

Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Early Items
 - 3.a. Celebrate Student Success - BHHS LINK Crew
 - 3.b. Student Rep Report - Lucas Vanderlip
 - 3.c. Building Presentation - Jess Beaman, Facilities and Maintenance Director
4. Citizen Input
 - Information on Public Input policies is available at www.brookings.k12.or.us/board/. Written comments must be received at least 24 hours in advance of the meeting date and time. Interested members of the public who wish to speak at the meeting during the public comment time, can RSVP online up until noon on the day of the meeting. For in-person meetings, all are welcome to come to the meeting and fill out a "blue card" signifying that they would like to give public comment and give it to the Board Chair at the start of the meeting with no prior reservation or notification needed.
5. Consent Agenda
 - 5.a. Approve Minutes
 - DRAFT Minutes Regular School Board Meeting, Aug. 21, 2024
 - DRAFT Minutes School Board Work Session, Aug. 21, 2024
 - DRAFT Minutes District Leadership Team Meeting, Aug. 23, 2024
 - 5.b. Approve Bills
 - 5.c. Approve New Hires
 - 5.d. Approve Extra Duty Contracts
6. District Reports and Information
 - 6.a. Comments from the Superintendent
 - Turf Field and Track Construction Project Updates
 - Back-To-School Community Nights
 - 6.b. District Reports
 - 6.c. Finance Reports
 - 6.d. Enrollment Summary
7. Action Items
 - 7.a. Approve Second Reads of Policies
 - AC - Nondiscrimination
 - BBF - Board Member Standards of Conduct
 - BBFC - Reporting of Suspected Abuse of a Child
 - BCBA - Student Representative(s) on the Board
 - CB - Superintendent
 - CBC - Superintendent's Contract

- DJC - Bidding Requirements, Delete
- DJC - Bidding Requirements, New
- DJCA - Personal Service Contracts, Delete
- EBBA - First Aid**, Delete
- EBBA - Student Health Services**, New
- EBBAA - Infection Control and Bloodborne Pathogens
- EBBB - Injury or Illness Reports
- EBC - Emergency Plan and First Aid**, New
- EBC/EBCA - Emergency Procedures and Disaster Plans, Delete
- EBCA - Safety Threats**, New
- EBCB - Emergency Procedure Drills and Instruction
- GBEBA - Staff - HIV, AIDS, and HBV, Delete
- GBEBC/JHCCC/EBBAA - Infection Control - HIV, AIDS, HBV, Delete
- GBEBD/JHCCD Staff/Students - Rumor Control - HIV, AIDS and HBV, Delete
- GBEBE/JHCCE/KBCAA News/Media - HIV, AIDS or HBV, Delete
- GBN/JBA - Sexual Harassment
- GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements**
- GCDA/GDDA - Criminal Records Checks and Fingerprinting *, Delete
- GCDA/GDDA - Criminal Records Checks and Fingerprinting *, New
- IGBAF - Special Education - Individualized Education Program (IEP)**
- IGBAG - Special Education - Procedural Safeguards**
- JBA/GBN - Sexual Harassment
- JBAA - Section 504 - Students**
- JEA - Compulsory Attendance**
- JGA - Corporal Punishment**
- JGAB - Use of Restraint or Seclusion**
- JH - Student Welfare**
- JHC - Student Health Services and Requirements**, Delete (in lieu of new EBBA)
- JHCA/JHCB - Immunization and School Sports Participation**
- JHCCA - Students - HIV, HBV and AIDS**, Delete
- JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements**

7.b. Adopt Resolution for SOCOMI Sports Complex Name

8. Board Functions and Comments
 - Budget Committee Application 2024
9. Resolutions and Recognitions
 - Constitution Week, Sept. 17-23
 - September is Suicide Prevention Month
 - October is Bullying Prevention Month
10. Key Dates and Calendar Updates
 - Regular School Board Meeting and School Board Work Session, 5:30 p.m. Wednesday, Sept. 18, Kalmiopsis Elementary Room 51.

- SOCOMI Sports Complex Open House and Dedication, 3 p.m. Friday, Oct. 4, at the new turf field and track. Half-time show to follow at the 7 p.m. Football Game that night.
- TENTATIVE District Leadership Team Meeting, 4 to 6 p.m. Wednesday, Oct 11, at the Brookings-Harbor High School Library.
- Regular School Board Meeting and School Board Work Session, 5:30 p.m. Wednesday, Oct. 16, Kalmiopsis Elementary Room 51.
- 2024 OSBA Annual Convention, Nov. 7-10, Portland.
- Regular School Board Meeting and School Board Work Session, 5:30 p.m. Wednesday, Nov. 20, Kalmiopsis Elementary Room 51.
- Regular School Board Meeting and School Board Work Session, 5:30 p.m. Wednesday, Dec. 18, Kalmiopsis Elementary Room 51.

11. Adjournment

DRAFT MINUTES

Brookings-Harbor School District 17C Regular School Board Meeting

Kalmiopsis Elementary/Room 51

Wednesday, August 21, 2024, 5:30 PM

In attendance:

- Janece Payne, Board Member
- Katherine Johnson, Board Member
- Trish Walker, Board Vice Chair
- Alan Nidiffer, Board Member
- Helena Chirinian, Superintendent
- Nancy Raskauskas-Coons, Admin Assistant to the Board

Absent:

- Jay Trost, Board Chair

1. Call Meeting to Order

Meeting called to order by Alan Nidiffer at 5:31 PM.

2. Pledge of Allegiance

The Pledge of Allegiance was observed.

3. Student Spotlight

- **Summer Graduation:**
The board was informed about the upcoming summer graduation scheduled for Friday, August 23, 2024, at 3:30 PM. The event will be short, as only one student is graduating, and will take place before the District Leadership Team meeting scheduled for the same day. The board was reminded that they are invited to all graduations as part of their role.

4. Consent Agenda

- **Motion:** Janece Payne made a motion to approve the Consent Agenda.
- **Second:** Trish Walker seconded the motion.
- **Roll Call Vote:**
 - Katherine Johnson: Aye
 - Trish Walker: Aye
 - Janece Payne: Aye
 - Alan Nidiffer: Aye
- **Outcome:** The motion passed 4-0.

5. Comments from the Superintendent

- **Secondary Professional Development:**
Lubia Sanchez visited to lead the Constructed Meaning professional development training for all teachers, not just English Language Arts (ELA). The training highlighted the importance of speaking in class, with academic language being relevant in all subjects, including practical courses like welding.
 - **Janece Payne** asked whether this training was specific to ELA teachers, to which **Helena Chirinian** clarified that it was meant for all teachers, reinforcing that academic language plays a key role in all disciplines.
- **Turf and Track Construction:**
Superintendent Chirinian updated the board on the progress of the turf and track installation, noting that the track would potentially be open for use by September 9, 2024. She also mentioned meeting with Physical Education teachers to discuss the new facilities and the importance of maintaining the turf regularly.
- **Online Registration:**
The Superintendent provided a brief update on online student registration, stating that enrollment is slightly up compared to the end of last year but lower than where the district started last year.
- **Kindergarten Academy:**
Superintendent Chirinian noted that 78 students are registered for Kindergarten Academy, reflecting a strong enrollment.

6. Policy Discussion

- **JHCC-AR Head Lice Policy**, Trish Walker urged re-examination of this policy update because the district has a strong policy that was already developed about five years ago.
- **GBEB Communicable Disease Policy:**
The board discussed the amendment to add back the reporting requirement for communicable diseases, aligning with recent guidance from the Oregon Department of Education (ODE).
- **Measles Outbreak Protocol:**
Superintendent Chirinian shared that, in the event of a measles outbreak, there could be exclusions of unvaccinated students and staff from school, in line with guidance from the ODE.
- **Policy Adjustments:**
Several policies were dropped from the first read before approval, including GBEB - Communicable Diseases in Schools, CBG - Evaluation of Superintendent, and CCG - Evaluation of Administrators. There was a board consensus to also re-examine the associated Administrative Rules (ARs) that were discussed in the Comments from the Superintendent portion of the meeting.

7. Policy Approvals

- **Motion to approve the remaining list of first read policies:**
- AC - Nondiscrimination
- BBF - Board Member Standards of Conduct

- BBFC - Reporting of Suspected Abuse of a Child
- BCBA - Student Representative(s) on the Board
- CB - Superintendent
- CBC - Superintendent's Contract
- ~~CBC - Evaluation of the Superintendent~~
- ~~CGG - Evaluation of Administrators~~
- DJC - Bidding Requirements, Delete
- DJC - Bidding Requirements, New
- DJCA - Personal Service Contracts, Delete
- EBBA - First Aid**, Delete
- EBBA - Student Health Services**, New
- EBBAA - Infection Control and Bloodborne Pathogens
- EBBB - Injury or Illness Reports
- EBC - Emergency Plan and First Aid**, New
- EBC/EBCA - Emergency Procedures and Disaster Plans, Delete
- EBCA - Safety Threats**, New
- EBCB - Emergency Procedure Drills and Instruction
- ~~GBEB - Communicable Diseases in Schools~~
- GBEB - Staff - HIV, AIDS, and HBV, Delete
- GBEB/JHCCC/EBBAA - Infection Control - HIV, AIDS, HBV, Delete
- GBEBD/JHCCD Staff/Students - Rumor Control - HIV, AIDS and HBV, Delete
- GBEBE/JHCCE/KBCAA News/Media - HIV, AIDS or HBV, Delete
- GBN/JBA - Sexual Harassment
- GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements**
- GCDA/GDDA - Criminal Records Checks and Fingerprinting *, Delete
- GCDA/GDDA - Criminal Records Checks and Fingerprinting *, New
- IGBAF - Special Education - Individualized Education Program (IEP)**
- IGBAG - Special Education - Procedural Safeguards**
- JBA/GBN - Sexual Harassment
- JBAA - Section 504 - Students**
- JEA - Compulsory Attendance**
- JGA - Corporal Punishment**
- JGAB - Use of Restraint or Seclusion**
- JH - Student Welfare**
- JHC - Student Health Services and Requirements**, Delete (in lieu of new EBBA)
- JHCA/JHCB - Immunization and School Sports Participation**
- JHCC - Communicable Diseases - Students, Delete
- JHCCA - Students - HIV, HBV and AIDS**, Delete
- JHCCF - Pediculosis (Head Lice) Delete
- JHCCF - Pediculosis (Head Lice)
- JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements**
 - **Motion:** Katherine Johnson
 - **Second:** Janece Payne
 - **Roll Call Vote:**

- Katherine Johnson: Aye
- Trish Walker: Aye
- Janece Payne: Aye
- Alan Nidiffer: Aye
- **Outcome:** The motion passed 4-0.

8. Future Dates

- **DLT Meeting:** Scheduled for Friday, August 23, 2024, from 4 to 6 PM. At least 4 of 5 Board members are expected to attend.
- **Next Regular School Board Meeting:** Wednesday, September 18, 2024, at 5:30 PM.

9. Adjournment

- The meeting was adjourned at 6:13 PM by Alan Nidiffer.

DRAFT MINUTES

Brookings-Harbor School District 17C School Board Work Session

Kalmiopsis Elementary/Room 51

Wednesday, August 21, 2024, following the conclusion of the Regular Board Meeting

In attendance:

- Alan Nidiffer, Board Member
- Janece Payne, Board Member
- Katherine Johnson, Board Vice Chair
- Trish Walker, Board Member
- Helena Chirinian, Superintendent
- Nancy Raskauskas-Coons, Admin Assistant to the Board

Absent:

- Jay Trost, Board Chair

1. Call to Order

The Work Session was called to order at 6:13 PM by Alan Nidiffer.

2. Future Work Session Topics

- **Alternate Calendars:** The board discussed the potential of considering alternate school calendars.
- **Workforce Housing:** There was a discussion around the importance of addressing workforce housing for the district's staff.

Lone Ranch Project

- **Discussion:**
 - **Katherine Johnson** asked whether space had been allocated for an elementary school in the Lone Ranch project, to which **Alan Nidiffer** responded that there had been space for both a grocery store and a school at one point.
 - **Trish Walker** discussed long-range planning and community scenarios related to the project.
 - **Helena Chirinian** noted that, based on previous meetings, developing the district's space at Lone Ranch might not be practical.
 - **Katherine Johnson** raised the question of what types of developments would occur first, and in what order.

4. Long-Range Planning

- **Security and IT:**

The board discussed improving the district's security and IT infrastructure, specifically around protecting student and teacher information.

- **Helena Chirinian** shared that the district's current IT plan likely had about one more year of usability, and **Katherine Johnson** noted that the current system might already be outdated.
- The discussion included exploring more strategic purchases of advanced equipment that would be sustainable for several years.

5. Bond Conversation and HMK Visit

- **Helena Chirinian** informed the board that representatives from HMK would return in September to speak with staff, and by December, the district would have some plan ideas to review.
- There was concern about potential declines in enrollment and what that could mean for future projects.

6. Transitional Kindergarten

- The board discussed whether the state provides funding for Transitional Kindergarten (TK) and concerns about unfunded mandates.
- **Helena Chirinian** mentioned that superintendents across the state were vocal about not wanting additional unfunded mandates.

7. OSBA Conferences

- **Janece Payne** shared that the Oregon School Boards Association (OSBA) was considering reducing its conferences to one per year.

8. Recess to Executive Session

The board recessed into Executive Session at 6:36 PM in accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the Superintendent.

9. Return to Public Session

The Work Session resumed to public session for adjournment.

10. Adjournment

- The Work Session and Executive Session was adjourned by Alan Nidiffer at 6:45 PM

DRAFT Minutes District Leadership Team Meeting Wednesday, Aug. 23, 2024, Brookings-Harbor High School Library, 625 Pioneer Road, Brookings, OR 97415

In attendance:

- Jay Trost, Board Chair
- Katherine Johnson, Board Member
- Trish Walker, Board Vice Chair
- Janece Payne, Board Member
- Alan Nidiffer, Board Member
- Helena Chirinian, Superintendent
- Nancy Raskauskas-Coons, Admin Asst to the Board
- Dede Corpening, Director of Finance
- Lynn Schiermeyer, Director of Special Programs
- Tristin Harkins, BHHS Principal
- Kelly Whitley, BHHS Vice Principal
- Nick Chapman, KSchool Vice Principal
- Matt Bennett, AMS Vice Principal
- Jennifer Legat
- Kyla Babich
- Melanie McVay
- Caleb Crotzer
- Lisa Piscitello

Absent:

- Vickie Nigh, BHHS Principal
- Carol Leonard, KSchool Principal
- Ashley Pruitt
- Shaun Bavaro
- Danielle Slater
- K'la Kennedy
- Jess Beaman, Director of Facilities

Meeting called to order: 4 p.m.

Welcome:

Superintendent Helena Chirinian welcomed the DLT members and provided an overview of the meeting's agenda, emphasizing the need for collaborative dialogue on key district and statewide challenges.

Update on District and Statewide Concerns/Challenges:

Superintendent Chirinian highlighted current concerns facing the district, including the impact of deficit spending, rising hiring costs, and small enrollment projections. She addressed how

changes at the state level, such as shifts in attendance data reporting and the discontinuation of growth percentile measurement by ODE, were impacting district planning and decision-making. Helena recommended developing a more realistic attendance goal based on individual student attendance, rather than group averages.

Strategic Plan Review:

The team reviewed the district's Strategic Plan, focusing on progress and areas needing attention. Helena emphasized the importance of using in-house survey tools moving forward, replacing external instruments like Panorama surveys.

Alan Nidiffer provided insights into the district's annual reporting obligations, noting that over 200 reports are submitted to the state each year. The team discussed the challenges of aligning district goals with state requirements while ensuring the needs of students and staff are prioritized.

Table Group Discussion Time:

DLT table group discussions focused on improving student engagement and addressing barriers to success. "Review the summary and section of data excerpted from the 2024-25 Community Survey on barriers to participation. Using this and your own knowledge of the district address this question from the upcoming Integrated Guidance Application: *"What improvements have you made when engaging with your community, including focal students, families and staff in the past two years? What barriers, if any, continue to exist or were experienced?" List ideas or describe a plan to address a barrier that you learned about or identified.*"

Table Groups Share Out Time:

Table groups shared their insights from the discussions, focusing on strategies to enhance student engagement, streamline district operations, and improve community involvement. Ideas included fostering positive relationships with students, encouraging extracurricular participation, and developing programs in collaboration with the community.

Key discussion points included:

- Positive parent interaction and proactive communication.
- Encouraging multicultural activities and community engagement through clubs and events.
- Building strong relationships between students, staff, and community organizations like Booster Clubs and PTO.

Next Steps and Closing:

Superintendent Chirinian summarized the key takeaways from the meeting and outlined next steps, including the continuation of strategic planning and further engagement with stakeholders.

The meeting adjourned at 5:45 p.m.

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund

From Date: 08/01/2024

To Date: 08/31/2024

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
AMAZON						
		134030	GENERAL FUND	LIFE SKILLS	SUPPLIES	\$136.51
		134030	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$225.41
		134030	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	\$93.45
		134061	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$59.77
		134061	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,332.30
		134061	GENERAL FUND	LIFE SKILLS	SUPPLIES	(\$42.95)
		134061	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$405.79
		134087	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$23.99
		134087	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$411.41
		134145	GENERAL FUND	ELEMENTARY	SUPPLIES	\$560.31
		134145	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$65.78
		134145	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$32.95
		134145	GENERAL FUND	LIFE SKILLS	SUPPLIES	\$150.81
		134145	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$137.48
		134145	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$29.36
		134145	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	SUPPLIES	\$51.85
		134145	GENERAL FUND	SPEECH PATHOLOGY	SUPPLIES	\$60.98
		134145	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$201.33
		134145	GENERAL FUND	STUDENTS WITH DISABILITIES	SUPPLIES	\$709.17
				Total for AMAZON		\$4,645.70
BADGER, CYNTHIA D						
		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
BEAMAN, JESS						
		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
BETTER HEALTH FAMILY MEDICINE						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund

From Date: 08/01/2024

To Date: 08/31/2024

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		134063	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$175.00
BIO-MED TESTING SERVICES INC						
		134088	GENERAL FUND	STAFF SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$474.00
BLAKE, JOHN						
		134146	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
BROOKINGS HARBOR MEDICAL CENTER						
		134065	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$200.00
		134089	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$400.00
				Total for BROOKINGS HARBOR MEDICAL CENTER		\$600.00
CANON FINANCIAL SERVICES INC.						
		134032	GENERAL FUND	ELEMENTARY	RENTALS	\$15.62
		134066	GENERAL FUND	ALTERNATIVE EDUCATION	RENTALS	\$97.92
		134066	GENERAL FUND	ALTERNATIVE EDUCATION	REPAIR AND MAINTENANCE	\$0.00
		134066	GENERAL FUND	ELEMENTARY	RENTALS	\$1,043.01
		134066	GENERAL FUND	ELEMENTARY	REPAIR AND MAINTENANCE	\$36.30
		134066	GENERAL FUND	FISCAL SERVICES	RENTALS	\$132.22
		134066	GENERAL FUND	FISCAL SERVICES	REPAIR AND MAINTENANCE	\$28.59
		134066	GENERAL FUND	HIGH SCHOOL PROGRAMS	RENTALS	\$700.82
		134066	GENERAL FUND	HIGH SCHOOL PROGRAMS	REPAIR AND MAINTENANCE	\$10.11
		134066	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	RENTALS	\$583.70
		134066	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	REPAIR AND MAINTENANCE	\$123.51
		134066	GENERAL FUND	OFFICE OF THE PRINCIPAL	RENTALS	\$19.80
		134066	GENERAL FUND	OFFICE OF THE PRINCIPAL	REPAIR AND MAINTENANCE	\$35.90
		134066	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	RENTALS	\$19.55
		134066	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	REPAIR AND MAINTENANCE	\$7.11

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2024-2025

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From Date: 08/01/2024

To Date: 08/31/2024

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		134066	GENERAL FUND	STUDENTS WITH DISABILITIES	RENTALS	\$171.82
		134066	GENERAL FUND	STUDENTS WITH DISABILITIES	REPAIR AND MAINTENANCE	\$30.81
		134090	GENERAL FUND	ELEMENTARY	RENTALS	\$140.80
		134148	GENERAL FUND	FISCAL SERVICES	RENTALS	\$4.47
		134148	GENERAL FUND	STUDENTS WITH DISABILITIES	RENTALS	\$4.47
				Total for CANON FINANCIAL SERVICES INC.		\$3,206.53
CASCADE HOME CENTER						
		134033	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$11.99
		134092	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$153.39
		134150	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$14.95
				Total for CASCADE HOME CENTER		\$180.33
CDW - GOVERNMENT INC						
		134093	GENERAL FUND	ELEMENTARY	COMPUTER HARDWARE	\$245.38
CITY OF BROOKINGS						
		134034	GENERAL FUND	MAINTENANCE SERVICES	WATER AND SEWAGE	\$8,164.93
COASTAL PAPER & SUPPLY INC						
		134035	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	REPAIR AND MAINTENANCE	\$0.00
		134035	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$204.00
		134068	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	\$4,377.23
				Total for COASTAL PAPER & SUPPLY INC		\$4,581.23
COGNIA INC						
		134069	GENERAL FUND	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$1,200.00
COOS CURRY ELECTRIC CO-OP INC						
		134094	GENERAL FUND	MAINTENANCE SERVICES	ELECTRICITY	\$865.83
		134151	GENERAL FUND	MAINTENANCE SERVICES	ELECTRICITY	\$9,830.98
				Total for COOS CURRY ELECTRIC CO-OP INC		\$10,696.81
CRISIS PREVENTION INSTITUTE						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund

From Date: 08/01/2024

To Date: 08/31/2024

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		134152	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	DUES AND FEES	\$200.00
CROWE, PEGGY D		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
CRYSTAL FRESH BOTTLED WATER INC		134070	GENERAL FUND	ALTERNATIVE EDUCATION	SUPPLIES	\$0.00
		134070	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$26.60
		134070	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	SUPPLIES	\$11.40
		134070	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$8.50
		134070	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	\$25.00
				Total for CRYSTAL FRESH BOTTLED WATER INC		\$71.50
CTR - WASTE WORKS		134096	GENERAL FUND	MAINTENANCE SERVICES	GARBAGE	\$89.10
CTR INC		134037	GENERAL FUND	MAINTENANCE SERVICES	GARBAGE	\$3,400.49
		134037	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	GARBAGE	\$948.49
				Total for CTR INC		\$4,348.98
CURRY EQUIPMENT-BROOKINGS		134038	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	\$182.96
ESS WEST, LLC		0	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	ESS Classified Substitutes	\$2,180.73
		0	GENERAL FUND	MAINTENANCE SERVICES	ESS Classified Substitutes	\$8,421.04
		0	GENERAL FUND	Undesignated	Prepaid Expenses	(\$2,280.13)
				Total for ESS WEST, LLC		\$8,321.64
ESTELLE, RALPH		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
FIELDPRINT, INC.						

