

RESCHEDULED School Board Work
Session
Wednesday, August 23, 2023 Following
conclusion of 5:30 p.m. Regular Meeting

Kalmiopsis Elementary/Room 51
650 Easy St
Brookings, Oregon 97415

Agenda

1. Call Meeting to Order
2. Policy Discussions
 - 2.a. Use of equity and equality language in district policies
 - 2.b. Cell phone use
3. Future Work Session Topics Discussion
4. Adjournment

Equality & Equity Language BHSD Policies August 2023

Equity, Equitable, Inequity ...

[BBFA - Board Member Ethics and Conflicts of Interest](https://policy.osba.org/brookings/AB/BBFA D1.PDF)

Board member or relative owns or has owned stock, another form of **equity** interest, stock options or debt ... stock or another form of **equity** interest, stock options or debt

<https://policy.osba.org/brookings/AB/BBFA D1.PDF>

[ACA - Americans with Disabilities Act](https://policy.osba.org/brookings/AB/ACA D1.PDF)

Act of 2008 (ADA), is committed to maintaining employment practices, services, programs and activities that provide **equity** to qualified individuals with disabilities. The district

<https://policy.osba.org/brookings/AB/ACA D1.PDF>

[EFAA-AR - Reimbursable Meals and Milk Programs](https://policy.osba.org/brookings/E/EFAA R D1.PDF)

Production and menu records; 6. Records to document compliance with Paid Lunch **Equity**; 7. Records to document compliance with Revenue from Nonprogram Foods; and 8. Internal

<https://policy.osba.org/brookings/E/EFAA R D1.PDF>

[LBE-AR - Public Charter Schools](https://policy.osba.org/brookings/KL/LBE R G1.PDF)

An **equitable** lottery may incorporate a ... by providers, enhances the **equitable** access by underserved families ... 8) A plan to provide **equitable** access to the education program

<https://policy.osba.org/brookings/KL/LBE R G1.PDF>

[IGBAI-AR - Special Education - Private Schools](https://policy.osba.org/brookings/I/IGBAI R G1.PDF)

The district provides **equitable** services, funded ... with disabilities may participate **equitably**, as they do not ... The district ensures the **equitable** participation of parentally placed

<https://policy.osba.org/brookings/I/IGBAI R G1.PDF>

[IGBA-AR - Students with Disabilities - Child Identification Procedure](https://policy.osba.org/brookings/I/IGBA R D1.PDF)

How private school children suspected of having a disability can participate **equitably**; and (2) How ... school students ensures the **equitable** participation of parentally-placed

<https://policy.osba.org/brookings/I/IGBA R D1.PDF>

[CBG-AR - Evaluation of the Superintendent](https://policy.osba.org/brookings/C/CBG R D1.PDF)

Be able to analyze available instructional resources and assign them in the most cost effective and **equitable** manner to enhance ... an efficient and **equitable** manner. As an

<https://policy.osba.org/brookings/C/CBG R D1.PDF>

[GBN/JBA - Sexual Harassment](https://policy.osba.org/brookings/G/GBN_JBA D1.PDF)

The district will adopt and publish grievance procedures that provide for the prompt and **equitable** resolution of the ... complainants and respondents **equitably** by providing supportive

https://policy.osba.org/brookings/G/GBN_JBA D1.PDF

[JBA/GBN - Sexual Harassment](#)

The district will adopt and publish grievance procedures that provide for the prompt and **equitable** resolution of the ... complainants and respondents **equitably** by providing supportive

https://policy.osba.org/brookings/J/JBA_GBN D1.PDF

[ACA - Americans with Disabilities Act](#)

the investigation and prompt and **equitable** resolution of any complaint regarding noncompliance. END OF POLICY Americans with Disabilities Act -ACA 1-2 Legal Reference(s):

<https://policy.osba.org/brookings/AB/ACA D1.PDF>

[AC - Nondiscrimination](#)

The district will publish complaint procedures providing for prompt and **equitable** resolution of complaints from students, employees and the public, and such procedures will be

<https://policy.osba.org/brookings/AB/AC D1.PDF>

[CBA - Qualifications and Duties of the Superintendent](#)

Review data regularly and lead the district in enacting **equitable** changes to improve educational outcomes for every student; 2. Serve as educational leader to the Board, staff and

<https://policy.osba.org/brookings/C/CBA D1.PDF>

[JECB - Admission of Nonresident Students](#)

Board will use an **equitable** lottery selection process. The process may give priority to students who have siblings currently enrolled in the district; who previously received

<https://policy.osba.org/brookings/J/JECB D1.PDF>

[ACA-AR\(1\) - Americans with Disabilities Act](#)

