(7) Nothing in these rules prohibits a school or children’s facility from adopting more stringent exclusion standards under ORS 433.284.”

³ “Communicable stage of COVID-19” means having a positive presumptive or confirmed test of COVID-19.

~~allowed by law. that has reason to suspect that a student has or has been exposed to any restrictable disease for which the student is required to be excluded, shall exclude that student from school and send him/her home.~~ If the disease is reportable, the administrator will report the occurrence to the local health department.

3. An administrator shall exclude a student if the administrator has been notified by a local public health administrator or local public health officer that the student has had a substantial exposure to an individual with COVID-19 and exclusion is deemed necessary by same.
4. ~~A~~The student will be excluded in such instances until such time as the student or the parent or guardian of the student presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505-677.525, a nurse practitioner licensed under ORS 678.375-678.390, local health department nurse or school nurse stating that the student does not have or is not a carrier of any restrictable diseases.
- ~~5.—An administrator will exclude a susceptible student that has been exposed to a restrictable disease that is also a reportable disease unless the local health officer determines that exclusion is not necessary to protect the public’s health, or the local health officer states the diseases is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. The administrator may request the local health officer to make a determination as allowed by law.~~
- ~~6.5.~~ The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting. A student may remain in an alternative educational setting until such time as a certificate from a physician, physician assistant, nurse practitioner, local health department nurse or school nurse states that the student does not have or is not a carrier of any restrictable disease, or until such time as a local public health officer administrator states that the disease is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. A restrictable disease exclusion for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea or vomiting may ~~also~~ be removed by a school nurse or health care provider.
- ~~7.6.~~ More stringent exclusion standards for students from school may be adopted by the local health department ~~or by the district through Board adopted policy.~~
- ~~8.—A disease is considered to be a restrictable disease if it is listed in OAR 333-019-0010, or it has been designated to be a restrictable disease through Board policy or by the local health administrator, after determining that it presents a significant public health risk in the school setting.~~
- ~~9.7.~~ The district’s emergency preparedness plan shall address the district’s plan with respect to a declared public health emergency at the local or state level.

Reportable Diseases Notification

1. All employees shall comply with all reporting measures adopted by the district and with all rules set forth by the Oregon Health Authority, Public Health Division and the local health department.
2. An administrator may seek confirmation and assistance from the local health officer to determine the appropriate district response when the administrator is notified that a student or an employee has been exposed to a restrictable disease that is also a reportable disease.

3. An administrator shall determine other persons who may be informed of a student's communicable disease when a legitimate educational interest exists or for health and safety reasons in accordance with ~~with a legitimate educational interest who may be informed of the communicable nature of an individual student's disease, or an employee's communicable disease, within guidelines allowed by~~ law.

Education

1. The administrator or designee shall seek information from the district's school nurse or other appropriate health officials regarding the health needs/hazards of all students and the impact on the educational needs of a student diagnosed with a restrictable disease or exposed to a restrictable disease.
2. The administrator or designee shall, utilizing information obtained above, determine an educational program for such a student and implement the program in an appropriate (i.e., regular or alternative) setting.
3. The administrator or designee shall review the appropriateness of the educational program and the educational setting of each individual student with a restrictable disease.

Equipment and Training

1. The administrator or designee shall, on a case-by-case basis, determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
2. The administrator or designee shall consult with the district's school nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
3. All district personnel will be instructed annually to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA). (See policy EBBAA).

**Brookings-Harbor
School District 17C**

Code: GCBE/GDBE
Adopted:
Orig. Code(s): GCBE

Employee Attendance

The district recognizes an essential function of all employees is to maintain satisfactory attendance.

Satisfactory attendance is defined as no more than an average of one day of absence for illness or injury per month, except such cases as major surgery, recovery from a serious or life-threatening accident or illness or as a result of a documented mental or physical impairment that constitutes a disability. Qualifying leaves as defined under federal and Oregon Family Medical Leave Act laws also apply.

END OF POLICY

Legal Reference(s):

[ORS 187.010](#)
[ORS 336.010](#)

District Goal: Student Success

Description of Student Success:

Student success is the independence to intuitively think critically while maintaining a high ethical and moral character.

District Goal: Staff Recruitment/Retention

Description of Staff Recruitment/Retention

Recruiting, developing and retaining high-quality staff is vital for student success. Fostering a culture of support with opportunities for growth and development empowers outstanding staff

District Goal: Relationships

Description of Relationships

To intentionally build meaningful relationships with students, staff, families and community with trust and respect to create a positive culture to invest in every student's future.