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund

From Date: 08/01/2024

To Date: 08/31/2024

Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		134042	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$25.00
FOLLETT SCHOOL SOLUTIONS, LLC						
		134071	GENERAL FUND	EDUCATIONAL MEDIA SERVICES	DUES AND FEES	\$5,083.22
GARCIA, RICHARD						
		134156	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
GARRETT HEMANN ROBERTSON PC						
		134043	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	LEGAL SERVICES	\$137.50
GRANTS PASS SCHOOL DIST #7						
		134099	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	DUES AND FEES	\$685.00
GREAT LAKES SPORTS						
		134158	GENERAL FUND	ELEMENTARY	SUPPLIES	\$998.73
GUY, DAVID S						
		134159	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
H&S ENERGY GROUP						
		134073	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$434.70
		134160	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	\$183.81
				Total for H&S ENERGY GROUP		\$618.51
HANSEN, LINSIE						
		134161	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
HARDING, JARRED						
		134162	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
HERNANDEZ, FRANK A						
		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
HUNGERFORD LAW FIRM						
		134044	GENERAL FUND	INSTR. STAFF DEVELOPMENT	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$1,100.00

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Remit Name						
IBS OF THE REDWOODS		134045	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$419.85
LA FLOR DE MEXICO		134029	GENERAL FUND	INSTR. STAFF DEVELOPMENT	STAFF FOOD	\$545.00
LANGUAGE LINE SERVICES, INC.		134047	GENERAL FUND	INTERPRETATION AND TRANSLATION	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$125.00
LES SCHWAB TIRE CENTER INC		134048	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$3,628.56
LOPEZ-STONE, JENNIFER C		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
LUMMIS, RANDI		134165	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
MARKHAM, SUSAN		134167	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
MCQUEEN, MICHAEL		134168	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
MISSION LINEN SUPPLY		134049	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$96.60
NAPA AUTO PARTS		134050	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$28.23
		134169	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$87.40
				Total for NAPA AUTO PARTS		\$115.63
NETSUPPORT INC.		134051	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	COMPUTER SOFTWARE	\$258.44
OSBA LAT						

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Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		134173	GENERAL FUND	BOARD OF DIRECTORS	DUES AND FEES	\$800.00
PACE						
		134053	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	INSURANCE PREMIUMS	\$2,040.00
PACIFIC RIM COPY CENTER						
		134102	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$350.00
PENNINO, SAMUEL						
		134174	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
PETTY CASH CUSTODIAN 3						
		134054	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	\$150.00
PURCHASE POWER						
		134103	GENERAL FUND	FISCAL SERVICES	POSTAGE	\$2,000.00
QUILL CORPORATION						
		134055	GENERAL FUND	ELEMENTARY	SUPPLIES	\$830.33
		134055	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$44.79
		134077	GENERAL FUND	ELEMENTARY	SUPPLIES	\$1,945.83
		134077	GENERAL FUND	GUIDANCE SERVICES	SUPPLIES	\$156.56
		134077	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	(\$486.84)
		134104	GENERAL FUND	ELEMENTARY	SUPPLIES	\$3,875.32
		134104	GENERAL FUND	GUIDANCE SERVICES	SUPPLIES	\$40.79
		134104	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$1,116.87
		134175	GENERAL FUND	ELEMENTARY	SUPPLIES	\$1,546.56
		134175	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$564.12
		134175	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$219.69
				Total for QUILL CORPORATION		\$9,854.02
REALLY GOOD STUFF INC						
		134105	GENERAL FUND	ELEMENTARY	SUPPLIES	\$76.48
RIDGE, KEN						

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Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		134177	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
ROCHESTER 100 INC						
		134078	GENERAL FUND	ELEMENTARY	SUPPLIES	\$761.25
SANA CHAUDHRY						
		134079	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	POSTAGE	\$306.18
SCHIERMEYER, LYNN						
		134106	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	TUITION REIMBURSEMENT	\$1,425.00
SCHOOL DATEBOOKS, INC.						
		134180	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$1,317.51
SMITH, GARY						
		134181	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
SOLITZ, ANDREW						
		134182	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$177.00
UMPQUA BANK						
		0	GENERAL FUND	BOARD OF DIRECTORS	SUPPLIES	\$30.00
		0	GENERAL FUND	ELEMENTARY	SUPPLIES	\$79.30
		0	GENERAL FUND	ELEMENTARY	TRAVEL	\$502.89
		0	GENERAL FUND	ELEMENTARY COCURRICULAR	SUPPLIES	(\$819.62)
		0	GENERAL FUND	FISCAL SERVICES	TRAVEL	\$1,054.14
		0	GENERAL FUND	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	(\$795.51)
		0	GENERAL FUND	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	(\$795.51)
		0	GENERAL FUND	STAFF SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$228.58
		0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	DUES AND FEES	\$0.00
		0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$154.00

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Fund: 100	GENERAL FUND	Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	\$272.26
				Total for UMPQUA BANK		(\$89.47)
US CELLULAR		134057	GENERAL FUND	ALTERNATIVE EDUCATION	TELEPHONE	\$47.96
		134057	GENERAL FUND	NURSE SERVICES	TELEPHONE	\$47.96
		134057	GENERAL FUND	STUDENT SAFETY	TELEPHONE	\$47.96
		134185	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	Other Communication Services	\$640.37
				Total for US CELLULAR		\$784.25
VOYAGER SOPRIS LEARNING		134113	GENERAL FUND	ELEMENTARY	COMPUTER SOFTWARE	\$1,725.00
WALLIN, TERI A		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$500.00
WESEL, DUSTIN		0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	\$250.00
WEST COAST PAPER INC		134115	GENERAL FUND	ELEMENTARY	SUPPLIES	\$302.40
		134115	GENERAL FUND	FISCAL SERVICES	SUPPLIES	\$302.40
		134115	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	\$302.40
		134115	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	\$302.40
		134115	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$168.00
		134115	GENERAL FUND	STUDENTS WITH DISABILITIES	SUPPLIES	\$302.40
				Total for WEST COAST PAPER INC		\$1,680.00
WESTERN BUS SALES INC		134116	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	\$132.86
ZIPLY FIBER		134086	GENERAL FUND	TECHNOLOGY SERVICES	TELEPHONE	\$97.79

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Fund: 100 GENERAL FUND		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		134117	GENERAL FUND	TECHNOLOGY SERVICES	TELEPHONE	\$2,229.08
				Total for ZIPLY FIBER		\$2,326.87
				Total for GENERAL FUND		\$91,985.08

Fund: 202 Title I-A		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
ROGUE CREDIT UNION		134178	Title I-A	COMMUNITY SERVICES	TRAVEL	\$2,527.49
SCHULTZ, JAMES		134081	Title I-A	COMMUNITY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$1,025.00
SCHULTZ, JAMIE		134082	Title I-A	COMMUNITY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$950.00
SCHULTZ, KARI		134083	Title I-A	COMMUNITY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	\$1,000.00
				Total for Title I-A		\$5,502.49

Fund: 215 E-RATE FUTURE TECHNOLOGY FUNDS		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
ZIPLY FIBER		134060	E-RATE FUTURE TECHNOLOGY FUNDS	TECHNOLOGY SERVICES	Other Communication Services	\$1,256.00
				Total for E-RATE FUTURE TECHNOLOGY FUNDS		\$1,256.00

Fund: 216 ESSER III		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
COASTAL PAPER & SUPPLY INC		134035	ESSER III	NURSE SERVICES	SUPPLIES	\$20,595.20
UMPQUA BANK		0	ESSER III	HIGH SCHOOL PROGRAMS	TRAVEL	\$442.48
US FOODS						

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Fund: 251		SCHOOL IMPROVEMENT ACCOUNT (SIA)				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
	134175	SCHOOL IMPROVEMENT ACCOUNT (SIA)	ELEMENTARY	SUPPLIES	\$732.28	
Total for SCHOOL IMPROVEMENT ACCOUNT (SIA)					\$732.28	

Fund: 252		HIGH SCHOOL SUCCESS - M98				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
CANON SOLUTIONS AMERICA						
	134091	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	RENTALS	\$0.00	
	134091	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	REPAIR AND MAINTENANCE	\$57.93	
Total for CANON SOLUTIONS AMERICA					\$57.93	
INSTRUCTURE						
	134164	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE	\$2,459.80	
	134164	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$4,568.20	
Total for INSTRUCTURE					\$7,028.00	
INTERVAL TECHNOLOGY PARTNERS LLC						
	134074	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	COMPUTER SOFTWARE	\$3,680.00	
THE COLLEGE BOARD						
	134111	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	OTHER TUITION	\$2,045.70	
Total for HIGH SCHOOL SUCCESS - M98					\$12,811.63	

Fund: 259		Transp Equip Lease/Purchase				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
SANTANDER LEASING LLC						
	134080	Transp Equip Lease/Purchase	DEBT SERVICE	REDEMPTION OF PRINCIPAL	\$46,156.00	
	134179	Transp Equip Lease/Purchase	DEBT SERVICE	REDEMPTION OF PRINCIPAL	\$38,447.00	
Total for SANTANDER LEASING LLC					\$84,603.00	
Total for Transp Equip Lease/Purchase					\$84,603.00	

Fund: 261		Miscellaneous				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	

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Fund: 261		Miscellaneous		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name								
AMAZON		134145	Miscellaneous			HIGH SCHOOL PROGRAMS	SUPPLIES	\$285.86
OREGON SHAKESPEARE FESTIVAL ED OFFICE		134101	Miscellaneous			HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$900.00
VEX ROBOTICS		134058	Miscellaneous			HIGH SCHOOL PROGRAMS	SUPPLIES	\$125.86
Total for Miscellaneous								\$1,311.72
Fund: 272		Furniture Fund		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name								
AMAZON		134087	Furniture Fund			HIGH SCHOOL PROGRAMS	NON CONSUMABLE SUPPLIES	\$239.96
SCHOOL OUTFITTERS		134056	Furniture Fund			MIDDLE/JUNIOR HIGH PROGRAMS	NON CONSUMABLE SUPPLIES	\$7,303.37
Total for Furniture Fund								\$7,543.33
Fund: 274		HS Co-Curricular		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name								
AMAZON		134061	HS Co-Curricular			HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$74.85
		134087	HS Co-Curricular			HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$195.98
Total for AMAZON								\$270.83
HUDL		134163	HS Co-Curricular			HIGH SCHOOL EXTRACURRICULAR	COMPUTER SOFTWARE	\$9,150.00
MUTUAL OF OMAHA INSURANCE COMPANY		134100	HS Co-Curricular			HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$1,219.23
OSAA		134076	HS Co-Curricular			HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$3,980.00
SWOFOA								

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Fund: 274 HS Co-Curricular		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		134109	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$4,252.00
SWOVOA						
		134084	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$2,337.50
UMPQUA BANK						
		0	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	\$135.00
WALLIN III, LAWRENCE K						
		134114	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	TRAVEL	\$109.11
Total for HS Co-Curricular						\$21,453.67

Fund: 275 Azalea MS Athletics		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
CASCADE ATHLETIC SUPPLY						
		134149	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$17,037.58
HUDL						
		134163	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	COMPUTER SOFTWARE	\$3,050.00
M-F ATHLETIC COMPANY, INC						
		134166	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$374.95
Total for Azalea MS Athletics						\$20,462.53

Fund: 277 HB3499 ELL		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
US CELLULAR						
		134057	HB3499 ELL	ELL-ORS	TELEPHONE	\$47.96
Total for HB3499 ELL						\$47.96

Fund: 279 OUTDOOR SCHOOL M99		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
COYLE OUTSIDE LLC						
		134095	OUTDOOR SCHOOL M99	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	\$3,876.00

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Total for OUTDOOR SCHOOL M99 \$3,876.00

Fund: 283		TEXTBOOK ADOPTION				
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
DISCOVERY EDUCATION						
	134041	TEXTBOOK ADOPTION	HIGH SCHOOL PROGRAMS	TEXTBOOKS		\$38,675.00
NORTHWEST TEXTBOOK DEPOSITORY CO INC						
	134172	TEXTBOOK ADOPTION	MIDDLE/JUNIOR HIGH PROGRAMS	TEXTBOOKS		\$31,088.13
UMPQUA BANK						
	0	TEXTBOOK ADOPTION	MIDDLE/JUNIOR HIGH PROGRAMS	TEXTBOOKS		\$2,419.40
Total for TEXTBOOK ADOPTION						\$72,182.53

Fund: 285		FACILITY MAINTENANCE				
Remit Name	Check#	FUND	FUNCTION	OBJECT		Amount
ADVANCED SECURITY SYSTEMS						
	134143	FACILITY MAINTENANCE	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES		\$4,959.22
AMAZON						
	134030	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$1,014.76
	134145	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$699.87
Total for AMAZON						\$1,714.63
BROOKINGS ELECTRONIC SERVICE, INC						
	134031	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH		\$4,840.52
	134147	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH		\$594.94
Total for BROOKINGS ELECTRONIC SERVICE, INC						\$5,435.46
BROOKINGS GLASS INC						
	134064	FACILITY MAINTENANCE	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES		\$740.00
CASCADE HOME CENTER						
	134067	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES		\$2,480.93
CTR INC						

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Fund: 285		FACILITY MAINTENANCE				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
	134037	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$145.00	
	134037	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	\$743.50	
			Total for CTR INC		\$888.50	
DAL'S PEST CONTROL						
	134039	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$4,700.00	
DEL-CUR SUPPLY CO-OP						
	134040	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$87.65	
	134153	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$2,968.87	
			Total for DEL-CUR SUPPLY CO-OP		\$3,056.52	
GOLD BEACH LUMBER						
	134157	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$1,671.81	
JOHN KELLUM'S INSTALLATION						
	134046	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$1,250.00	
NAPA AUTO PARTS						
	134075	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	\$83.54	
NEW HOPE PLUMBING & BUILD						
	134052	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$815.00	
	134171	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	\$268.00	
			Total for NEW HOPE PLUMBING & BUILD		\$1,083.00	
RED SKY ROOFING						
	134176	FACILITY MAINTENANCE	MAINTENANCE SERVICES	* OVER \$5000 BUILDING ACQUISITION	\$35,420.00	
			Total for FACILITY MAINTENANCE		\$63,483.61	

Fund: 291		HIGH SCHOOL STUDENT BODY				
Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount	
ALL AMERICAN VOLLEYBALL CAMP						

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Fund: 291 HIGH SCHOOL STUDENT BODY		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
		134144	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$3,000.00
AMAZON						
		134061	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$142.87
		134145	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$83.45
				Total for AMAZON		\$226.32
ARMORZONE ATHLETICS						
		134062	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$1,633.00
FRESH PRINTS OF GOLD BEACH						
		134072	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$4,742.50
NECTAR OF LIFE COFFEE						
		134170	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$117.70
ST. MARY'S SCHOOL						
		134107	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$500.00
THRIFTY SNEAKERS LLC						
		134184	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$707.10
UMPQUA BANK						
		0	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	\$1,633.50
				Total for HIGH SCHOOL STUDENT BODY		\$12,560.12

Fund: 292 AZALEA STUDENT BODY		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
AMAZON						
		134145	AZALEA STUDENT BODY	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	\$239.31
				Total for AZALEA STUDENT BODY		\$239.31

Fund: 296 F2CNP COMPETITIVE		Check#	FUND	FUNCTION	OBJECT	Amount
Remit Name						
FISH BUSTER 9						
		134098	F2CNP COMPETITIVE	FOOD SERVICES	FOOD	\$2,874.00

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					Total for F2CNP COMPETITIVE	\$2,874.00
Fund: 299	Nutrition Services	Check#	FUND	FUNCTION	OBJECT	Amount
COUNTRY MEDIA, INC		134036	Nutrition Services	FOOD SERVICES	DUES AND FEES	\$136.33
CTR INC		134037	Nutrition Services	FOOD SERVICES	GARBAGE	\$3,227.98
FRANZ FAMILY BAKERIES		134155	Nutrition Services	FOOD SERVICES	FOOD	\$224.86
SUNRISE DISTRIBUTORS INC		134108	Nutrition Services	FOOD SERVICES	FOOD	\$147.00
		134183	Nutrition Services	FOOD SERVICES	FOOD	\$766.90
					Total for SUNRISE DISTRIBUTORS INC	\$913.90
SYSCO PORTLAND, INC.		134110	Nutrition Services	FOOD SERVICES	FOOD	\$3,215.47
UMPQUA BANK		0	Nutrition Services	FOOD SERVICES	DUES AND FEES	\$0.00
		0	Nutrition Services	FOOD SERVICES	FOOD	\$100.27
		0	Nutrition Services	FOOD SERVICES	SUPPLIES	\$0.00
		0	Nutrition Services	FOOD SERVICES	TRAVEL	\$0.00
					Total for UMPQUA BANK	\$100.27
US FOODS		134085	Nutrition Services	FOOD SERVICES	FOOD	\$1,130.49
		134112	Nutrition Services	FOOD SERVICES	FOOD	\$3,240.43
		134186	Nutrition Services	FOOD SERVICES	FOOD	\$5,102.37
					Total for US FOODS	\$9,473.29
ZIPLY FIBER		134086	Nutrition Services	FOOD SERVICES	TELEPHONE	\$6.24
		134117	Nutrition Services	FOOD SERVICES	TELEPHONE	\$142.28
					Total for ZIPLY FIBER	\$148.52

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Total for Nutrition Services

\$17,440.62

Fund: 410

CAPITAL PROJECTS

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
FIELDTURF USA, INC.					
	134097	CAPITAL PROJECTS	BLDG ACQUISITION, CONTR. & IMPROVEMENT	* OVER \$5000 NOT BLD IMPROVEMENTS	\$0.00
	134154	CAPITAL PROJECTS	BLDG ACQUISITION, CONTR. & IMPROVEMENT	* OVER \$5000 NOT BLD IMPROVEMENTS	\$0.00
			Total for FIELDTURF USA, INC.		\$0.00
ZCS ENGINEERING ARCHITECTURE					
	134059	CAPITAL PROJECTS	BLDG ACQUISITION, CONTR. & IMPROVEMENT	ARCHITECT/ENGINEERING SERVICES	\$550.00
			Total for CAPITAL PROJECTS		\$550.00