Administer the district's ADA grievance procedure to provide for the prompt investigation and **equitable** resolution of complaints. Self Evaluation 2. A self-evaluation study1

<https://policy.osba.org/brookings/AB/ACA R 1 D1.PDF>

[DJC-AR - Special Procurements and Exemptions from Competitive Biddin](#)

its service area, volume discounts, **equitable** service for all users, centralized management and limiting district liability. For example, to be considered as the district's long

<https://policy.osba.org/brookings/D/DJC R G1.PDF>

Equal, Equally, Equality

[DJC-AR - Special Procurements and Exemptions from Competitive Biddin](#)

The district is entitled to determine what constitutes a product that is **equal** or superior to ... is less than or **equal** to \$150,000, the ... costing less than or **equal** to \$150,000, the

<https://policy.osba.org/brookings/D/DJC R G1.PDF>

[JB-AR - Equal Educational Opportunity for Students with Disabilities](#)

Have their child be given an **equal** opportunity to participate ... access to the records; **Equal** Educational Opportunity for Students ... district complies with **Equal** Education Access is

<https://policy.osba.org/brookings/J/JB R D1.PDF>

[JB - Equal Educational Opportunity](#)

Equal Educational Opportunity – JB 1- ... 21 Orig. Code: JA/JAA **Equal** Educational Opportunity
Every student of ... district will be given **equal** educational opportunities regardless of
<https://policy.osba.org/brookings/J/JB D1.PDF>

[GBA - Equal Employment Opportunity](#)

Equal Employment Opportunity– GBA ... 20; 12/15/21 **Equal** Employment Opportunity **Equal**
employment opportunity and treatment ... persons (ORS 659A.106). **Equal** Employment
Opportunity– GBA
<https://policy.osba.org/brookings/G/GBA D1.PDF>

[JBA/GBN-AR\(2\) - Federal Law \(Title IX\) Sexual Harassment Complaint Procedure](#)

Provide both parties an **equal** opportunity to inspect and ... designed to restore or preserve **equal**
access to the district's ... allowed, if made available **equally** to both parties. When
https://policy.osba.org/brookings/J/JBA_GBN R 2 D1.PDF

[GBN/JBA-AR\(2\) - Federal Law \(Title IX\) Sexual Harassment Complaint Procedure](#)

Provide both parties an **equal** opportunity to inspect and ... designed to restore or preserve **equal**
access to the district's ... allowed, if made available **equally** to both parties. When
https://policy.osba.org/brookings/G/GBN_JBA R 2 D1.PDF

[ACA-AR\(1\) - Americans with Disabilities Act](#)

Modifications or adjustments that enable an employee with a disability to enjoy **equal** benefits and ...
job or gaining **equal** access to a ... provides an **equal** opportunity to
<https://policy.osba.org/brookings/AB/ACA R 1 D1.PDF>

[ACA - Americans with Disabilities Act](#)

In order to achieve **equal** access, the district ... GAB -Job Descriptions GBA -**Equal** Employment
Opportunity GBL -Personnel ... Return to Work JB -**Equal** Educational Opportunity Americans with
<https://policy.osba.org/brookings/AB/ACA D1.PDF>

[GBA-AR - Veterans' Preference](#)

if he or she is **equal** to or better than ... disabled veteran if they are **equal** or better than the top ...
violation of Board policy GBA -**Equal** Employment Opportunity or this administrative
<https://policy.osba.org/brookings/G/GBA R G1.PDF>

[BDDC - Board Meeting Agenda](#)

The district will ensure **equally** effective communications are provided to ... financial and
administrative burdens, alternate, **equally** effective communications will be used.
<https://policy.osba.org/brookings/AB/BDDC D1.PDF>

**Brookings-Harbor
School District 17C**

Code: **JFCEB**
Adopted: 11/17/04
Readopted: 2/17/10; 6/17/15

Personal Electronic Devices and Social Media **

Student possession or use of personal electronic devices and social media on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities is prohibited. Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

As used in this policy, a “personal electronic device (PED)” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Students in violation of this policy will be subject to disciplinary action up to and including expulsion.¹

The superintendent shall ensure that the Board’s policy is communicated to staff, students and parents through building handbooks and other such means. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101- 1332; 19 C.F.R. Part 133 (2006).