Fund: 412

TRACK & FIELD PROJECT

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
FIELDTURF USA, INC.					
	134097	TRACK & FIELD PROJECT	BLDG ACQUISITION, CONTR. & IMPROVEMENT	* OVER \$5000 NOT BLD IMPROVEMENTS	\$175,064.79
	134154	TRACK & FIELD PROJECT	BLDG ACQUISITION, CONTR. & IMPROVEMENT	* OVER \$5000 NOT BLD IMPROVEMENTS	\$276,903.09
			Total for FIELDTURF USA, INC.		\$451,967.88
			Total for TRACK & FIELD PROJECT		\$451,967.88

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2024-2025

Criteria: Report Sort: Fund

From Date: 08/01/2024

To Date: 08/31/2024

Grand Total: \$899,418.88

Recap for FUND for GENERAL FUND

100	GENERAL FUND	\$91,985.08
202	Title I-A	\$5,502.49
215	E-RATE FUTURE TECHNOLOGY I	\$1,256.00
216	ESSER III	\$23,878.08
217	ESSER III Native ED Investment	\$471.14
221	YTP GRANT	\$503.50
224	Emergency Connectivity Funds	\$182.40
243	ARP HCY II	\$1,500.00
251	SCHOOL IMPROVEMENT ACCOU	\$732.28
252	HIGH SCHOOL SUCCESS - M98	\$12,811.63
259	Transp Equip Lease/Purchase	\$84,603.00
261	Miscellaneous	\$1,311.72
272	Furniture Fund	\$7,543.33
274	HS Co-Curricular	\$21,453.67
275	Azalea MS Athletics	\$20,462.53
277	HB3499 ELL	\$47.96
279	OUTDOOR SCHOOL M99	\$3,876.00
283	TEXTBOOK ADOPTION	\$72,182.53
285	FACILITY MAINTENANCE	\$63,483.61
291	HIGH SCHOOL STUDENT BODY	\$12,560.12
292	AZALEA STUDENT BODY	\$239.31
296	F2CNP COMPETITIVE	\$2,874.00
299	Nutrition Services	\$17,440.62
410	CAPITAL PROJECTS	\$550.00
412	TRACK & FIELD PROJECT	\$451,967.88

End of Report



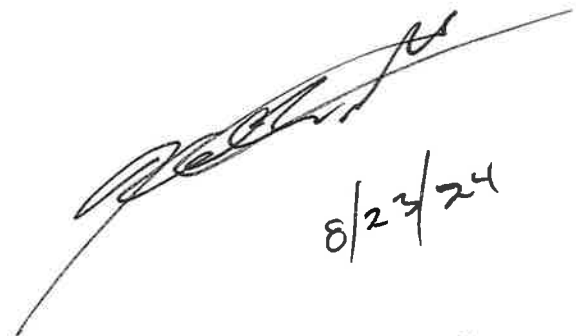
Brookings-Harbor High School


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

Memo

Date: 8/26/24
To: Helena Chirinian, Superintendent
From: Keith Wallin
Cc: Jennifer Lopez, HR
Re: Brookings Harbor Hire Recommendation- Classified

Name:	Kenneth Woode\
Current City/State:	Brookings, OR
Classified Assignment/Location:	High School Football Asst. Coach
Most recent employment:	BHSD 17-c
Highest Level of Education	Psychology, Southern Oregon University
Top Quality (1-2 sentences) that compelled the committee to select this candidate over others:	Current educator within our district. Has proven to be able to take on many roles and work hard for students. Has an athletic background and will be a strong leader for our younger group.


8/23/24


8/27/24

Kalmiopsis Elementary

September Board Report
Kalmiopsis Elementary School

BHSD Board Statement: Student success is GRIT: the ability to develop curiosity, persevere, have a greater purpose, advocate for oneself, and continually nurture a growth mindset.

BHSD District Goal is to improve student achievement.

Kalmiopsis School Improvement Goal-Improving ELA/Math Scores

Data Points:

1. Acadience/Dibels
 - a. scheduling for the first testing data point for the 2024-25 school year
 - b. reading lab is starting with groups from the end of the previous school year
2. HMH Diagnostic
 - a. students are currently taking the fall growth measure
 - b. data will be available in October when the testing window is closed

What's working and/or not working:

1. We are currently testing.

Next Steps:

Use the data to create our reading support groups and/or math.

BHSD Board Statement: Student success is GRIT: the ability to develop curiosity, persevere, have a greater purpose, advocate for oneself, and continually nurture a growth mindset.

BHSD District Goal is to improve student social and emotional learning

Kalmiopsis School Improvement Goal- K-12 students' growth mindset and self-efficacy will grow by 2% using the Panorama student-emotional learning screener by June of each year and 8% overall by 2026.

Data Points or Activities:

1. Golden Awards
2. I noticed tickets
3. Attendance Challenge
4. Joke Box
5. Attendance reward and post

What's working and/or not working:

We will continue with 1-5 above this year. We have continued with an Attendance Incentive and we post weekly attendance by classroom in the breezeway. Students have 12 days in their buckets to use. If they have not been out for more than 12 days of school they will attend the end of the year movie theater party. Attendance needs to be 93% for each student. All absences count as a day from school for whatever reason is a day absent.

Next Steps:

We will continue our activities and classrooms will be praised and rewarded for maintaining 93% attendance.

BHSD Board Statement: 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.

BHSD District's goal is to recruit and retain highly qualified employees.

Kalmiopsis Elementary School Improvement Goal: Provide ongoing professional development to staff.

Data Points:

1. Mentor/Mentee Program (unused this year, no new teachers)
2. Positive Discipline
3. PLC
4. Community Engagement Night
5. Soft Start

What's working and/or not working:

1. We continue our work building wide with Positive Discipline/Sound Discipline
 - Meetings: Teachers Helping Teachers; Tier 3; Data; Classified Support
2. PLC conference and we have our guiding coalition that will guide our work with the book "Learning by Doing" - PLC Team is continuing this work
3. Soft Start - Kalmiopsis was able to have a soft start for all students on the first two days of school. Kids and parents were able to come in and meet their teachers and learn about the classroom. Kids and parents were better prepared for the first day of school. This was an excellent way to start the year. There was good feedback from teachers and the community.
4. Community Engagement Night - We fed families and invited community members (girl scouts, 4H, etc.) to come and give information to families. It was a great night and a great turnout. Thank you teachers and community members for coming to our community engagement night and the District for purchasing food.



Next Steps:

1. Continue our work with sound discipline
2. Following the PLC calendar to keep everyone on track
3. Continuing to bring in the community for our engagement nights to get information out to families

We appreciate your continued support as we serve our students and families.

Thank you,
Carol Leonard, Principal
Nick Chapman, Assistant Principal

More pictures of our community engagement night - Thank you to Nancy R.









KALMIOPSIS
ELEMENTARY
BE SAFE
BE RESPECTFUL
BE RESPONSIBLE

NO FOOD
OR BEVERAGES
ALLOWED IN
THIS AREA

WILD RIVERS DANCE



GOT A BORED KID??
SCHOOL BUSSEY BARE IS AVAILABLE NOW!!
Together we can make some dance class magic!
Join us for the fun and exciting performance by the
WILD RIVERS DANCE

**WILD RIVERS COAST
FOUNDATION FOR
DANCE**
**All
the
Shiny
Things**

Tumbling Team!
Wild Rivers Dance



A table covered with a blue sequined tablecloth. On the table are several items: a large blue and silver pom-pom, a small basket of snacks, several informational brochures, and three dolls dressed as ballerinas in tutus. A circular logo for Wild Rivers Dance is visible in the bottom right corner of the table area.









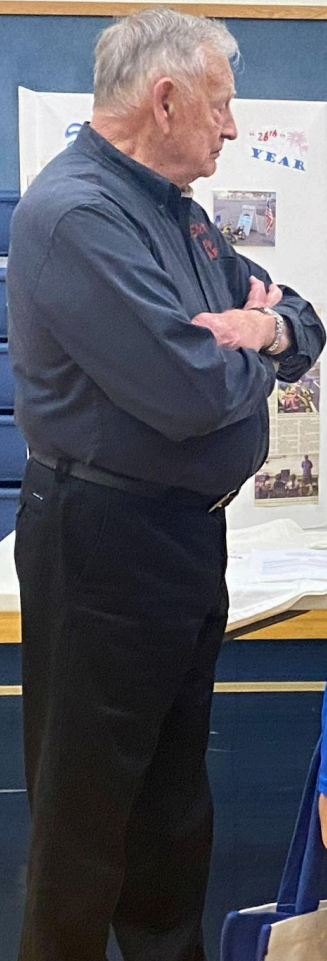
NO FOOD OR BEVERAGES ALLOWED IN THIS AREA



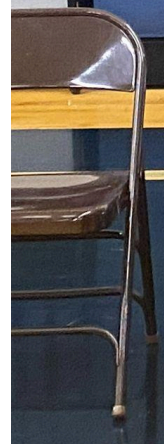
WANTED
NEED
SOMEONE TO KEEP
SUCCESSFUL SAFETY C
PROGRAM FROM ENDING!!
SAFETY CITY JUST COMPLETE
IT'S 26th YEAR
CAN "YOU" DO IT!!



NO FOOD OR BEVERAGES ALLOWED IN THIS AREA



WANTED
NEED
SOMEONE TO KEEP
SUCCESSFUL SAFETY CITY
PROGRAM FROM ENDING.
SAFETY CITY JUST COMPLETE
IT'S 2025 YEAR.
CAN YOU DO IT?







NO FOOD
OR BEVERAGES
ALLOWED IN
THIS AREA



COME VISIT MISS MOLLY AND LEARN ABOUT...
**LOST
AND
FOUND!**





SCHOOL SERVICE DIVISION

BEACOCK
music

- Band & Orchestra Specialists
- Full School Road Staff
- Regular School Visits
- Family Rental Programs
- Step Up Events
- All Major Brands
- Repair Pick Up & Drop Off
- Print Music

BAND SCHOOL ORCH

www.beacockmusic.com



follow us on facebook & join our mailing list to keep up to date on all things little league

WANT TO MAKE A DIFFERENCE?
WE'RE ALWAYS LOOKING FOR VOLUNTEERS!

www.brookingsharborlittleleague.org
brookingsharborlittleleague@gmail.com

FOLLOW US ON FACEBOOK!



BROOKINGS-HARBOR LITTLE LEAGUE

FOR 55 YEARS BHL HAS PROVIDED BASEBALL & SOFTBALL TO KIDS AGED 4-13 IN OUR COMMUNITY

the 2025 season will be here before we know it!


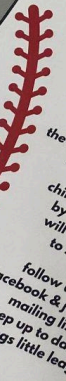
children who turn 4 by 01/01/2025 will be eligible to sign up

follow us on facebook & join our mailing list to keep up to date on all things little league

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

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

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NO FOOD
BEVERAGES
ALLOWED IN
THIS AREA



COME VISIT MISS MOLLY AND LEARN ABOUT
**LOST
AND
FOUND!**

NO FOOD OR BEVERAGES ALLOWED IN THIS AREA.

5-STEP SAFETY BELT FIT TEST

1. Back against the vehicle seat
2. Shoulder belt is between the neck and shoulder
3. Lap belt lays on the thighs, not across the belly
4. Knees are bent at the edge of the seat
5. Sit properly and comfortably for the entire trip



Boosters are for big kids

BUCKLE UP. The Way to Go.

Transportation Safety - CCOO

ONE SIZE DOES NOT FIT ALL!

Double-check your child's safety

4'9" Which safety seat is right?

SAFE FROM THE START

REAR-FACING INFANT SEAT
✓ until they're at least 2 years old
✓ no exceptions

WHEN TO FACE FORWARD

FRONT-FACING SAFETY SEAT
✓ older than 2 years old
✓ until they weigh at least 40 lb.

KEEP THEM BOOSTED

BOOSTER SEAT
✓ until they're 4'9" or 8 years old
✓ and the adult belt fits them correctly



BROOKINGS. OR. US



NO FOOD
OR BEVERAGES
ALLOWED IN
THIS AREA

NO FOOD
OR BEVERAGES
ALLOWED IN
THIS AREA

SAFETY CITY 24th YEAR

PILOT Coastal Living
It's all about **Safety**...

Safety City class provides students key life lessons

Safety: It involves more to live in a community



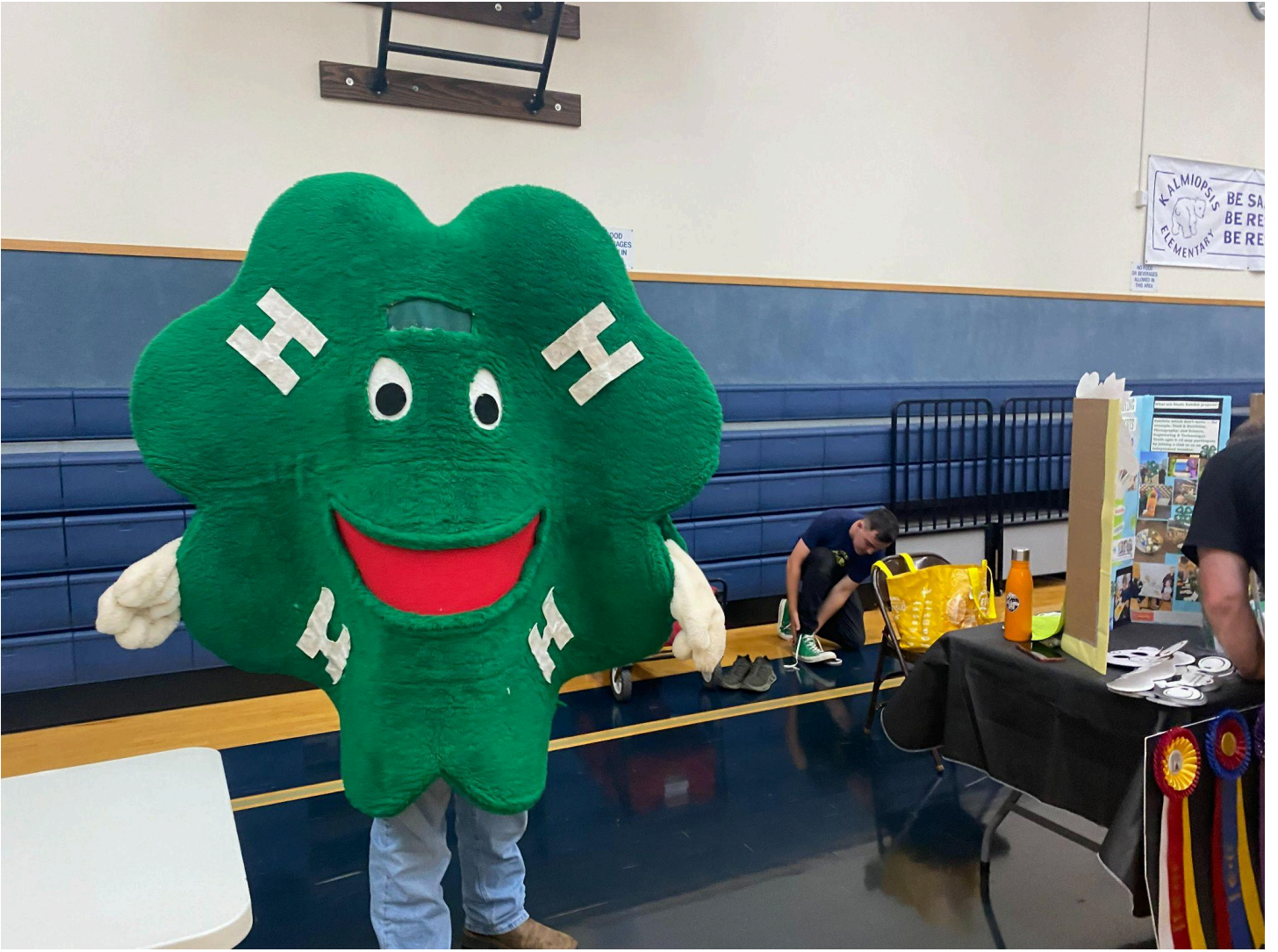
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SOMEONE TO KEEP THE
SUCCESSFUL SAFETY CITY
PROGRAM FROM ENDING!!
SAFETY CITY JUST COMPLETED
IT'S 24th YEAR
CAN "YOU" DO IT!!



SAFETY CITY
&
SRO
INFORMATION











BHHS Board Report - September 2024

We have done a lot to update, streamline, and improve systems and processes at BHHS. In August we had two trainings for staff, Constructing Meaning and MMSAP. The Constructing Meaning training focused on student engagement and incorporating literacy and purposeful student talk within lessons. It consists of a number of best practices that veteran staff already know and implement, but addresses them in an explicit, purposeful manner. New staff that we are able to attend received a great crash course into some of the best practices of teaching and how to effectively engage students in various content areas. The training lasted for 3 days and we will be reviewing some of the processes during staff meetings to ensure that the staff that were not able to make it are up to speed when the trainer returns during our upcoming PIR days.

The other training that staff took part in was the Masonic Model Student Assistance Program, also known as MMSAP or BSAP. This program gives a specific set of steps and processes to effectively address individual supporting student needs in a positive manner. In grade level teams, staff will focus on a student's strengths, and how to leverage them, in order to help them improve either academically or behaviorally. It also gives next steps for what to do if students are not making adequate progress.

The staff was trained on Wayfinder on 9/4. It is an SEL program that is tailored to high school and is much more applicable and adaptable to our needs as opposed to previous programs. Currently we are teaching lessons about school wide expectations and PRIDE. In October we will start a schedule advisory rotation of Wayfinder, CIS, and then grade checks and flex sign-ups. Through creating a schedule for advisory this year, it will be more purposeful and effective.

The counseling department has also started pushing out into classrooms to address different topics for each month. Since September is suicide awareness month, they will be addressing it with students. October is anti-bullying month, so they will address bullying behaviors.

We have also streamlined our behavior management system to better reflect what is reported to the state at the end of the year. Major and minor behaviors have been reclassified in a better manner so that we can reduce the amount of time and paperwork that was previously dedicated to behavior incidents.

With the amount of new staff we have this year, we have implemented New Staff Meeting Mondays. We will bring in other staff members to train and give new staff refreshers for the various programs and systems that we have at BHHS. It also gives us the opportunity to answer any questions that they may have, not just about the high school, but about Brookings and the south coast area in general.

This year, we have brought back Link Crew. It is a system where sophomores-seniors take on leadership/mentorship roles for groups of freshmen and new students. The Link Leaders came in during freshman soft start and did some team building activities and showed the incoming freshmen the ropes of how high school works. We will continue to plan Link Crew activities throughout the year to continue to build positive relationships as well as a positive school climate.

We had our first monthly assembly on 9/6. It was a positive welcome back assembly where students did a number of grade level competition games. The seniors were also recognized for their OSAS scores in ELA and for scoring proficient at better than state average. After the assembly we had a club fair in the gym and students were able to walk around and see what different clubs and activities that they are able to participate in. Next month the assembly will be homecoming related.

Overall, with all of the changes and updates, the main focus has been on improving student belonging and improving our student climate and culture. Students who engage in purposeful conversations in class will have a better sense of class comradery. When teaching SEL lessons, students will get the tools they need to better interact with their fellow students, understand each other, and better control their emotions when they are upset so that they don't ruin those relationships. Through focusing on student positives to support them, it will help shift our mindset to focus on positive student support as opposed to what students are doing wrong. Finally, through placing effective processes and procedures in place, hopefully staff will feel less stress and more enjoyment in what we do.



Department of Special Programs
Lynn Schiermeyer, Director of Special Programs

Brookings Harbor School District
629 Easy St. Brookings, OR 97415

Phone 541-412-1488

Fax 541-469-6599

www.brookings.k12.or.us

September 10, 2024

Happy 2024-2025 school year!

The beginning of this year, while busy, has begun with a sense of calm and collaboration. Our Special Programs staff are working diligently with their general education peers to ensure students are getting the support needed both in and out of the classrooms.

With the closing of the Bridges Alternative Center at the end of the last school year, there was concern for the students who were transitioning back to a building with their peers, especially those who made the additional transition from middle school to the high school. After speaking with those students, they have reported making connections with some of their teachers and having more successes in the classroom. While it has only been a few weeks, we are cautiously optimistic the kids will continue to show growth both academically, socially and emotionally.

Sincerely,

Lynn Schiermeyer
Director of Special Programs



Technology Department

629 Easy Street (Mailing)

580 Fern Ave (Physical)

Brookings, OR 97415

541 469-7443

Fax 541 469-6599

www.brookings.k12.or.us

September 2024 Board Report

During the summer months of June, July and August, the IT department received 338 new tickets and closed 273 open tickets. 246 of those new tickets were received in August when the staff and students began returning from Summer Break. So far in September we have received 128 new tickets.

The IT department, once again, spent the Summer Break completing several large projects that are more easily done when the staff and students are not here. At Kalmiopsis Elementary, we powerwashed and updated all of the chromebooks in the chromecarts and setup new touch screen chromebooks for all of the Kindergarten classrooms. In the middle school and high school we collected, powerwashed, and updated all of the student chromebooks in preparation for distribution to the students when they returned. At all three schools in district, we updated the teaching technology in each of the classrooms with new 2 in 1 touch screen laptops and in the classrooms that didn't already have one, replaced the aging SmartBoards with new large interactive flat panel screens that can be paired wirelessly with the new laptop computers for a more interactive teaching experience. In all, we touched approximately 1400 chromebooks, configured about 80 new laptops and set up 60 new flat panel displays.

During the remainder of this month, we will continue working on clearing out the backlog of SchoolDude tickets and following up on any items that might have been overlooked during all of the other work that was happening during Summer Break.

I also appreciate and want to recognize our extra help that we had working with our regular IT team this summer. Without that combined team, working together, we would not have been able to accomplish everything that we did over the past summer.

Sincerely,

Bruce Raleigh

Director of Technology



Brookings-Harbor School District

629 Easy St.

Brookings, OR 97415

541 469-7443

Fax 541 469-6599

www.brookings.k12.or.us

Food Services September 2024 Board Report

We had a great summer foods program in July serving 1,016 breakfast and 960 lunch to our community children in just 15 days total. We had kids visiting from Taiwan, Los Angeles, and various other towns. In June and mid August, I directly tended to our ESY students and our incoming Kinders. Our first week of school with the soft starts we fed 1,519 breakfast and 2,345 for Lunch. Kalmiopsis kitchen staff had two days of gearing up during the soft start but still provided snacks for students and parents as they came through to say hi. BHHS kitchen staff had a day of gearing up for the school year while the BHHS link crew put on hot dog BBQ, and the Azalea crew served up their Super Nachos to students and staff with big smiles. As far as we stand with Free and Reduced, please see the following attachment. Please note: All qualifying students that did applications last year will drop off on October 15th. Per our agreement with the State we will not be utilizing the free and reduced applications while on CEP.

~Cindy Badger, Food Service Director



Transportation Department

750 Fern Avenue
Brookings, OR 97415
541 469-2666
Fax 541 469-2098

To: Brookings Harbor 17C School Board

Re: Transportation Board Report September 2024

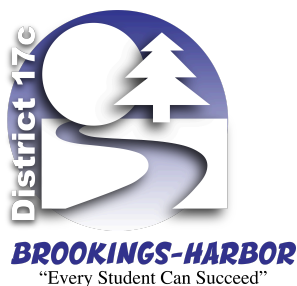
With the start of school, the Transportation Department hit the ground running this year. We started the school year with 11 routes. During this busy time of year, we have 44 additional trips besides the routes this month. With the addition of our new trip bus, we will be able to cover all the trips scheduled.

Our relationship with Cal Poly Humboldt is thriving. We sent 5 buses and drivers down for their annual field trips. They have also contracted with us for 3 additional trips this year.

The Transportation Department is currently training two new sub drivers and are waiting on a couple more interested people to show up and begin their transition into sub driving.

Thanks,

Michael Knight
Director of Transportation



Brookings-Harbor School District

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

Athletics & Activities

September 2024 Board Report

The next seven weeks will be by far the busiest time of the year for our department. We will compete in over 125 events, of which almost 50 will be at home. With the addition of our new turf/track facility, new gym floor at Azalea, and countless other upgrades and additions, we truly are starting to create an environment that people want to come visit.

Our numbers are at the highest we have seen for students participating in a long time. The high school has nearly 140, while the middle school boasts over 100 in just the sports alone. This is truly a testament to growing programs and growing positive culture.

With the addition of our new sports complex, we are truly able to generate interest in all activities. This new home for so many students and families is a great reminder of what a wonderful and supportive community we have.

Both Azalea and High School football competed this past week. Azalea was able to get a split with the first contest ever being a win for the 7th grade Bruin Football team. The High School Football team competed against Pleasant Hill and walked away with the win to a packed and excited house of people. Both Girls and Boys Soccer teams also competed this past week. The boys played first garnering a tie versus a very strong program at North Valley. The girls got the big win against Coquille.

Volleyball at both schools is going strong as well. With the addition of a very veteran head coach at Azalea, we will surely see this program get stronger each year. They will have the ability to cultivate the fundamentals to truly prepare them for our high school program. Speaking of which, a big month for them is coming up as they will host both a jv and varsity tournament in September.

Special thanks to everyone in our community and our district for their ongoing patience while we wrap up beautiful new facilities.

GO BRUINS!

Keith Wallin, Athletics & Activities Director



Brookings-Harbor School District

629 Easy St.
Brookings, OR 97415
541 469-7443
Fax 541 469-6599
www.brookings.k12.or.us

District Communications September 2024

Back-to-School Communications

This past month, the number of staff trainings, website edits, social media posts, flyers approved, One Calls messages sent, and events attended kicked into high gear due to the restart of many annual district programs between August and September.

Here is a selected list of programs and activities that are coming up:

- DJJ Assembly, 26-Sep, AMS
- KSchool Outdoor Movie Night, 27-Sep, KS
- SOCOMI Sports Complex Dedication Events, 4-Oct
- Home Football Game, 4-Oct, BHHS
- SAT, 5-Oct, BHHS
- Bonfire, 7-Oct, BHHS
- Homecoming Week, 7-Oct-11-Oct, BHHS
- Spirit Week, 7-Oct-11-Oct, AMS
- Powderpuff, 9-Oct, BHHS
- Pep Rally/Noise Parade/Homecoming Football Game, 11-Oct, BHHS
- Homecoming Dance, 12-Oct, BHHS
- Grants Pass Marching Band competition, 12-Oct, BHHS - G.P.
- PSAT, 16-Oct, BHHS
- Academic Excellence Day, 16-Oct, BHHS
- Regular Board Meeting/Work Session, 16-Oct, RM 51 KS
- The Great Shake Out, 17-Oct, District
- Jr Info Night, 17-Oct, BHHS
- PTO/AMS Fall Carnival, 18-Oct, AMS
- Vision Testing, 21-Oct-24-Oct, KS/BHHS
- Dental Screenings, 21-Oct-24-Oct, KS
- Red Ribbon Week, 21-Oct-25-Oct, KS
- HS/AMS Picture Retakes, 23-Oct, BHHS/AMS
- Halloween Spooky Gram Sales, 24-Oct, AMS Cafeteria
- Picture Retake, 24-Oct, KS
- Senior Night Home Football Game, 25-Oct, BHHS
- College Application Week, 28-Oct-1-Nov, BHHS
- No School - Teacher Grading Day, 1-Nov, All Staff
- Marching Band Competition Hillsboro, 2-Nov, BHHS - Portland
- SAT, 2-Nov, BHHS
- No School - In-Service Day, 4-Nov, District

- Powder Tuff, 5-Nov, BHHS
- Parent/Teacher Conference, 6-Nov, District
- Honor Roll Assembly, 7-Nov, AMS
- Parent/Teacher Conference, 7-Nov, District
- No School - Veterans Day, 11-Nov, DIST

All online staff directories are up-to-date with images on the district and school websites to help families get to know new and returning teachers and staff.



Nancy Raskauskas-Coons, Communications Coordinator

Stay Connected: Brookings-Harbor School District: Web: brookings.k12.or.us/; Social: facebook.com/BHSD17C/

BROOKINGS HARBOR SCHOOL DISTRICT 17C
Revenue and Expenditure Summary/Projection (Unaudited)

August 31, 2024

	Actual July	Actual August	Projected September	1st Quarter Projected	1st Quarter % of Budget	Last Year % of Budget	Projected October	Projected November	Projected December	2nd Quarter Projected	2nd Quarter % of Budget	Last Year % of Budget	Projected January	Projected February	Projected March	3rd Quarter Projected	3rd Quarter % of Budget	Last Year % of Budget	Projected April	Projected May	Projected June	4th Quarter Projected YTD	4th Quarter as % of Budget	Last Year % of Budget	4th Quarter Projected YTD	Projected YTD Total	2024-2025 Budget	Projected YTD as % of Budget
REVENUES																												
*Property Taxes	0	0	42,000	42,000	0.0%	3.4%	42,000	6,500,000	150,000	6,692,000	93.4%	96.7%	100,000	28,000	100,000	228,000	96.6%	101.94%	50,000	50,000	144,081	244,081	100.0%	105.90%	244,081	7,206,081	7,206,081	100.0%
Other Local	300	67,919	50,112	118,331	23.2%	34.2%	30,000	30,000	65,000	125,000	47.8%	85.8%	30,000	30,000	65,000	125,000	72.3%	131.00%	30,000	30,000	65,000	125,000	96.8%	168.24%	125,000	493,331	509,500	96.8%
*Intermediate Sources (Cnty Sch Fund)	0	0	145,000	145,000	100.0%	95.8%	0	0	0	0	100.0%	95.8%	0	0	0	0	100.0%	95.84%	0	0	0	0	100.0%	95.84%	0	145,000	145,000	100.0%
ESD Flow-Thru	0	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	0.00%	500,000	0	0	0	100.0%	83.74%	500,000	500,000	500,000	100.0%
*State School Fund	1,527,762	763,423	764,914	3,056,099	33.3%	35.0%	764,914	764,914	764,914	2,294,741	58.3%	61.3%	764,914	764,914	764,914	2,294,742	83.3%	87.49%	764,914	764,911	0	1,529,825	100.0%	102.20%	1,529,825	9,175,407	9,176,897	100.0%
*State Srvc (St Timber, Common Sch Fund)	0	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	0.0%	0	88,958	0	88,958	50.0%	47.63%	0	0	88,958	88,958	100.0%	95.26%	88,958	177,915	177,915	100.0%
Federal Forest fees	0	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	0.00%	0	265,000	0	265,000	100.0%	105.41%	265,000	265,000	265,000	100.0%
Sale of Fixed Assets	0	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	0.0%	0	0	0	0	0.0%	0.00%	0	0	15,000	15,000	100.0%	100.00%	15,000	15,000	15,000	100.0%
Beginning fund balance	3,700,000	0	0	3,700,000	100.0%	118.9%	0	0	0	0	100.0%	118.9%	0	0	0	0	100.0%	118.86%	0	0	0	0	100.0%	118.86%	0	3,700,000	3,700,000	100.0%
Total Period Revenues	5,228,062	831,342	1,002,026	7,061,430			836,914	7,294,914	979,914	9,111,741			894,914	911,872	929,914	2,736,700			1,344,914	1,109,911	313,039	2,767,864			2,767,864	21,677,734		
Cumulative Revenues	5,228,062	6,059,404	7,061,430	7,061,430	32.5%	31.7%	7,898,343	15,193,257	16,173,171	16,173,171	74.5%	75.0%	17,068,085	17,979,956	18,909,870	18,909,870	87.2%	90.1%	20,254,784	21,364,695	21,677,734	21,677,734	99.9%	100.8%	21,677,734	21,677,734	21,695,393	99.9%
*Offset State Revenue Formula																												

EXPENDITURES by Object

Salaries	226,024	236,146	810,000	1,272,169	13.7%	13.46%	810,000	810,000	810,000	2,430,000	39.7%	38.17%	810,000	810,000	810,000	2,430,000	65.8%	62.34%	810,000	810,000	1,572,465	3,192,465	100.1%	95.92%	3,192,465	9,324,634	9,314,513	100.1%
Employee Benefits	114,262	117,235	465,000	696,497	12.3%	11.44%	465,000	465,000	465,000	1,395,000	37.0%	34.06%	465,000	465,000	465,000	1,395,000	61.7%	56.63%	465,000	465,000	1,236,899	2,166,899	100.1%	90.43%	2,166,899	5,653,396	5,650,091	100.1%
Purchased Services	126,178	50,519	100,000	276,696	17.3%	15.35%	140,000	140,000	140,000	420,000	43.6%	44.92%	140,000	140,000	140,000	420,000	69.9%	78.41%	140,000	140,000	151,966	431,966	96.9%	113.91%	431,966	1,548,662	1,598,210	96.9%
Supplies/Materials	30,809	30,488	75,000	136,297	15.5%	22.89%	75,000	75,000	75,000	225,000	41.2%	45.61%	75,000	75,000	75,000	225,000	66.8%	64.73%	75,000	75,000	121,453	271,453	97.7%	143.56%	271,453	857,750	877,500	97.7%
Other Objects	374,249	8,833	3,000	386,082	91.5%	103.62%	3,000	3,000	3,000	9,000	93.6%	105.12%	3,000	3,000	3,000	9,000	95.8%	108.02%	3,000	3,500	17,348	23,848	101.4%	119.06%	23,848	427,930	421,958	101.4%
Transfers	0	1,131,000	0	1,131,000	100.0%	100.00%	0	0	0	0	100.0%	100.00%	0	0	0	0	100.0%	100.00%	0	0	0	0	100.0%	100.00%	0	1,131,000	1,131,000	100.0%
Contingency & Reserves	0	0	0	0	0.0%	0.00%	0	0	0	0	0.0%	0.00%	0	0	0	0	0.0%	0.00%	0	0	2,702,121	2,702,121	100.0%	100.00%	2,702,121	2,702,121	2,702,121	100.0%
Total Period Expenditures	871,521	1,574,221	1,453,000	3,898,742			1,493,000	1,493,000	1,493,000	4,479,000			1,493,000	1,493,000	1,493,000	4,479,000	59.3%	54.9%	1,493,000	1,493,500	5,802,252	8,788,752	99.8%	93.2%	8,788,752	21,644,992	21,695,393	99.8%
Cumulative Expenditures	871,521	2,445,742	3,898,742	3,898,742	18.0%	11.8%	5,391,742	6,884,742	8,377,742	8,377,742	38.6%	36.5%	9,870,742	11,363,742	12,856,742	12,856,742			14,349,742	15,843,242	21,645,494	21,645,494			21,645,494	21,645,494	0	
Month-end Fund Balance	4,356,541	3,613,662	3,162,688	3,162,688			2,506,601	8,308,515	7,795,429	7,795,429			7,197,343	6,616,214	6,053,128	6,053,128			5,905,042	5,521,453	32,240	32,240			32,240	32,240	0	

Informational only:

EXPENDITURES by Function

Instruction	15,106	22,666	750,000	787,772	8.7%	8.20%	793,000	793,000	793,000	2,379,000	34.8%	32.48%	793,000	793,000	793,000	2,379,000	61.0%	56.21%	793,000	793,000	2,186,589	3,772,589	102.5%	97.63%	3,772,589	9,318,361	9,092,554	102.5%
Supporting Services	856,415	420,555	703,000	1,979,970	22.6%	23.36%	700,000	700,000	700,000	2,100,000	46.5%	46.76%	700,000	700,000	700,000	2,100,000	70.5%	70.40%	700,000	700,000	913,542	2,313,542	96.9%	99.88%	2,313,542	8,493,512	8,769,718	96.9%
Other Uses	0	1,131,000	0	1,131,000	100.0%	100.00%	0	0	0	0	100.0%	100.00%	0	0	0	0	100.0%	100.00%	0	0	0	0	100.0%	100.00%	0	1,131,000	1,131,000	100.0%
Contingency & Reserves	0	0	0	0	0.0%	0.00%	0	0	0	0	0.0%	0.00%	0	0	0	0	0.0%	0.00%	0	0	2,702,121	2,702,121	100.0%	100.00%	2,702,121	2,702,121	2,702,121	100.0%
Total Period Expenditures	871,521	1,574,221	1,453,000	3,898,742	18.0%	11.8%	1,493,000	1,493,000	1,493,000	4,479,001	38.6%	36.5%	1,493,000	1,493,000	1,493,000	4,478,999	59.3%	54.9%	1,493,000	1,493,000	5,802,252	8,788,251	99.8%	93.2%	8,788,252	21,644,992	21,695,393	99.8%

Brookings-Harbor School District

Enrollment Comparison 2024-2025 /2023-2024/2022-2023

Current as of September 10, 2024

	September			October			November			December			January			February			March			April			May			June		
Grade	2024	2023	2022	2023	2022	2021	2023	2022	2021	2023	2022	2021	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022
K	80	87	104	88	103	106	89	107	101	88	106	102	87	109	102	88	108	100	87	107	100	83	109	99	83	109	100	83	108	99
1	86	101	106	101	106	97	102	106	96	103	103	97	103	102	100	103	100	98	103	101	98	102	101	96	100	100	95	98	101	94
2	103	92	100	92	100	101	91	100	98	91	98	98	92	95	97	92	97	97	93	97	95	94	95	94	95	95	92	94	98	91
3	98	89	97	89	97	83	92	98	83	90	98	84	91	97	86	89	91	86	89	91	87	88	92	90	87	92	88	86	93	86
4	88	89	86	90	86	116	89	86	113	86	86	116	87	85	115	87	84	113	86	88	111	88	85	115	87	84	116	86	84	114
5	94	86	122	86	123	95	86	124	93	85	125	93	85	126	92	85	126	90	84	126	91	83	127	92	83	126	93	84	125	91
	549	544	615	546	615	598	549	621	584	543	616	590	545	614	592	544	606	584	542	610	582	538	609	586	535	606	584	531	609	575
6	91	126	94	124	93	138	125	94	138	125	94	140	124	96	140	124	93	137	122	97	136	122	96	136	122	96	135	121	95	133
7	133	94	140	94	139	99	92	139	101	90	135	103	89	134	104	88	132	101	85	133	101	85	132	103	84	132	104	83	128	103
8	87	129	110	128	110	113	127	105	111	121	106	111	119	109	112	117	107	112	117	109	112	120	108	111	120	108	111	117	108	108
	311	349	344	346	342	350	344	338	350	336	335	354	332	339	356	329	332	350	324	339	349	327	336	350	326	336	350	321	331	344
9	123	112	121	112	121	122	112	121	122	112	120	121	109	120	117	109	119	116	104	118	113	102	116	116	101	113	114	100	110	111
10	102	116	116	116	114	120	119	114	122	117	113	122	118	110	122	115	109	118	115	108	118	115	108	117	113	105	114	111	102	112
11	108	106	111	107	111	106	105	111	105	103	110	106	105	107	104	103	105	100	101	107	100	100	104	99	99	106	97	96	103	98
12	106	113	107	116	102	131	115	101	126	115	101	124	112	98	119	107	99	120	107	98	123	107	97	123	109	97	122	108	95	121
	439	447	455	451	448	479	451	447	475	447	444	473	444	435	462	434	432	454	427	431	454	424	425	455	422	421	447	415	410	442
Total	1299	1340	1414	1343	1405	1427	1344	1406	1409	1326	1395	1417	1321	1388	1410	1307	1370	1388	1293	1380	1385	1289	1370	1391	1283	1363	1381	1267	1350	1361

Brookings-Harbor School District 17C

Code: AC
Adopted: 6/05/95
Revised/Readopted: 10/22/03; 4/15/09; 3/04/10;
10/16/13; 11/18/15; 3/07/18;
11/20/19; 12/15/21
Orig. Code: AC

Nondiscrimination

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

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

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

~~[The Board designates the [Superintendent] as the district's civil rights coordinator.] [The Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students and parents. ⁽²⁾]~~

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

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in

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

² ~~{For additional information regarding civil rights coordinators and their responsibilities, see ORS 332.505(2).}~~

an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659A.003	ORS 659A.321
ORS 192.630	ORS 659A.006	ORS 659A.409
ORS 326.051(1)(e)	ORS 659A.009	OAR 581-002-0001 – 002-0005
ORS 332.505	ORS 659A.029	OAR 581-021-0045
ORS 408.230	ORS 659A.030	OAR 581-021-0046
ORS 659.805	ORS 659A.040	OAR 581-021-0047
ORS 659.815	ORS 659A.103 - 659A.145	OAR 581-022-2310
ORS 659.850 - 659.860	ORS 659A.230 - 659A.233	OAR 581-022-2370
ORS 659.865	ORS 659A.236	OAR 839-003
ORS 659A.001	ORS 659A.309	

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

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

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

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

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

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

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

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

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

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

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

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

Brookings-Harbor School District 17C

Code: **BBF**
Adopted: 3/21/07
Revised/Readopted: 11/18/09; 10/16/13; 4/15/20

Board Member Standards of Conduct

A Board member should:

1. Comply with the Code of Ethics for public officials provided in state law;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions are made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest – no hidden agendas;
11. Understand that you will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give district staff the respect and consideration due to skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;

17. Respect the right of the public to attend and observe Board meetings;
18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon's Public Meetings Laws;
21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make a ~~an oral report by telephone or otherwise~~ report to the local Department of Human Services (DHS)^[1], ~~to the designee of the department or to a local law enforcement within the county~~ where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

¹ [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)

[ORS 244.040](#)
[ORS Chapter 244](#)
[ORS 332.055](#)

[ORS 419B.005](#)
[ORS 419B.010](#)
[ORS 419B.015](#)

Brookings-Harbor School District 17C

Code: BBFC
Adopted: 4/15/20

Reporting of Suspected Abuse of a Child

A Board member is a mandatory reporter of child abuse¹. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify the Oregon Department of Human Services (DHS) or local law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make an oral report through DHS² by telephone or otherwise to the local office of the Department of Human Services, to the designee of the department or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

The report must~~shall~~ contain, if known: the names and addresses of the child and the parents of the child or other persons responsible for the care of the child; the child's age; the nature and extent of the abuse, including any evidence of previous abuse; the explanation given for the abuse; and any other information that the Board member making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

END OF POLICY

Legal Reference(s):

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

[ORS 332.107](#)

[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)

Brookings-Harbor School District 17C

Code: BCBA
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 10/16/13
Orig. Code: BCJ

Student Representatives to the Board

Two essential factors in creating a stimulating learning climate for students are the active involvement of students in their education, including educational planning and evaluation, and the fostering of a spirit of inquiry whereby students may freely express their views and listen to and evaluate opinions of others. Student advisory participation on the Board is therefore authorized in order to facilitate more effective communication and to help promote sound education.