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

Personal Electronic Devices and Social Media

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

1. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policy, administrative regulation or school rules;¹
2. Personal electronic devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or at district-sponsored events unless as expressly authorized in advance by the principal or designee;
3. The district shall not be responsible for loss, theft or damage to personal electronic devices brought to district property or district-sponsored events;
4. Personal electronic devices may be used as electronic study aids during the school day if provided as a part of a student's individualized education plan (IEP) or if permission is received from the student's teacher;
5. The use of personal electronic devices in any way to send or receive messages, data or information that would pose a threat to academic integrity, contribute to or constitute academic dishonesty is strictly prohibited;
6. The use of personal electronic devices in any manner that would violate the confidentiality or privacy rights of another individual is strictly prohibited;
7. Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;
8. Personal electronic devices used in violation of law, Board policy, administrative regulation or approved school rules will be confiscated, turned in to the school office and returned to the student or parent following parent notification, conference, detention, suspension, expulsion and/or referral to law enforcement officials as appropriate;
9. Students may not access social media websites using district equipment unless the access is approved by a district representative.

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

**Brookings-Harbor
School District 17C**

Code: **EGACA**
Adopted: 12/14/98
Revised/Readopted: 10/22/03; 1/15/14
Orig. Code(s): EGACA

Cell Phones

The Board recognizes that the use of cell phones may be appropriate to provide for the effective and efficient operation of the district and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the Board authorizes the purchase and employee use of cell phones, as deemed appropriate by the superintendent.

District-owned cell phones shall be used for authorized district business purposes, consistent with the district's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Employees do not have any expectations of privacy with district-owned cell phones or any information stored on them; the phone may be confiscated and searched at any time. Employee use of a district-owned cell phone shall not violate Oregon's ethics laws.

If an employee's cell phone purchase is reimbursed by the district, or the employee is provided a stipend to purchase a cell phone, all phone records, text messages, emails to and from the cell phone, and other communications made with the cell phone may be public records.

Employees shall not use cell phones, whether district-owned or personally-owned, for non-district-related business while attending to and/or performing their job responsibilities.

Use of cell phones in violation of Board policies, administrative regulations and/or state and federal law will result in appropriate discipline up to and including dismissal and/or referral to Oregon Government Ethics Commission and law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately-owned cell phones for authorized district business.

END OF POLICY

Legal Reference(s):

[ORS 244.010](#)
[ORS 244.020\(15\)](#)

[ORS 244.040\(1\)\(a\)](#)
[ORS 244.120](#)

[ORS 332.105](#)
[ORS 332.107](#)

Davidson v. Or. Gov't Ethics Comm'n, 300 Or. 415 (1985)
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINIONS 02S-020 (Aug. 2, 2002), 02A-1008 (July 12, 2002), 01A-1004 (June 1, 2001) and 98A-1003 (July 9, 1998).

Brookings-Harbor School District 17C

Code: **EGACA-AR**
Adopted: 12/14/98
Readopted: 10/22/03; 1/15/14
Orig. Code(s): EGACA-AR

Cell Phones

District-owned cell phones may be purchased and authorized for staff use in accordance with the following:

Cell Phone Authorization

Cell phones may be assigned or made available on a temporary basis by the superintendent or business manager or designee when it is determined that:

1. The assignment of a cell phone to the employee is a prudent use of district resources;
2. The employee's job responsibilities require the ability to communicate frequently;
3. The employee's job responsibilities involves situations where immediate communication is necessary to ensure the security of district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.

Cell Phone Use

1. Cell phones are provided specifically to carry out official district business.
2. Personal use of district cell phones is limited to making or receiving calls for family emergency purposes.
3. District cell phones shall not be loaned to others.
4. Employees issued a cell phone are responsible for its safe-keeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the business manager who will in turn notify the service provider.
5. Cell phones issued for employee use are to be returned to the business manager at the conclusion of the school year, activity or as otherwise specified.

Privately-Owned Cell Phones

District employees may be reimbursed, or receive a stipend, for use of privately-owned cell phones to conduct district business in accordance with Board policy and this regulation, with prior approval of the superintendent or business manager.

Personal use of privately-owned cell phones by employees authorized to use such equipment for district business is restricted to such times when the employee is not on duty.

Reimbursement

1. Requests for reimbursement for authorized use of employee-owned cell phones are to be submitted on district-provided forms, available through the office and accompanied by a copy of the billing statement with the district business-related calls highlighted. A notation for each highlighted entry, indicating the nature of the call, is required.
2. All requests for reimbursement, including the highlighted billing statement, must be submitted within 30 days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
3. District reimbursement for authorized use of employee-owned cell phones will be made within 30 days.
4. On a regular basis, all personal calls are to be highlighted on the billing statement by the user.
5. The cost of all personal calls made/received by the employee are to be totaled and a check written for that amount to the district.
6. The check, along with the highlighted copies of the billing statement are to be submitted to the employee's immediate supervisor for review and recommendation for approval.
7. The check and billing statement are to be forwarded to the business manager for final approval and the check credited to the district account.