Student representation brings to the Board different information and opinions. Board members may be unaware of student reactions to school issues. Conversely, explanations of Board decisions which concern students can be appropriately explained. Student representation will be as follows:

1. There shall be one high school representative to the Board from the district's high school;
2. The representative shall be chosen by the students of the high school from their number in a manner upon which the students and the high school principal shall agree. Alternates, if desired, may be chosen in a like manner, and in the absence of the regular representative may have the same privileges as the regular representative;
3. The representative shall be chosen each spring, and shall serve for a one-year term, July 1 through June 30.

A student representative shall not be a voting member of the Board.

A student representative shall not be liable for any acts of the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

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 (2023).

Brookings-Harbor School District 17C

Code: CB
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 1/15/14; 12/14/22
Orig. Code: CB

Superintendent

The superintendent¹ is designated as the district's chief executive officer. Under the Board's direction, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management.

The Board may not direct the superintendent to take any action that violates a local, state or federal law² that applies to school districts³.

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

³ ~~Also includes taking any action that conflicts with law that applies to education service districts.~~

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-2405](#)
[OAR 584-005-0005\(51\)](#)

Brookings-Harbor School District 17C

Code: CBC
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 1/15/14
Orig. Code: CBC/CBD

Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment, such as compensation, benefits and other conditions. The Board may not issue a contract that includes terms which direct the superintendent¹ to take any action that conflicts with a local, state or federal law² that applies to the district, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years in duration at a time. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract at any time for up to not more than an additional three years at any time.

The compensation and benefits for the position of superintendent contract will meet any requirements of state law and will be fixed by mutually acceptable to the Board and based upon the responsibilities required of the superintendent in performing their duties.

The Board may not enter into an employment contract that contains provisions that expressly obligates the district to compensate the superintendent for work that is not performed.

The compensation and benefits for the position of superintendent will be fixed by the Board, based upon the responsibilities required of the superintendent in the performance of his/her duties. Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract. The employment contract, if it includes a mutually agreed to termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)

[ORS 342.549](#)
[ORS 342.815](#)

[OAR 584-005-0005\(51\)](#)

Brookings-Harbor School District 17C

Code: **DJC**
Adopted: 7/21/97
Revised/Readopted: 10/22/03; 1/15/13; 6/17/15;
1/19/22
Orig. Code: DJC

Bidding Requirements (Version 1)

(Delete)

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. All public contracts for goods or services shall be based upon competitive procurement provisions of the Oregon Revised Statutes and adopted public contracting rules except:

1. Contracts between contracting agencies or between the district and the federal government;
2. Insurance and services contracts as provided for under state law;
3. Contracts for the procurement or distribution of textbooks;
4. Energy savings performance contracts¹;
5. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals;
6. Public improvement contracts exempted by the Local Contract Review Board (LCRB) upon findings that the award would not encourage favoritism or substantially diminish competition and would result in substantial cost savings and other substantial benefits to the district;
7. Emergency contracts;
8. Any other public contract specifically exempted from the code by another provision or law.

The Board will serve as the LCRB for the district. All district purchasing shall be conducted in accordance with the Board's adopted rules².

¹ Attorney General rules may still apply.

² The Board may contract with another public agency to serve as its LCRB.

The Board, acting as its own LCRB, adopts³ the *Oregon Attorney General's Model Public Contract Rules* OAR Chapter 137, Divisions 046 through 049, in effect at the time this policy is adopted. These rules govern purchasing procedures and other matters subject to competitive procurement provisions of law.⁴

The district shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under ORS 279A.065(3).

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249 in effect at the time this policy is adopted.

The Board, acting as the LCRB, may enact a resolution that authorizes the district to designate a public improvement as a community benefit contract per the requirements included in ORS 279C.300 to 279C.470.

The Board will make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065(6)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. Modifications will be made only following review by the district's legal counsel. New rules, as necessary, will be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

Opportunity will be provided to all responsible suppliers to do business with the district. The business manager will develop and maintain lists of potential vendors for various types of materials, equipment and supplies. Such lists may be used to develop a mailing list for distribution of specifications and solicitations for bids or proposals. Any supplier may be included in the list upon written request.

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

Records of bids, proposals and specifications will be kept in the district administration office and will conform with Oregon Revised Statutes and applicable retention provisions of the *Oregon Attorney General's Model Public Contract Rules*.

END OF POLICY

³ Purchases shall be governed by ORS Chapter 279, 279A, 279B and 279C. Additionally, the Board may, as provided by ORS 279, 279A.065, adopt the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137 governing purchasing/bid procedures. The Board may also adopt the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125. The Board may adopt portions of those rules or adopt its own rules. A Board that creates its own LCRB but has not established its own rules of procedure for public contracts is subject to the model rules (OAR Chapter 137) adopted by the Attorney General.

⁴ If the Board does not establish its own rules of procedure as permitted under ORS 279A.065(5), the district is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.

Legal Reference(s):

[ORS Chapter 279](#)
[ORS Chapter 279A](#)
[ORS Chapter 279B](#)

[ORS Chapter 279C](#)
[ORS 670.600](#)
[OAR Chapter 125](#), Divisions 246 - 249

[OAR Chapter 137](#), Divisions 045 - 049
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.

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Brookings-Harbor School District 17C

Code: DJC
Adopted:
Orig. Code(s): DJC

Bidding Requirements

(Version 2)

[The Board is the Local Contract Review Board (LCRB) for the district. [The LCRB has not adopted its own rules of procurement. Consequently, the *Oregon Attorney General's Model Public Contracting Rules*¹ shall apply to the district.²]]

~~OR~~

~~[The Board is the Local Contract Review Board (LCRB) for the district. The LCRB has adopted its own rules of procedure that will govern district purchasing.³ Consequently, the model rules⁴ adopted by the Attorney General shall not apply to the district. The district shall review its rules each time the Attorney General adopts a modification of the model rules to determine whether any modifications need to be made to district rules, as required by ORS 279A.065(6)(b). New rules, as necessary, shall be adopted by the LCRB. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.]~~

Additionally, the district may include as part of its procedures portions of the Oregon Department of Administrative Services administrative rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246 - 249.

The LCRB may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district may not artificially divide or fragment a procurement to reduce the procurement requirements.

The superintendent may develop administrative regulations or procedures to assist with the implementation of this policy and applicable procurement rules.

Goods and Services

The district will purchase goods and services through the following procedures, unless an exception applies:

¹ Oregon Administrative Rules (OAR) 137-045 - 049

² See ORS 279A.065(5). {The LCRB can formally adopt the AG rules. If the LCRB formally adopts the rules, the district is required to review the AG rules each time there is a modification.}

³ ~~[The district should insert date of adoption of such rules and their location here and remove brackets.]~~

⁴ ~~Oregon Administrative Rules (OAR) 137-045 - 049~~

1. Small Procurement. For purchases of goods and services with a contract price not exceeding \$25,000, the district can use any manner deemed practical or convenient, including direct selection or award. Amendments to a contract awarded through small procurement must be in accordance with OAR 137-047-0800.
2. Intermediate Procurement. For purchases of goods and services with a contract price exceeding \$25,000, but not exceeding \$250,000, the district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The district will keep record of the request and quotes. If three quotes are not reasonably available, fewer will suffice, but the district will make a written record of the effort made. The district may negotiate with a prospective contractor to clarify the quote or offer, or to effect modifications. Amendments to a contract awarded through intermediate procurement must be in accordance with OAR 137-047-0800.
3. Regular Procurement. For purchases exceeding \$250,000, the district will use competitive sealed bids (OAR 137-047-0255) or competitive sealed proposals (OAR 137-047-0260). Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-047-0800.
4. Emergency Procurements. In situations of emergency⁵, the LCRB or designee may authorize an emergency procurement. In an emergency procurement, the district is not required to follow general procurement requirements. The district must ensure competition for the contract that is reasonable and appropriate under the circumstances. The district must document the nature of the emergency and the method used for the selection of the contractor.
5. Sole-source Procurements. If the LCRB or designee determines that the goods or services are available from only one source, the district may award a contract without competition. To the extent reasonably practicable, the district shall negotiate with the sole source to obtain contract terms that are advantageous to the district. The determination of sole source must be based on written findings and may include:
 - a. That the efficient utilization of existing goods requires acquiring compatible goods or services;
 - b. That the goods or services required to exchange software or data with other public or private agencies are available from only one source;
 - c. That the goods or services are for use in a pilot or experimental project; or
 - d. Other findings that support the conclusion that the goods or services are available from only one source.⁶
6. Special Procurements. “Special procurement” means a contract or class of contracts that use a contracting procedure other than competitive sealed proposals, competitive sealed bidding, small procurement or intermediate procurement. Special procurements require LCRB approval and will be conducted in accordance with ORS 279B.085, OAR 137-047-0285[, and] this policy [and

⁵ “Emergency” means circumstances that:

7. Could not have been foreseen;
8. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
9. Require prompt execution of a contract to remedy the condition.

⁶ If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

7. Personal Services Contracts. “Personal services contract,” as used in this policy, means a contract whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.⁸ Unless otherwise designated by the LCRB, personal services contracts will be procured in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive bidding.^{9} All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price. Personal service contractors may be required to qualify as independent contractors in accordance with applicable laws.¹⁰

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process in accordance with ORS 279B.030.

Public Improvements

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the district.¹¹ The district will contract for public improvements using the following procedures, unless an exception applies.

1. Public improvements contracts with a value of less than \$25,000 are exempt from competitive bidding.
2. Intermediate Procurements. For public improvement contracts not exceeding \$100,000, the district may utilize three quotes¹²:

⁷ {If the LCRB has designated contracts or classes of contracts as special procurements, include this information along with reference to the LCRB action.}

⁸ This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19)). Also includes architectural, engineering, photogrammatic mapping, transportation planning or land surveying services procured under ORS 279C.105 (ORS 279C.100) and related services procured under ORS 279C.120 (ORS 279C.100(5)).

⁹ {If the LCRB has designated contracts or classes of contracts as personal services contracts, include this information along with reference to the LCRB action.}

¹⁰ See ORS 670.600 and OAR 459-005-0020.

¹¹ Public improvement does not include:

1. Projects for which no funds of the district are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alternation, ordinary repair or maintenance necessary to preserve a public improvement.

¹² If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

- a. The request for the quotes shall be in writing (unless not reasonably practicable)¹³;
- b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

The district shall award the contract to the prospective contractor whose quote will best serve the interest of the district, based on the selection criteria. If the award is not made to the offeror and quote with the lowest price, the district will make a written record of the basis for the award. Amendments to a contract awarded via intermediate procurement may be increased in accordance with OAR 137-049-0160(6)-(7).

3. Regular Procurements. For purchases exceeding \$100,000, the district will use invitation to bid or request for proposals except as otherwise allowed by law. See OAR 137-049-0130 and OAR 137-049-0640. Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-049-0910.
4. Emergency Procurements. Emergency contracts for construction services are not considered public improvement contracts and will be procured in accordance with OAR 137-049-0140 and OAR 137-049-0150.
5. Community Benefit Contracts. “Community benefit contract” means a public improvement contract that includes, but is not limited to, terms and conditions that require the contractor to:
 - a. Qualify as a training agent, as defined in ORS 660.010, or provide apprenticeship training that meets applicable federal and state standards for apprenticeship training;
 - b. Employ apprentices to perform a specified percentage of work hours that workers in apprenticeable occupations perform on the community benefit project;
 - c. Provide employer -paid family health insurance; and
 - d. Meet any other requirements that the LCRB sets forth.

Community benefits contracts may be procured in accordance with ORS 279C.308.

6. Construction Manager/General Contractor (CM/GC) Procurement. The district shall procure CM/GC services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3) and OAR 137-049-0690, which requires “the assistance of legal counsel with substantial experience and necessary expertise in using the CM/GC Method, as well as knowledgeable staff, consultants or both staff and consultants who have demonstrated capability of managing the CM/GC process in the necessary disciplines of engineering, construction scheduling and cost control, accounting, legal, Public Contracting and project management.”

END OF POLICY

Legal Reference(s):

¹³ For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

[ORS Chapter 279](#)
[ORS Chapter 279A](#)
[ORS Chapter 279B](#)
[ORS Chapter 279C](#)

[ORS 670.600](#)
[OAR Chapter 125](#), Divisions 246 -
249

[OAR Chapter 137](#), Divisions 045 -
049
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.

Brookings-Harbor School District 17C

Code: **DJCA**
Adopted: 1/15/14

Personal Services Contracts

(Delete)

The district may enter into personal services contracts with qualified professionals as provided by ORS 279A.055. Personal services contracts, as used in this policy, means contracts for specialized skills, knowledge and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic or management discretion or judgment. The district may enter into a personal services contract with a current district employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price.

Contracts for personal services in excess of \$100,000 shall require prior Board approval.

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

END OF POLICY

Legal Reference(s):

[ORS Chapters 279](#)

[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.107](#)

[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE.

Brookings-Harbor School District 17C

Code: **EBBA**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 3/04/10; 1/15/14
Orig. Code: EBBA

First Aid**

(Delete)

In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention to students is the responsibility of the parents, or of someone the parents designate in case of emergency. Each school will maintain a record of persons to contact in case of emergencies.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility. Staff members shall report self-administered first-aid treatment to an immediate supervisor.

In each school, procedures for handling health emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first-aid supplies and equipment.

All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have, at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled or an emergency response team per building. Such team shall consist of no less than six persons who hold current first-aid/CPR cards and who are trained annually in the district and building emergency plans. Names of the designated employees will be posted.

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)
[ORS 332.107](#)
[ORS 336.201](#)
[ORS 336.204](#)

[ORS 336.211 – 336.214](#)
[OAR 581-021-0017](#)
[OAR 581-021-0031](#)
[OAR 581-021-0587](#)

[OAR 581-021-0590](#)
[OAR 581-022-2050](#)
[OAR 581-022-2220](#)
[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Brookings-Harbor School District 17C

Code: EBBAA

Adopted:

Infection Control and Bloodborne Pathogens

The Board recognizes that staff and students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for bloodborne pathogens¹.

The district shall develop an Exposure Control Plan in accordance with the requirements in law².

The Exposure Control Plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;
2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually^[3] thereafter. Staff will receive the annual

¹ “Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)

² See 29 CFR 1910.1030(c)(1) and OAR 437-002-1059 for more information about an Exposure Control Plan. {A template for an exposure control plan may be available from [Oregon OSHA](#).}

³ [Annual training for all employees shall be provided within one year of their previous training. (29 CFR 1910.1030(g)(2)(iv))]

training⁴ as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily available⁵ in close proximity⁶ to all employees in the building and for district vehicles, including each bus⁷.

Personal protective equipment appropriate to job tasks shall be provided by the district. A post-exposure evaluation and follow-up shall be made available to any employee sustaining an occupational exposure.

The district recognizes that employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate. The district will document the solicitation of input from such staff in the plan.

Documentation, including a sharps injury log, will be maintained in accordance with law⁸.

The Exposure Control Plan will be accessible to employees in accordance with law⁹.

Students will be instructed in safe practices to prevent transmission of bloodborne pathogens in accordance with Oregon Health Standards.

END OF POLICY

Legal Reference(s):

⁴ See 29 CFR 1910.1030(g)(2) for information about training requirements.

⁵ OAR 437-002-0161(2) First-Aid Supplies. (a) The employer shall provide first-aid supplies based upon the intended use and types of injuries that could occur at the place of employment. The first-aid supplies shall be available in close proximity to all employees. Either bulk pack or unit pack supplies are acceptable. (b) “In proximity” is defined as that which is available nearby to ensure prompt treatment in the event of need.

⁶ “In proximity” is defined as that which is available nearby to ensure prompt treatment in the event of need. (OAR 437-002-0161(1)(b))

⁷ Emergency equipment for buses, includes, but is not limited to, body fluid cleanup and first-aid kits. (OAR 581-053-0240(23); OAR 581-053-0640)

⁸ See OAR 437-002-1030(3) and OAR 437-002-1035.

⁹ See 29 CFR 1910.1020(e) for requirements on providing access.

[ORS 332.107](#)
[OAR 437-002-0161](#)
[OAR 437-002-0360](#)

[OAR 437-002-1030](#)
[OAR 437-002-1035](#)
[OAR 581-022-2050](#)

[OAR 581-022-2220](#)
[OAR 581-053-0240\(23\)](#)
[OAR 581-053-0250\(1\)](#)
[OAR 581-053-0640\(2\)](#)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §§ 1910.1020, 1910.1030.

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Brookings-Harbor School District 17C

Code: EBBAA/GBEBC/JHCCC
Adopted: 12/07/92
Revised/Readopted: 10/22/03; 1/15/14
Orig. Code: EBBAA/GBEBC/JHCCC

Infection Control - HIV, AIDS, HBV

(Delete)

The district shall use standard precautions at all times for infection control. Each person is therefore treated as though an HIV, AIDS or HBV¹ infection exists.

The district shall develop an Exposure Control Plan that includes infection control procedures for staff and students.

Staff and students shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits. Kits shall be available for each room in the building and in each district vehicle.

In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS and HBV information.

The information shall emphasize infection – how infection is spread as well as how it is not spread.

The district will cooperate with Oregon Department of Education, Oregon Department of Humans Services, Health Services, the local health department and the education service district in delivering HIV, AIDS and HBV education.

END OF POLICY

Legal Reference(s):

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

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)

[OAR 581-022-0705](#)
[OAR 581-022-1440](#)

[OAR 581-053-0240\(23\)](#)
[OAR 581-053-0250\(1\)](#)

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Brookings-Harbor School District 17C

Code: **EBBB**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 12/18/13; 1/15/14;
6/17/15; 3/07/18
Orig. Code: EBBB

Injury/ or Illness Reports

All injuries or illnesses¹, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district school-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. [Staff members will report self-administered first-aid² treatment to an immediate supervisor.] All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related³ illness or injury to an employee resulting in in-patient overnight hospitalization for medical treatment⁴ other than first aid, loss of an eye, amputation or avulsion⁵ the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA)). ~~This report will be made~~ within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes⁶ shall be reported⁷ to OSHA within eight hours.

¹ The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

² For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

³ An injury or illness is work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting condition, injury or illness. (OAR 437-001-0700(6))

⁴ "Medical treatment" ~~includes managing or caring for a patient for the purpose of combatting~~ is the management or care of a patient to combat disease or disorder. The following are not considered medical treatment: visits to a physician doctor or other licensed health-care professional solely for observation or counseling; diagnostic procedures, such as x-rays and blood tests, including administering prescription medications used solely for diagnostic purposes; ~~and~~ any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).

⁵ Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

⁶ A "cCatastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

⁷ Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

ALL injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee, or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records and reports on serious injuries, illnesses, and accidents involving district property, employees, students or visiting public. These records will include prevention measures taken, reporting information, and periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data as well as on the measures being taken to prevent such injuries/illnesses in the future. These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. Such reports will be submitted to the superintendent for review annually.⁶

END OF POLICY

Legal Reference(s):

⁶Annual reporting is required, but may occur more often.

[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0704](#)

[OAR 437-001-0760](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2225](#)

Brookings-Harbor School District 17C

Code: EBC
Adopted:
Orig. Code(s): EBC/EBCA; EBBA

Emergency Plan and First Aid**

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent will consult with community and county agencies while developing this plan. The district's emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)
[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)
[ORS 433.441](#)

[OAR 437-002-0042](#)
[OAR 437-002-0120 - 0139](#)
[OAR 437-002-0161](#)
[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)
[OAR 581-022-2225](#)
[OAR 581-053-0003\(40\)](#)
[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)
[OAR 581-053-0320\(5\)\(b\)](#)
[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Brookings-Harbor School District 17C

Code: EBCA
Adopted:

Safety Threats**

“Safety threat action” means a lockdown, lockout, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 339.324](#)

Brookings-Harbor School District 17C

Code: EBCB
Adopted: 6/05/95
Revised/Readopted: 10/22/03; 3/04/10; 1/15/10;
6/17/15; 2/17/16
Orig. Code: EBCB

Emergency Procedure Drills and Instruction

Each building administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

All schools are required to instruct and drill students on district emergency procedures so they that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a tsunami hazard zone, and safety threats. Instruction on emergency procedures fires, earthquakes, safety threats and tsunami dangers⁺, and drills for students, shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

Fire Emergencies

~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year.~~ Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake and Tsunami Emergencies

At least three drills on earthquakes that include tsunami drills shall be conducted each year.¹

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Drills and instruction on tsunami emergencies shall include immediate evacuation after an earthquake, when appropriate, or after a tsunami warning to protect students against inundation by tsunamis.¹

Safety Threats

At least two drills on safety threats shall be conducted each year.

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and, evacuation and other appropriate actions to take when there is a threat to safety, and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats**).

[The district may provide additional instruction relating to other disasters such as flooding, drought, excessive snowfall or wildfires. {¹}]

~~The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.~~

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

¹ {The Oregon Department of Education has resources available at <https://www.oregon.gov/ode/schools-and-districts/grants/pages/threat-and-hazard-resources.aspx>. }

[ORS 192.660\(2\)\(k\)](#)
[ORS 336.071](#)

[ORS 339.324](#)
[ORS 476.030](#)

[OAR 581-022-2225](#)

[OREGON STATE FIRE MARSHAL](#), OREGON FIRE CODE.

Brookings-Harbor School District 17C

Code: EBC/EBCA
Adopted: 11/15/06
Revised/Readopted: 3/04/10; 1/15/14; 2/17/16

Emergency Procedures and Disaster Plans

(Delete)

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and use of force on school property. The superintendent will consult with community and county agencies while developing this plan.

The district's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed of the district's plan for the care of students during an emergency situation. The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

In the case of long term disruption to district operations as a result of a pandemic flu, declared public health emergency or other catastrophe, the district emergency plan shall at a minimum include the following:

1. Who is in charge of the district plan;
2. What steps the district will take to stop the spread of disease;
3. How sick students will be identified;
4. Transportation plan for sick students;
5. Disease containment measures for the district;
6. Communication plan for staff, students and parents;
7. Continuing education plan for students;
8. Procedures for dealing with student privacy rights;
9. Employee leave procedures during a pandemic flu or other catastrophe;
10. Employee pay and benefit plan and procedures;
11. Facility utilization by other agencies procedures;
12. Business operations plan for offsite operation or alternative measures.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)

[ORS 433.441](#)
[OAR 437-002-0161](#)

[OAR 581-022-0705](#)
[OAR 581-022-1420](#)

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Brookings-Harbor School District 17C

Code: **GBEBA**
Adopted: 3/12/96
Revised/Readopted: 10/22/03; 3/04/10; 1/15/14;
7/17/19
Orig. Code: GBEBA

Staff - HIV, AIDS and HBV

(Delete)

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

The district recognizes a staff member has no obligation under any circumstances to report a condition to the district and the staff member has a right to continue working.

If the staff member reports a condition to the district, strict adherence to written guidelines outlined by the staff member shall be followed.

These guidelines shall identify who may have the information, who will give the information, how the information will be given, and where and when the information will be given. All such information will be held in confidence in accordance with Oregon law.

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

END OF POLICY

Legal Reference(s):

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

[ORS 243.650](#)
[ORS 342.850\(8\)](#)
[ORS 433.008](#)

[ORS 433.045](#)
[ORS 433.260](#)

[OAR 333-017-0000](#)
[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 581-022-2220](#)

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Brookings-Harbor School District 17C

Code: **GBEBC/JHCCC/EBBAA**
Adopted: 12/7/92
Revised/Readopted: 10/22/03; 1/15/14
Orig. Code: GBEBC/JHCCC

Infection Control - HIV, AIDS, HBV

(Delete)

The district shall use standard precautions at all times for infection control. Each person is therefore treated as though an HIV, AIDS or HBV¹ infection exists.

The district shall develop an Exposure Control Plan that includes infection control procedures for staff and students.

Staff and students shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits. Kits shall be available for each room in the building and in each district vehicle.

In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS and HBV information.

The information shall emphasize infection – how infection is spread as well as how it is not spread.

The district will cooperate with Oregon Department of Education, Oregon Department of Health Services, Health Services, the local health department and the education service district in delivering HIV, AIDS and HBV education.

END OF POLICY

Legal Reference(s):

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

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)

[OAR 581-022-0705](#)
[OAR 581-022-1440](#)

[OAR 581-053-0240\(23\)\(c\)](#)
[OAR 581-053-0250\(1\)](#)

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Brookings-Harbor School District 17C

Code: **GBEBD/JHCCD**
Adopted: 1/08/96
Readopted: 10/22/03; 3/04/10; 1/15/14
Orig. Code: GBEBD/JHCCD

Staff/Students - Rumor Control - HIV, AIDS and HBV**

(Delete)

The district shall use a two-pronged approach for rumor control related to HIV, AIDS and HBV¹ before a rumor begins and during an “active” rumor.

In preparation for rumor control, the district shall annually notify staff, students, parents, media and the general public through such means as handbooks of confidentiality and individual rights requirements placed upon school districts. The requirements are outlined in Oregon Revised Statutes and Oregon Administrative Rules. Individual rights include the right a staff member or a student may have to continue working or attending school.

The district shall emphasize that if a staff member or the parent (student) chooses not to divulge an HIV, AIDS or HBV condition, the district will have no information except to reiterate the requirements in the law regarding confidentiality and individual rights. This will be stated routinely and in cases of an “active” rumor.

If the staff member or parent (student) wishes to divulge information and continues working or attending school, the district shall meet with the infected party or representative to develop a written procedure. This procedure will minimally outline what information will be given, how the information will be given and who will receive the information, who will give the information, when and where the information will be given. The procedures will be signed for approval by the infected party or representative.

The district shall appoint a district spokesperson who shall be responsible for responding to staff, students, parents, media and the general public.

END OF POLICY

Legal Reference(s):

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

[ORS 433.008](#)
[ORS 433.045](#)

[OAR 333-018-0000](#)

[OAR 333-018-0005\(1\)\(a\)](#)
[OAR 333-018-0030](#)
[OAR 581-015-0005](#)

Cross Reference(s):

JHCCD/GBEBD - Staff/Students - Rumor Control - HIV, AIDS and HBV

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Brookings-Harbor School District 17C

Code: **GBEBE/JHCCE/KBCAA**
Adopted: 1/08/96
Readopted: 10/22/03; 1/15/14; 3/18/15
Orig. Code: **GBEBE/JHCCE/ KBCAA**

News/Media - HIV, AIDS or HBV**

(Delete)

The district shall appoint a district spokesperson who shall respond to media inquiries regarding rumored or identified HIV, AIDS or HBV¹ cases.

The spokesperson shall stress:

1. School districts are not informed of a person infected with HIV, AIDS or HBV unless the infected person or his/her parent releases the information;
2. School districts, if informed, may not release the information unless the infected person or parent gives permission for such release;
3. School districts may not prevent a staff member from working if he/she is able to perform his/her job responsibilities. Students have a right to continue to attend school;
4. "Susceptible" for a child means lacking documentation of immunization required under OAR 333-050-0050, or if immunization is not required, lacking evidence of immunity to the disease.

END OF POLICY

Legal Reference(s):

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

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 332.061](#)
[ORS 336.187](#)

<http://landru.leg.state.or.us/ors/342.htm>
[IORS 342.850\(7\)](#)
[ORS 433.008](#)
[ORS 433.045](#)

[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 333-018-0030](#)
[OAR 581-015-0005](#)
[OAR 581-022-1440](#)

Cross Reference(s):

JHCCE/KBCAA/GBEBE - News/Media - HIV, AIDS or HBV
KBCAA/GBEBE/JHCCE - News/Media - HIV, AIDS or HBV

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Brookings-Harbor School District 17C

Code: **GBNAB/JHFE**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 1/25/12; 8/22/12;
4/15/15; 4/15/20; 12/15/21
Orig. Code: JHFE

Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately ~~make a report by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system^[2] or its designee~~ or to ~~the~~ law enforcement agency within the county where the person making the report is located at the time of the contact. ~~pursuant to Oregon Revised Statute (ORS) 419B.010.~~ Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~in the same manner described above, or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.~~

~~The report must contain, If if known, the report shall contain~~ the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or through its centralized child abuse reporting system or to~~

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

³ "Person" could include an adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

~~a designee of the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.~~

The district will designate a licensed administrator and an alternate licensed administrator⁷, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Special Programs or the Director of Fiscal Services⁸ who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for ~~making a report to local law enforcement~~ ~~and the centralized child abuse reporting system of local DHS office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or

⁷~~ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.~~

⁸~~A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.~~

any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

Brookings-Harbor School District 17C

Code: GBN/JBA
Adopted: 10/21/20
Revised/Readopted: 12/15/21
Orig. Code: 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 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.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties¹ 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 "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 consent². 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.~~

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

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's 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:

Name	Position	Phone	Email
Helena Chirinian	Superintendent	541-469-7443	helenac@brookings.k12.or.us

This individual is 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. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure. If this individual is the subject of the complaint, the report may be made to the Director of Special Programs or Director of Finance, as an alternative to reporting to the Superintendent.

Response

Any staff member who becomes aware of behavior that may violate this policy shall 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 that may include counseling, extension of deadlines, or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and connection to community supports for the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future

² "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

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 person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to 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 provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.

Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.

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

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

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;
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 person³ 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

³ 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.

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁴:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parent 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;

⁴ Remember confidentiality laws when providing any information.

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 activity⁵;
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.
7. ~~For the purposes of the Title IX sexual harassment, "consent" does not exist 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.~~

⁵ "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))

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.

The Superintendent is designated as the Title IX Coordinator and can be contacted at 541-469-7443. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. ~~AR:~~ The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

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 filed⁶. The district shall treat complainants and respondents equitably by providing supportive measures⁷ to the complainant and by following a grievance procedure⁸ 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 complaint⁹.

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 place¹⁰. The

⁶ (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.

⁷ (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. 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))

⁸ 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).

⁹ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁰ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of 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.

The District will provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.

Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.

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:

4. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
5. 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
6. 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 Secretary¹¹, or both.

No person designated as the 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. A conflict of interest occurs when personal or private interests may compromise one's judgment, decisions, or actions. Conflict of interests may arise from family, friendships, past relationships as student-teacher, financial investments, or other social factors. A bias is defined as a tendency, inclination, or prejudice toward/against someone. A conflict of interest or bias exists that disqualifies a person from being involved in the investigation or decision-making process if it prevents the person from impartially participating in the process. Any staff member with a designated role in the Title IX process who believes they have a conflict of interest may recuse themselves from the process without reprisal.

No Retaliation

Neither the district or any person may retaliate¹² 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

Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹¹ Of the United States Department of Education.

¹² Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

(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.

Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).¹³

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the school student handbook and on the 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 upon request.

END OF POLICY

Legal Reference(s):

¹³ 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.

[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: **GCDA/GDDA**
Adopted: 11/18/09
Revised/Readopted: 11/14/12; 12/18/13; 11/18/15;
7/06/16; 3/07/18; 9/12/18;
11/20/19

Criminal Records Checks and Fingerprinting (Version 1)

(Delete)

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees¹ not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and fingerprinting as required by law. Other individuals, as determined by the district that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

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

Pursuant to state law, a criminal records check or fingerprint- based criminal records checks shall be required of the following individuals²;

1. All individuals employed as or by a contractor , whether employed part-time or full-time, and considered by the district to have direct, unsupervised contract with students;
2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early education program or at a kindergarten through grade 12 school site during the regular school day;
3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
4. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms. The district shall require a nationwide criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students in the following positions:

1. Head coach;

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

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

2. Assistant coach;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting .

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

The district shall not begin the employment of a subject individual or terms of a district contractor before the return and disposition of the required criminal records checks.

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

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

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

The service of a volunteer into a position identified by the district as requiring a fingerprint -based criminal records check will not begin before the return and disposition of the a state and national criminal records check based on fingerprints.

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

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

Appeals

A subject individual eligible may appeal a determination from ODE that prevents his/her employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

END OF POLICY

Legal Reference(s):

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

[ORS 332.107](#)
[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)

[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)
[OAR 581-022-2430](#)
[OAR 584-050-0012](#)
[OAR 584-050-0100](#)

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

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OSBA Model Sample Policy

Code: GCDA/GDDA

Adopted:

Criminal Records Checks and Fingerprinting * (Version 2)

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require certain individuals to submit to a criminal records check and fingerprinting as required by law. This includes employees, contractors, volunteers and others.

Requirements for Employees ^[1] not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)

All newly hired employees² not identified under Oregon Revised Statutes (ORS) 342.223³ are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district⁴ or private school, and has not resided outside the state between the two periods of employment⁵.

An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the ~~district.~~ individual. An individual may request the fee be withheld from the amount otherwise due the individual. The district will withhold this amount only upon request of the subject individual.]

The district ~~may~~⁶ [shall not] begin the employment of an individual ~~on a probationary basis pending~~ [before] the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes⁷ prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal

¹ {If the district wants to include the larger section on TSPC-licensed employees (see p. 2), keep this bracketed language. If the district does not want to include the larger section on TSPC-licensed individuals, omit this bracketed language.}

² Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

³ ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

⁴ As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

⁵ {Additional exception applies through July 1, 2024. See ORS 326.603(4)(b).}

~~⁶ Decisions regarding which employees may begin before the return of the required criminal records checks must be made in a nondiscriminatory manner.~~

⁷ See OAR 581-021-0511(8).

records check indicates an individual has knowingly made a false statement as to the conviction of any crime, the individual [may]~~[will not]~~ be employed by the district, or if employed by the district [may]~~[will]~~ be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law [may]~~[will not]~~ be employed by the district. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

~~[Requirements for individuals in positions requiring licensure, certification or registration with Teacher Standards and Practices Commission (TSPC) are outlined in ORS 342.223.]~~

OR

[Requirements for TSPC Licensed, Certified or Registered Individuals

1. Any individual who is applying for a license as a teacher, administrator or personnel specialist is subject to a criminal records check and fingerprinting, unless the individual has submitted to such a check through the Teacher Standards and Practices Commission (TSPC) within the previous three years, or has remained continuously licensed by or registered with TSPC for a different license or registration for which the individual has already submitted to a criminal records check and fingerprinting.
2. Any individual who is applying for an initial certificate under ORS 342.475 as a school nurse shall submit to a criminal records check and fingerprinting with TSPC.
3. Any individual who is applying for a registration as a public charter school teacher or administrator with TSPC shall submit to a criminal records check and fingerprinting with TSPC.
4. Any individual applying for reinstatement of an Oregon license or registration as a teacher, administrator or personnel specialist, or a certificate as a school nurse with the TSPC, whose license, registration or certificate has lapsed for at least three years, shall submit to a criminal records check and fingerprinting with TSPC.
5. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist, if the individual does not hold a current license issued by TSPC and has not submitted to a criminal records check by TSPC within the previous three years for student teaching, practicum or internship as a teacher, administrator or personnel specialist, shall be required to submit to a criminal records check and fingerprinting with TSPC.}

Requirements for Contractors^{8}

⁸ {The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.}

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students⁹ or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

The superintendent [or designee] will identify contractors who are subject to such requirements.

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or
2. Notification¹⁰ from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

A subject individual [may] ~~[will]~~ be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

Requirements for Volunteers

~~{+}~~ The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

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

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

⁹ “Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

¹⁰ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

~~++ (If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the positions in the district which require such fingerprinting.)~~

{¹²} Volunteers allowed by the district into a position designated by the district to have direct, unsupervised contact with students shall submit to an in-state criminal records check.

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

[A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, [will] ~~[will not]~~ be required to submit to an in-state criminal records check.]

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

[Fees associated with a required fingerprinting for volunteers shall be paid by the ~~[individual]~~ [district].] Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the ~~[individual]~~ [district].

{A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and Board policy will be denied such ability to volunteer in the district.}

Requirements for Others

Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day is required to submit to a criminal records check and a fingerprint-based criminal records check.

Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.

Notification

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

The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:

1. Such criminal records checks and fingerprinting are required by law or Board policy;
2. All employment or contract offers [or the ability to volunteer] are contingent upon the results of such checks;

¹² {If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct criminal records checks on these volunteers.}

3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment[,] [or] contract status[or the ability to volunteer in the district];
4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;
5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts[,] [or] ODE forms [(written or electronic)] [may] ~~[will]~~ result in immediate termination from employment or contract status;
6. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status[:; [.]
7. [A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number [may] ~~[will]~~ result in immediate termination from the ability to volunteer in the district.] [The district [may] ~~[will]~~ remove the volunteer from the position allowing direct, unsupervised contact with students.]

Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

1. Employing district staff;
2. Contracted agent of employing district;
3. Local or state law enforcement agency; or
4. Statewide vendor identified by the Oregon Department of Administrative Services.

To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment[,] ~~[or]~~ contract[or volunteering].

A copy of the fingerprinting results will be kept by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

END OF POLICY

Legal Reference(s):

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

[ORS 332.107](#)
[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)

[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)
[OAR 581-022-2430](#)
[OAR 584-050-0012](#)
[OAR 584-050-0100](#)

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

Brookings-Harbor School District 17C

Code: IGBAF
Adopted: 2/26/01
Revised/Readopted: 10/22/03; 4/18/12; 2/18/15
Orig. Code: IGBAF

Special Education - Individualized Education Program (IEP)**

An individualized education program (IEP) shall be developed and implemented for each student with disabilities in the district, kindergarten through 21 years of age, including those who attend a public charter school located in the district, are placed in or referred to a private school or facility by the district, or receive related services from the district. The district is responsible for initiating and conducting the meetings to develop, review and revise the IEP of a student with disabilities. The district will ensure that one or both parents are present at each meeting or are afforded the opportunity to participate and are given a copy of the IEP. A meeting to develop an IEP shall be held within 30 calendar days of a determination that the student needs special education and related services, once every 365 days thereafter and when considering a change in the IEP or placement.

If a student is to be placed or referred to a private school or facility or attends a private or parochial school, the district will ensure that a representative of the private school or facility attends the IEP meeting. If the representative of the private school or facility is unable to attend the IEP meeting, the district shall use other methods to ensure participation including but not limited to, individual or conference telephone calls, or individual meetings.

END OF POLICY

Legal Reference(s):

ORS 343.068	OAR 581-015-2195	OAR 581-015-2229
ORS 343.151	OAR 581-015-2200	OAR 581-015-2230
ORS 343.155	OAR 581-015-2205	OAR 581-015-2235
ORS 343.321 - 343.333	OAR 581-015-2210	OAR 581-015-2055
	OAR 581-015-2215	OAR 581-015-2600
OAR 581-015-2000	OAR 581-015-2220	OAR 581-015-2065
OAR 581-015-2190	OAR 581-015-2225	OAR 581-015-2265

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.5 - 300.6, 300.22 - 300.24, 300.34, 300.43, 300.105 - 106, 300.112, 320.325, 300.328, 300.501 (2012).

Brookings-Harbor School District 17C

Code: IGBAG
Adopted: 4/15/15

Special Education - Procedural Safeguards**

Procedural Safeguards – General

A district ensures that students with disabilities and their families are afforded their procedural safeguards related to:

1. Access to students' educational records;
2. Parent and adult student participation in special education decisions;
3. Transfer of rights to students who have reached the age of majority;
4. Prior written notice of proposed district actions;
5. Consent for evaluation and for initial placement in special education¹;
6. Independent educational evaluation;
7. Dispute resolution through mediation, state complaint investigation, resolution sessions and due process hearings;
8. Discipline procedures and protections for students with disabilities, including placements related to discipline;
9. Placement of students during the pendency of due process hearings;
10. Placement of students by their parents in private schools;
11. Civil actions; and
12. Attorney's fees.

¹ If, at any time subsequent to the initial provision of special and related services, the parent of a child revokes consent in writing for the continued provision of special education and related services, the district: 1) may not continue to provide special education and related services to the child, but must provide prior written notice before ceasing the provision of special education and related services; 2) may not use mediation or due process procedures to obtain an agreement or ruling that the services may be provided to the child; 3) the district will not be considered to be in violation of the requirement to make a free appropriate public education (FAPE) available to the child because of the failure to provide the child with further special education and related services; and 4) the district is not required to convene an individualized education program (IEP) team meeting or develop an IEP for the child for further provision of special education or related services.

Procedural Safeguards Notice

1. The district provides to parents a copy of the *Procedural Safeguards Notice*, published by the Oregon Department of Education, at least once per year and upon initial referral or parent request for special education evaluation and when the parent requests a copy. The district also gives a copy to the student at least a year before the student's 18th birthday or upon learning that the student is considered emancipated.
2. The district provides the *Procedural Safeguards Notice* in the parent's native language or other mode of communication unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the district takes steps to ensure that the notice is translated orally or by other means understandable to the parent and that the parent understands the content of the notice. The district maintains written evidence that it meets these requirements.

Parent or Adult Student Meeting Participation

1. The district provides parents or adult students an opportunity to participate in meetings with respect to the identification, evaluation, IEP and educational placement of the student, and the provision of a free appropriate public education (FAPE)FAPE to the student.
2. The district provides parents or adult students written notice of any meeting sufficiently in advance to ensure an opportunity to attend. The written notice:
 - a. States the purpose, time and place of the meeting and who is invited to attend;
 - b. Advises that parents or adult students may invite other individuals who they believe have knowledge or special expertise regarding the student;
 - c. Advises that the team may proceed with the meeting even if the parents are not in attendance;
 - d. Advises the parents or adult students who to contact before the meeting to provide information if they are unable to attend; and
 - e. Indicates if one of the meeting's purposes is to consider transition services or transition services needs. If so:
 - (1) Indicates that the student will be invited; and
 - (2) If considering transition services, identifies any agencies invited to send a representative (with parent or adult student consent).
3. The district takes steps to ensure that one or both parents of a child with a disability are present at each IEP or placement meeting or are afforded the opportunity to participate, including:
 - a. Notifying parents of the meeting early enough to ensure that they will have an opportunity to attend; and
 - b. Scheduling the meeting at a mutually agreed upon time and place.
4. If neither parent can attend, the district will use other methods to ensure an opportunity to participate, including, but not limited to, individual or conference phone calls or home visits.

5. The district may conduct an evaluation planning or eligibility meeting without the parent or adult student if the district provided meeting notice to the parent or adult student sufficiently in advance to ensure an opportunity to attend.

Access to Records

A parent is entitled at any reasonable time to examine all of the records of the district pertaining to the identification, evaluation and educational placement of their child and the provision of FAPE to their child. Records must be provided without undue delay, which may not exceed 10 business days, as defined in ORS 192.311, from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

END OF POLICY

Legal Reference(s):

[ORS 343.155](#)

[ORS 343.165](#)

[ORS 343.173](#)

[ORS 343.177](#)

[ORS 343.181](#)

[OAR 581-001-0005](#)

[OAR 581-015-2000](#)

[OAR 581-015-2030](#)

[OAR 581-015-2090](#)

[OAR 581-015-2095](#)

[OAR 581-015-2190](#)

[OAR 581-015-2195](#)

[OAR 581-015-2305](#)

[OAR 581-015-2310](#)

[OAR 581-015-2325](#)

[OAR 581-015-2330](#)

[OAR 581-015-2345](#)

[OAR 581-015-2360](#)

[OAR 581-015-2385](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300, 300.500 - 300.505, 300.515, 300.517.

Brookings-Harbor School District 17C

Code: JBAA
Adopted: 2/17/10
Revised/Readopted: 3/18/15

Section 504 – Students**

The district recognizes its responsibility to provide a free, appropriate public education to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Accordingly, no otherwise qualified individual with disabilities shall, solely by reason of ~~his/her~~ disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity or those provided by the district through contractual or other arrangements. District aids, benefits and services will afford qualified students with disabilities equal opportunity to obtain the same result, gain the same benefit or reach the same level of achievement as students without disabilities in the most integrated setting appropriate to the student's needs. Programs and activities shall be accessible to and usable by individuals with disabilities as prescribed by law.

A qualified individual with disabilities under Section 504 is an individual who has a physical or mental impairment¹ that substantially limits one or more major life activities²; has a record of such an impairment; or is regarded as having such an impairment.

In compliance with the provisions of Section 504, the district will:

1. Provide written assurance of nondiscrimination in accordance with application procedures whenever the district receives federal money;
2. Designate an employee to coordinate compliance with Section 504;
3. Provide procedures to resolve complaints of discrimination under Section 504;
4. Provide notice to students, parents, employees, including those with vision or hearing impairments, of the district's policy and compliance with law assuring nondiscrimination in admission or access to, or treatment, in district programs, activities or employment. Notice will be included in student/parent and staff handbooks and other materials as appropriate;

¹ Impairments which may substantially limit major life activities, and without regard for the ameliorative effects of medication or aids/devices include, but are not limited to, chronic asthma and severe allergies, blindness or visual impairment, cancer, diabetes, deafness or hearing impairment, heart disease, mental illness and conditions which may be episodic or in remission.

² "Major life activities," as defined by the Americans with Disabilities Act Amendments Act of 2008, ~~includes include~~ caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating; and major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

5. Annually identify and locate all ~~Section 504-qualified students~~ in the district, with disabilities, and who qualify for Section 504 but ~~in the district~~ who are not receiving a free appropriate³, public education (FAPE)⁴;
6. Ensure that tests and other evaluation materials have been validated, are administered by trained personnel, are tailored to assess educational need and are not based on IQ scores, and reflect what the tests purport to measure;
7. Provide nonacademic and extracurricular services⁵ and activities in such a manner as to afford students with disabilities an equal opportunity for participation in such services and activities;
8. Annually notify students with disabilities and their parents or guardians of the district's responsibilities under Section 504, including those with limited proficiency in English and those with vision or hearing impairments;
9. Provide parents or guardians with procedural safeguards, including notification of their right:
10. To be notified in writing of any decisions made by the district concerning the identification, evaluation or educational placement of their student pursuant to Section 504[. The district will request parental consent prior to conducting an evaluation of the student];;
11. To examine, copy and request amendments of the student's educational records;
12. To request an impartial hearing, with opportunity for participation by the student's parents or guardian and representation by counsel regarding district decisions concerning identification, evaluation or educational placement of their student. A review procedure will be provided.

Students identified as qualified individuals with disabilities under Section 504 shall be placed in the regular educational environment unless it is demonstrated by the district that the education of the student with the use of related aids and services in such a placement cannot be achieved satisfactorily. All placement decisions will be made by an evaluation team comprised of persons designated by the superintendent or designee, knowledgeable about the student, the meaning of the evaluation data and placement options.

Students will be reevaluated periodically, but no less than every three years. Additionally, before implementing discipline that constitutes a significant change in the placement (i.e., expulsion, serial

³ ~~Appropriate education means the provision of regular or special education and related aids and services that are designed to meet the student's individual educational needs as adequately as the needs of persons without disabilities are met and are based upon adherence to appropriate procedural requirements of 34 C.F.R. §§ 104.34 – 104.36 concerning educational setting, evaluation and placement and procedural safeguards.~~

⁴ "Appropriate education" (34 C.F.R. § 104.33) means the provision of regular or special education and related aids and services that are designed to meet the student's individual educational needs as adequately as the needs of persons without disabilities are met and are based upon adherence to appropriate procedural requirements of 34 C.F.R. §§ 104.34, 104.35 and 104.36 concerning educational setting, evaluation and placement and procedural safeguards.

⁵ Nonacademic and extracurricular services and activities may include, but are not limited to, counseling services, transportation, health services, athletics, intramurals, clubs or organization activities, referrals to agencies which provide assistance to persons with disabilities and employment of students, including both employment by the district and assistance by the district in making available outside employment.

suspensions which exceed 10 school days in a school year, a series of suspensions each of which is 10 or fewer school days in duration but that creates a pattern of exclusion), the district shall conduct a reevaluation of the student to determine whether the misconduct in question is caused by the student's disability and, if so, whether the student's current educational placement is appropriate.

If it is determined that the misconduct of the student is caused by the disability, the district's team will continue the evaluation, following the requirements of Section 504 and the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA) for evaluation and placement to determine whether the student's current educational placement is appropriate. Due process procedures that meet the requirements of the ~~Individuals with Disabilities Education Act (IDEA)~~ IDEA may be used to meet the procedural safeguards of law. If it is determined that the misconduct is not caused by the student's disability, the student may be excluded from school in the same manner as are similarly situated students who do not have disabilities.

A student identified as a qualified individual with disabilities under Section 504, who is also covered by the ~~IDEA Individuals with Disabilities Education Act~~, will be disciplined in accordance with Board policy JGDA ~~/JGEA~~ Discipline of ~~Disabled Students~~ with Disabilities and accompanying administrative regulation.

A reevaluation will also be required before any other significant change in placement (i.e., transferring a student to alternative education, graduation from high school, significantly changing the composition of the student's class schedule, such as from regular education to the resource room), ~~etc.~~

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 326.051\(1\)\(e\)](#)

[ORS 343.068](#)

[ORS 659.850](#)

[ORS 659.865](#)

[ORS 659A.103](#)

[ORS 659A.109](#)

[OAR 581-015-2030](#)

[OAR 581-021-0045](#)

[OAR 581-021-0046](#)

[OAR 581-021-0049](#)

[OAR 581-022-2310](#)

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

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2012).

Americans with Disabilities Amendments Act of 2008.

Nondiscrimination on the Basis of Handicap in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 104 (2017).

Brookings-Harbor School District 17C

Code: JBA/GBN
Adopted: 10/21/20
Revised/Readopted: 12/15/21
Orig. Code: JBA/GBN

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 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.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties¹ 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 "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 consent²; 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.

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

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's 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:

Name	Position	Phone	Email
Helena Chirinian	Superintendent	541-469-7443	helenac@brookings.k12.or.us

This individual is 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. *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure. If this individual is the subject of the complaint, the report may be made to the Director of Special Programs or Director of Finance, as an alternative to reporting to the Superintendent.

Response

Any staff member who becomes aware of behavior that may violate this policy shall 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 that may include counseling, extension of deadlines, or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and connection to community supports for the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future

² "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

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 person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to 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 provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.

Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.

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

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

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;
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 person³ 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

³ 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.

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁴:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parent 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;

⁴ Remember confidentiality laws when providing any information.

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 activity⁵;
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.
- ~~7. For the purposes of the Title IX sexual harassment, "consent" does not exist 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.~~

⁵ "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))

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.

The Superintendent is designated as the Title IX Coordinator and can be contacted at 541-469-7443. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy~~AR~~. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

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 filed⁶. The district shall treat complainants and respondents equitably by providing supportive measures⁷ to the complainant and by following a grievance procedure⁸ 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 complaint⁹.

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 place¹⁰. The

⁶ (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.

⁷ (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. 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))

⁸ 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).

⁹ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁰ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of 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.

The District will provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.

Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.

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
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 Secretary¹¹, or both.

No person designated as the 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. A conflict of interest occurs when personal or private interests may compromise one's judgment, decisions, or actions. Conflict of interests may arise from family, friendships, past relationships as student-teacher, financial investments, or other social factors. A bias is defined as a tendency, inclination, or prejudice toward/against someone. A conflict of interest or bias exists that disqualifies a person from being involved in the investigation or decision-making process if it prevents the person from impartially participating in the process. Any staff member with a designated role in the Title IX process who believes they have a conflict of interest may recuse themselves from the process without reprisal.

No Retaliation

Neither the district or any person may retaliate¹² 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

Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹¹ Of the United States Department of Education.

¹² Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

(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.

Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).¹³

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the school student handbook and on the 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 upon request.

END OF POLICY

Legal Reference(s):

¹³ 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.

[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: JEA
Adopted: 8/15/94; 1/18/88
Revised/Readopted: 10/22/03; 3/04/10; 6/17/15;
4/20/16; 3/07/18; 4/15/20;
12/14/22
Orig. Code: JEA; JEG

Compulsory Attendance**

Except when exempt by Oregon law, all children between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. Persons having ~~legal~~ control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to ~~send~~ have the child ~~to school~~ attend and maintain the child in regular attendance during the entire school term.

All children five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having ~~legal~~ control of a child, who is five years of age and ~~who have~~ has enrolled the child in a public school, are required to ~~send~~ have the child ~~to school~~ attend and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. [A for violation of ORS 339.035 may be issued.]

~~The district will develop procedures for issuing a citation.~~

A parent who is not supervising their child by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c); failing to supervise a child is a Class A violation.

Exemptions from Compulsory School Attendance

In the following cases, children shall not be required to attend public, full-time schools:

1. Children being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Children proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Children who have received a high school diploma or a modified diploma.
4. Children being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
5. Children being educated in the home by a parent, ~~legal~~ guardian or private teacher:

- a. When a student is taught or is withdrawn from a public school to be taught by a parent, legal guardian or private teacher, the parent, legal guardian or private teacher must notify the South Coast Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when ~~such a home-schooled~~ student moves to a new ESD, the parent, guardian or private teacher shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, the school districts of ~~home-schooled~~ students who are registered with the ESD and reside in their district;
 - b. Each child being taught as described above ~~by a parent or private teacher~~ shall be examined no later than August 15, following grades 3, 5, 8 and 10:
 - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew ~~from public school~~;
 - (2) If the child never attended public or private school, the first examination shall be administered prior to the end of grade 3.
 - c. Procedures for homeschooling students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029;
 - d. Examinations ~~testing each child~~ shall be from the list of approved examinations from the State Board of Education;
 - e. The examination must be administered by a neutral, individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - f. The person administering the examination shall score the examination and report the results to the parent ~~or guardian~~. Upon request of the ESD superintendent, the parent ~~or guardian~~ shall submit the results of the examination to the ESD;
 - g. All costs for the test instrument, administration and scoring are the responsibility of the parent ~~or guardian~~;
 - h. In the event the ESD superintendent finds that the child is not showing satisfactory educational progress, the ESD superintendent shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.
 7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
 8. Children excluded from attendance as provided by law.
 9. Children who are eligible military children¹ are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.

¹ "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

10. An exemption may be granted to the parent or guardian of any child 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615.
11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 - 419B.558.

END OF POLICY

Legal Reference(s):

[ORS 153.018](#)
[ORS 163.577](#)
[ORS 339.010 - 339.095](#)

[ORS 339.139](#)
[ORS 339.990](#)

[OAR 581-021-0026](#)
[OAR 581-021-0029](#)
[OAR 581-021-0076](#)
[OAR 581-021-0077](#)

Brookings-Harbor School District 17C

Code: JGA
Adopted: 12/04/95
Revised/Readopted: 10/22/03; 3/04/10; 3/18/15
Orig. Code: JGA

Corporal Punishment**

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain. Corporal punishment does not include the use of physical force authorized in ORS 161.205 (2), (4) or (5) for the reasons specified therein, or physical pain or discomfort resulting from or caused by participation in athletic competition or other such recreational activity, voluntarily engaged in by a student.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

[A parent or legal guardian of a minor child may use reasonable physical force upon the minor child when and to the extent the person reasonably believes the physical force is necessary to maintain discipline or promote the welfare of the minor child, unless the physical force constitutes abuse as defined in ORS 418.257 or 419B.005.]

A staff member is authorized to employ reasonable physical force upon a student only when and to the extent that the application of physical force is consistent with ORS 339.285 - 339.303 and is not corporal punishment as defined in ORS 339.250(9). Physical force shall not be used to discipline or punish a student. A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

The superintendent shall inform all staff members and volunteers of this policy.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 332.107](#)

[ORS 339.240](#)
[ORS 339.250](#)

[OAR 581-021-0050 – 0075](#)
[OAR 584-020-0040](#)

Brookings-Harbor School District 17C

Code: **JGAB**
Adopted: 10/17/07
Revised/Readopted: 1/25/12; 12/18/13; 3/19/14;
3/18/15; 7/14/15; 3/07/18;
11/20/19; 4/15/20

Use of Restraint or Seclusion**

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

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

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object¹, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

¹ The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

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

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

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

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

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

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

Definitions

1. "Restraint" means the restriction of a student's actions or movements by holding the student or using pressure or other means.

"Restraint" does not include:

- a. Holding a student's hand or arm to escort the student safely and without the use of force from one area to another;
 - b. Assisting a student to complete a task if the student does not resist the physical contact; or
 - c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
 - (1) Break up a physical fight;
 - (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
 - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.
14. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.

“Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student’s behavior.

15. “Seclusion cell” means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.
16. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
17. “Substantial physical or bodily injury” means any impairment of the physical condition of a person that requires some form of medical treatment.
18. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

“Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
19. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that ~~is has not been~~ prescribed by a licensed physician or other qualified health professional acting under the ~~professional’s~~ ~~professionals~~ scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice .
 20. “Prone restraint” means a restraint in which a student is held face down on the floor.
 21. “Supine restraint” means a restraint in which a student is held face up on the floor.

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

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

The district shall only utilize a training program for restraint or seclusion to train staff and use in the district which has been approved by the Oregon Department of Education (ODE).

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

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

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

1. The total number of incidents involving restraint;
22. The total number of incidents involving seclusion;
23. The total number of seclusions in a locked room;
24. The total number of students placed in restraint;
25. The total number of students placed in seclusion;
26. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
27. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of restraint and seclusion for each student;
28. The total number of restraint or seclusion incidents carried out by untrained individuals;
29. The demographic characteristics² of all students upon whom restraint or seclusion was imposed;
30. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

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

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

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

² Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

The complainant, whether an organization or an individual, may appeal a district's final decision to the Oregon Department of Education pursuant to OAR 581-002-0001 – 581-002-0023. This appeal process is represented/identified in administrative regulation KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of l restraint or seclusion by district staff. A staff member who violates this policy or its administrative regulation may be subject to discipline, up to and including dismissal.

END OF POLICY

Legal Reference(s):

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

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

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

[OAR 581-021-0563](#)
[OAR 581-021-0566](#)
[OAR 581-021-0568](#)
[OAR 581-021-0569](#)
[OAR 581-021-0570](#)
[OAR 581-022-2267](#)
[OAR 581-022-2370](#)

Brookings-Harbor School District 17C

Code: JH
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 3/18/15
Orig. Code: JH

Student Welfare

The district provides ~~Students' safety will be assured through close supervision of students, in all school buildings and grounds during the hours when students are normally present.~~ Such supervision does not include early morning or the time following usual departure, unless students are present for a scheduled school-sponsored activity. Hours when supervision is available shall be included in the [student/parent handbook].

The district further ~~requires~~ assures the following practices:

1. Maintaining a safe school environment; ~~designated~~ appropriate personnel will be responsible for periodically inspecting the physical condition of all ~~equipment~~, buildings and grounds;
2. ~~Expecting~~ Observation of safe practices on the part of school personnel and students to observe safe practices, particularly in those areas of instruction or extracurricular activities that offer special hazards;
3. ~~Providing~~ Offering safety education to students as is germane to particular subjects such as, ~~but not limited to~~, science, professional technical, ~~and~~ health and physical education courses;
4. Providing, ~~through the services of the school nurse~~, first-aid care for students in case of accident or sudden illness; ~~and~~
5. Providing adequate supervision on the grounds of playgrounds when they are used by students during ~~established~~ school hours or school-sponsored activities.

School ~~In addition, school~~ personnel will be concerned about school safety issues, including but not limited to, safety issues in or on school property and awareness of persons ~~suspicious strangers~~ loitering in or near school buildings or sitting in parked vehicles nearby. Staff shall report all such instances to the principal [or designee]. The principal [or designee] will notify law enforcement ~~the police~~ if the circumstances warrant such action.

Students ~~Teachers~~ will be instructed on personal safety and that of others in accordance with State Health Standards. ~~instruct students not to accept gifts or vehicle rides from strangers.~~ Students will be instructed to tell or report to teachers, their parents, law enforcement ~~police~~ or school security personnel ~~patrols~~ of any safety concerns ~~suspicious strangers~~.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

Brookings-Harbor School District 17C

Code: **JHC**
Adopted: 6/17/15
Revised/Readopted: 1/03/18; 12/14/22

Student Health Services and Requirements

(Delete)

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The district shall staff nursing services appropriate for students with medical needs and prevention-oriented health services per applicable requirements of Oregon Revised Statutes (ORS) 336.201 and Oregon Administrative Rule (OAR) 581-022-2220.

The district shall provide:

1. One registered nurse or school nurse for every 125 medically fragile students;
2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and
3. One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

The nurse(s) employed by the district shall be licensed to practice as a registered nurse or nurse practitioner in Oregon and will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

Any nurse(s) providing services on behalf of the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of the patient prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.¹

The district shall maintain a prevention-oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or rules;
2. Health appraisal to include screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;

¹ For additional delegation requirements, see OAR [851-047-0030](#).

4. Health care and first-aid assistance that are appropriately supervised and isolate the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by Oregon Health Authority, Public Health Division, and the county health department;
6. Assistance for students in taking prescription and/or nonprescription medication according to established district procedures;
7. Services for students who are medically fragile or have special healthcare needs;
8. Integration of school health services with school health education programs.

The Board directs its district health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees.

In accordance with the requirements of federal law, the district recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination² or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

Procedures shall be developed and implemented to carry out this policy. All district employees will be apprised of their responsibilities in this area. Parents shall have the opportunity to request their students be exempt from participation in vision or hearing screening. The district will abide by those requests.

END OF POLICY

Legal Reference(s):

² The term “invasive physical examination,” as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

[ORS 329.025](#)
[ORS 336.201](#)

[ORS 336.211](#)
[OAR 581-022-2050](#)

[OAR 581-022-2220](#)
[OAR 581-022-2225](#)

Protection of Pupil Rights, 20 U.S.C. § 1232h (2018); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2022).

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

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Brookings-Harbor School District 17C

Code: JHCA/JHCB
Adopted: 1/18/88
Revised/Readopted: 5/02/18; 6/16/21
Orig. Code: JHCA; JHCB

~~Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening**~~ **Immunization and School Sports Participation****

Immunization

Proof of immunization must be presented at the time of initial enrollment¹ in school or within 30 days of transfer to the district in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, a religious, philosophical beliefs and/or medical exemption or immunity documentation.²

~~School Sports Participation~~ **Physical Examination**

~~The Board recommends that all students initially enrolling in school have a physical examination. Parents will be asked to complete a district Health History form when initially enrolling their student in the district and when registering them for grade 7.~~

~~All students~~ A student participating in extracurricular sports in grades 7 through 12 athletic programs are required to submit to an appropriate ~~the district~~ a School Sports Pre-Participation ~~participation~~ Examination³ form prior to their initial participation in a related district athletic program. The form⁴ is to be completed and signed by a parent or guardian ~~and physician~~ giving permission for the student to participate and be signed by a medical provider authorized by law⁵ who has examined and evaluated the student. The completed form(s) must be returned [as directed] [to the school office].

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation ~~in extracurricular sports.~~

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of

¹ The district shall immediately enroll a ~~homeless~~ student experiencing houselessness in the school selected even if the student is unable to produce records normally required for enrollment.

² Documentation requirements for exemptions are outlined in ORS 433.267.

³ The required form is available at , a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041. Form available at <http://www.osaa.org/governance/forms>

⁴ The form may be used in either a hard copy or electronic format.

⁵ This physical examination must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a licensed nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student has not suffered a concussion.⁶ Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional⁷.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports physical examination once every two years, thereafter.

Vision Screening or Eye Examination

~~The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:~~

- ~~1. A vision screening or eye examination; and~~
- ~~2. Any further examination, treatments or assistance necessary.~~

~~The certification is not required if the parent or guardian provides a statement to the district that:~~

- ~~1. The student submitted a certification to a prior education provider; or~~
- ~~3. The vision screening or eye examination is contrary to the religious beliefs of the student or the parent or guardian of the student.~~

Dental Screening

~~The district shall file in the student's dental health record any dental screening certifications and any results of a dental screening known by the district. The district will provide to the parent or guardian of each student, standardized information developed by the Oregon Health Authority's dental director regarding dental screenings, further examinations or necessary treatments and preventative care including fluoride varnish, sealants and daily brushing and flossing.~~

~~The parent or guardian of a student who is 7 years of age or younger, and is beginning an education program with the district for the first time, shall submit a certification within 120 days of beginning the education program that the student has received a dental screening within the previous 12 months.~~

⁶ For more information regarding medical releases for students in grades 9-12, see OSAA rules.

⁷ "Health care professional" includes a chiropractic physician, a naturopathic physician, a psychologist, a physical therapist, an occupational therapist, a physician assistant or a nurse practitioner who is licensed or registered under the laws of Oregon.

~~The certification is not required if the parent or guardian provides a statement to the district that:~~

- ~~1. The student submitted a certification to a prior education provider;~~
- ~~4. The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or~~
- ~~5. The dental screening is a burden for the student or the parent or guardian of the student in the following ways:
 - ~~a. The cost of obtaining the dental screening is too high;~~
 - ~~b. The student does not have access to an approved screener;~~
 - ~~c. The student was unable to obtain an appointment with an approved screener.~~~~

~~The certification may be provided by a licensed dentist, a dental hygienist or a health care practitioner as defined by state law. The certification must include the:~~

- ~~1. Student's name;~~
- ~~6. Date of screening; and~~
- ~~7. Name of entity conducting the dental screening.~~

~~The district shall submit to the Oregon Department of Education a report that identifies the percentage of students who failed to submit the certification for the previous year, no later than October 1 of each year. If the district is causing the dental screening to be conducted, the district will follow the notice requirements in accordance with law.~~

END OF POLICY

Legal Reference(s):

[ORS 326.580](#)

[ORS 433.235 - 433.280](#)

[OAR 333-050-0010 - 050-0120](#)

[ORS 336.479](#)

[OAR 581-021-0041](#)

[ORS 336.485 - ORS 336.490](#)

[OAR 333-019-0010](#)

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2018).

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 (2024).

Brookings-Harbor School District 17C

Code: JHCCA
Adopted: 3/12/96
Revised/Readopted: 10/22/03; 3/04/10; 6/17/15
Orig. Code: JHCCA

Students - HIV, HBV and AIDS**

(Delete)

The district will adhere strictly in policies and procedures to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV or diagnosed with AIDS¹.

The district recognizes a parent (student) has no obligation to inform the district of an HIV, HBV or AIDS condition and that the student has a right to attend school. If the district is informed of such a student, written guidelines shall be requested of the parent (student). These guidelines shall include who may have the information, who will give the information, how the information will be given, and where and when the information will be given.

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

Notification of alternative educational programs shall be made to the parent or eligible student, if an HIV, HBV or AIDS student withdraws from school.

The district shall also develop procedures for rumor control, infection control, student accommodations and public relations/media.

END OF POLICY

Legal Reference(s):

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

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 332.061](#)
[ORS 336.187](#)

[ORS 339.030](#)
[ORS 339.250](#)
[ORS 433.008](#)
[ORS 433.045](#)

[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 581-022-0705](#)
[OAR 581-022-1660](#)

OREGON SCHOOL HEALTH SERVICES MANUAL: COMMUNICABLE DISEASES APPENDIX IV. GUIDELINES FOR SCHOOLS WITH CHILDREN WHO HAVE BLOODBORNE PATHOGENS, OREGON DEPARTMENT OF EDUCATION 2012.

E L E T E

Brookings-Harbor School District 17C

Code: JHCCC/EBBAA/GBEBC
Adopted: 12/07/92
Revised/Readopted: 10/22/03; 3/04/10; 1/15/14
Orig. Code: JHCCC

Infection Control - HIV, AIDS, HBV

The district shall use standard precautions at all times for infection control. Each person is therefore treated as though an HIV, AIDS or HBV¹ infection exists.

The district shall develop an Exposure Control Plan that includes infection control procedures for staff and students.

Staff and students shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits. Kits shall be available for each room in the building and in each district vehicle.

In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS and HBV information.

The information shall emphasize infection – how infection is spread as well as how it is not spread.

The district will cooperate with Oregon Department of Education, Oregon Department of Human Services, Health Services, the local health department and the education service district in delivering HIV, AIDS and HBV education.

END OF POLICY

Legal Reference(s):

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

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)

[OAR 581-022-0705](#)
[OAR 581-022-1440](#)

[OAR 581-053-0240\(23\)\(c\)](#)
[OAR 581-053-0250\(1\)](#)

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Brookings-Harbor School District 17C

Code: JHCCD/GBEBD
Adopted: 1/08/96
Revised/Readopted: 10/22/03; 1/15/14
Orig. Code: JHCCD/GBEBD

Staff/Students - Rumor Control - HIV, AIDS and HBV**

(Delete)

The district shall use a two-pronged approach for rumor control related to HIV, AIDS and HBV¹ before a rumor begins and during an “active” rumor.

In preparation for rumor control, the district shall annually notify staff, students, parents, media and the general public through such means as handbooks of confidentiality and individual rights requirements placed upon school districts. The requirements are outlined in Oregon Revised Statutes and Oregon Administrative Rules. Individual rights include the right a staff member or a student may have to continue working or attending school.

The district shall emphasize that if a staff member or the parent (student) chooses not to divulge an HIV, AIDS or HBV condition, the district will have no information except to reiterate the requirements in the law regarding confidentiality and individual rights. This will be stated routinely and in cases of an “active” rumor.

If the staff member or parent (student) wishes to divulge information and continues working or attending school, the district shall meet with the infected party or representative to develop a written procedure. This procedure will minimally outline what information will be given, how the information will be given, when and where the information will be given and who will receive the information. The procedures will be signed for approval by the infected party or representative.

The district shall appoint a district spokesperson who shall be responsible for responding to staff, students, parents, media and the general public.

END OF POLICY

Legal Reference(s):

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

[ORS 433.008](#)
[ORS 433.045](#)

[OAR 333-018-0000](#)

[OAR 333-018-0005](#)
[OAR 333-018-0030](#)
[OAR 581-015-0005](#)

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Brookings-Harbor School District 17C

Code: JHCCE/KBCAA/GBEBE
Adopted: 1/08/96
Revised/Readopted: 10/22/03; 1/15/14; 3/18/15
Orig. Code: JHCCE/KBCAA/GBEBE

News/Media - HIV, AIDS or HBV**

(Delete)

The district shall appoint a district spokesperson who shall respond to media inquiries regarding rumored or identified HIV, AIDS or HBV cases.

The spokesperson shall stress:

1. School districts are not informed of a person infected with HIV, AIDS or HBV unless the infected person or his/her parent releases the information;
2. School districts, if informed, may not release the information unless the infected person or parent gives permission for such release;
3. School districts may not prevent a staff member from working if he/she is able to perform his/her job responsibilities. Students have a right to continue to attend school;
4. The district shall ask the local health department or other health authorities to assist the district spokesperson in responding to media inquiries.

END OF POLICY

Legal Reference(s):

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 332.061](#)
[ORS 336.187](#)

<http://landru.leg.state.or.us/ors/342.htm>
[ORS 342.850\(7\)](#)
[ORS 433.008](#)
[ORS 433.045](#)

[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 333-018-0030](#)
[OAR 581-015-0005](#)
[OAR 581-022-1440](#)

Brookings-Harbor School District 17C

Code: **JHFE/GBNAB**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 1/25/12; 8/22/12;
4/15/15; 4/15/20; 12/15/21
Orig. Code: JHFE

Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately ~~make a report by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system^[2] or its designee~~ or to ~~the~~ law enforcement agency within the county where the person making the report is located at the time of the contact. ~~pursuant to Oregon Revised Statute (ORS) 419B.010.~~ Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~in the same manner described above, or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.~~

The report must contain, ~~if known, the report shall contain~~ the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or through its centralized child abuse reporting system or to~~

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

³ "Person" could include ~~an~~ adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

~~a designee of the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.~~

The district will designate a licensed administrator and an alternate licensed administrator⁷, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Special Programs or the Director of Fiscal Services⁸ who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for ~~making a report to local law enforcement~~ ~~and the centralized child abuse reporting system of local DHS office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or

⁷~~ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.~~

⁸~~A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.~~

any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

Brookings-Harbor School District 17C

Code: **KBCAA/GBEBE/JHCCE**
Adopted: 1/08/96
Readopted: 10/22/03; 1/15/14; 3/18/15
Orig. Code: KBCAA/GBEBE/JHCCE

News/Media - HIV, AIDS or HBV**

(Delete)

The district shall appoint a district spokesperson who shall respond to media inquiries regarding rumored or identified HIV, AIDS or HBV cases.

The spokesperson shall stress:

1. School districts are not informed of a person infected with HIV, AIDS or HBV unless the infected person or his/her parent releases the information;
2. School districts, if informed, may not release the information unless the infected person or parent gives permission for such release;
3. School districts may not prevent a staff member from working if he/she is able to perform his/her job responsibilities. Students have a right to continue to attend school;
4. The district shall ask the local health department or other health authorities to assist the district spokesperson in responding to media inquiries.

END OF POLICY

Legal Reference(s):

ORS 326.565	http://landru.leg.state.or.us/ors/342.htm	OAR 333-018-0000
ORS 326.575	ORS 342.850(7)	OAR 333-018-0005
ORS 332.061	ORS 433.008	OAR 333-018-0030
ORS 336.187	ORS 433.045	OAR 581-015-0005
		OAR 581-022-1440

Cross Reference(s):

GBEBE/JHCCE/KBCAA - News/Media - HIV, AIDS or HBV
JHCCE/KBCAA/GBEBE - News/Media - HIV, AIDS or HBV

BROOKINGS-HARBOR SCHOOL DISTRICT

RESOLUTION NO. 2025-001

Naming the SOCOMI Sports Complex at Brookings-Harbor High School

RECITALS

A. The Brookings-Harbor School District (BHSD) recognizes the significant role that the naming of school facilities plays in fostering community pride, acknowledging philanthropy, and honoring the legacy of individuals who have made substantial contributions to the school and the community.

B. In 2024, BHSD initiated a major renovation project at Brookings-Harbor High School, transforming the football field (known as Elmer Bankus Field) into a modern synthetic turf multipurpose field and resurfacing the surrounding track. This project was made possible through collaboration with South Coast Lumber Co. & Affiliates, Tidewater Contractors, the Brookings-Harbor Booster Club, and other community partners.

C. South Coast Lumber Co. & Affiliates, in honor of the legacy of former CEO, Ron Fallert and the company's long-standing heritage, generously provided the financial resources for this state-of-the-art facility. This contribution will greatly enhance the experience of student-athletes, the school, and the community for years to come. Ron Fallert, a proud alumnus of Brookings-Harbor High School and a member of its very first football team, led the company as part of the second generation of his family. His unwavering support of community projects and Bruins Athletics continues under the leadership of the third generation.

D. In recognition of Fallert's lasting impact on the lumber industry and his dedication to the local community, the newly developed area will be named the SOCOMI Sports Complex. Previously named areas within the complex, such as Elmer Bankus Field and the Jayne P. Gibney Indoor Center, will retain their established names, preserving the history of other community benefactors.

E. The BHSD Board of Directors expresses its gratitude to the many community members whose vision, time, and resources have made this outstanding project possible and reaffirms its long-term commitment to the upkeep and care of these new multipurpose turf field and resurfaced track and field facilities.

RESOLVED

1. The Brookings-Harbor School District Board of Directors extends its deepest gratitude to South Coast Lumber Co. & Affiliates for their generous contribution to the development of the new athletic facilities at Brookings-Harbor High School.
2. The newly completed facility, which includes the grandstands, track, field, practice field, and nearby athletic areas, shall be officially named the "SOCOMI Sports Complex," in

honor of Ron Fallert – South Coast Lumber Co. & Affiliates – and significant contributions to the Brookings-Harbor community.

3. This resolution shall take effect immediately, and the Brookings-Harbor School District will proceed with the installation of signage and public recognition in accordance with this resolution.

PASSED AND ADOPTED on September 18, 2024, by the Brookings-Harbor School District Board of Education by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

Date: September 18, 2024

Board President, Brookings-Harbor School District

Board Secretary, Brookings-Harbor School District

COMING THIS FALL 2024

OSBA LEGISLATIVE ROADSHOW

SEPT. 30-NOV. 7



LEARN MORE:



MEETING SCHEDULE

SALEM SEPT. 30	PENDLETON OCT. 24
EUGENE OCT. 15	ASTORIA OCT. 24
BURNS OCT. 15	ASHLAND OCT. 28
PAISLEY OCT. 16	PRAIRIE CITY OCT. 28
REDMOND OCT. 17	ROSEBURG OCT. 29
HILLSBORO OCT. 17	CONDON OCT. 29
VALE OCT. 21	COOS BAY OCT. 30
LA GRANDE OCT. 22	THE DALLES OCT. 30
ENTERPRISE OCT. 23	ALBANY NOV. 4
CLACKAMAS OCT. 23	PORTLAND NOV. 7

**Brookings-Harbor School District
629 Easy Street
Brookings OR 97415**

Application for Brookings Harbor School District Budget Committee

The School Board genuinely appreciates your interest in serving on our School District Budget Committee. To be considered for appointment to this Committee, please complete this form and return it to the District Office, 629 Easy Street, Brookings, OR 97415 or email a copy to the Board's Admin Assistant Nancy Raskauskas-Coons at nancyr@brookings.k12.or.us. The district has 2 open positions out of 5 total at this time.

The initial deadline for applications is 4 p.m. on Oct. 11, 2024. If positions remain to be filled after the October 2024 Regular Board Meeting, the Board will consider applications for appointment monthly until filled. For more information, see <https://www.brookings.k12.or.us/budget/>

By state law and district policy, School District Budget Committee members must meet three criteria:

- 1) Live within the geographic boundaries of District 17-C
- 2) Be a registered voter in the State of Oregon.
- 3) NOT be an employee or agent of District 17-C

Name _____

Address _____

Phone _____

Do you have any school-age children? _____ If yes, what ages? _____

Please list any relevant school committees or business/community activities which you have been involved with in the past two years:

Please describe any special qualifications or abilities you may have that would help you to fulfill your responsibilities as a member of the Budget Committee:

Which of the following terms are you willing to serve? (You may select one or both).

- Open 3-Year Term Expiring June 30, 2025 (1 position available)
- Open 3-Year Term Expires June 30, 2026 (1 positions available)

(Please use the back of this page or another sheet if necessary)

**PROCLAMATION:
September 17-23rd as Constitution Week**

WHEREAS, The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

WHEREAS, September 17, 2024 marks the two hundred and thirty-seventh anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, It is appropriate to accord official recognition to this important document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

WHEREAS, The United States of America designates September 17 through September 23 as Constitution Week,

NOW, THEREFORE, the Brookings-Harbor School District Board of Directors hereby proclaims that September 17th through 23rd is proclaimed as

CONSTITUTION WEEK

And we ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

ADOPTED this 18th day of September, 2024.

Signed:

Attest:

Chair, BHSD Board of Directors

Superintendent/Clerk



BROOKINGS-HARBOR
"Every Student Can Succeed"

**PROCLAMATION:
September as Suicide Awareness and Prevention Month**

WHEREAS, suicide is a major public health problem with immediate and long-term effects on individuals, families and communities, and

WHEREAS, suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and suicide is a major public health issue that requires vigilant attention and preventative action, and

WHEREAS, the ongoing stresses brought on by social unrest and the growing inequality increase risk for self-harm, and

WHEREAS, each death by suicide directly impacts numerous family members, friends, loved ones, and by extension the entire rural community; and

WHEREAS, research shows that 95% of adults would do something if someone close to them was thinking about suicide if they only knew what to say or do.

NOW, THEREFORE, the Brookings-Harbor School District hereby proclaims September, 2024 as
SUICIDE AWARENESS AND PREVENTION MONTH

BE IT FURTHER RESOLVED that the District encourages all students and parents to learn the warning signs, trust their gut and use that information to ask a troubled friend, colleague or family member "R U OK?" and be prepared to listen. That conversation could change a life.

Adopted this 18th of September 2024

Signed:

Chair, BHSD Board of Directors

Superintendent/Clerk

Attest:

PROCLAMATION: October as Bully Prevention Month

WHEREAS, bullying is physical, verbal, sexual, or emotional intimidation or harm intentionally directed at a person or group of people and occurs in neighborhoods, playgrounds, schools, on the job and through technology, and

WHEREAS, research indicates that bullying is the most common form of violence, annually affecting thousands of Oregon children and adolescents; and

WHEREAS, targets of bullying are more likely to acquire physical, emotional, and learning problems and

WHEREAS, children who bully are at greater risk of engaging in more serious violent behaviors, while children who witness bullying often feel less secure, more fearful, and intimidated.

NOW, THEREFORE, the Brookings-Harbor School District Board of Directors hereby proclaims the month of October 2024 as

BULLY PREVENTION MONTH

BE IT FURTHER RESOLVED that the Board encourage all schools, students, parents, recreational programs, religious institutions, and community businesses and organizations to become engaged in a variety of awareness and prevention activities designed to make our communities safe for all children, adolescents, and adults. Individuals can start by supporting a friend who is bullied and move from a bystander to an upstander when they witness someone being bullied. Additionally, we call on leaders of organizations such as our schools to take action and systematically address bullying and harassment to create and ensure safe community spaces for all.

Adopted this 18th of September 2024

Signed:

Attest:

Chair, BHSD Board of Directors

Superintendent/Clerk