

Molalla River School District's

ELEMENTARY SCHOOL

Parent-Student Handbook

2009-2010

District Goal

Increase student academic achievement in literacy for the areas of reading comprehension, mathematics and science for ALL students

Molalla River School District

Administration and District Office (503) 829-2359

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DISCRIMINATION:

Molalla River School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title 11 of the Americans with Disabilities Act. Persons having questions about equal opportunity and nondiscrimination should contact the Director of Supported Education or the Superintendent at (503) 829-2359.

Persons having questions about or requests for special needs and

accommodations should contact the Director of Supported Education at (503) 829-2359 X238.

Molalla River School District Parent-Student Handbook General Information

All procedures described in this handbook are intended to help assure the protection of children, staff, and the on-going instructional program at the Elementary Schools in the Molalla River School District.

Attendance

Every classroom teacher takes attendance on a daily basis. Please call the school office if your child will not be in school on any given day. It is quite acceptable to leave a voice mail message before the office opens in the morning. If you know in advance that your child will be absent you may send a note. Please ensure daily attendance of your child unless sick or an emergency.

Bus Transportation

Our bus transportation specialists will provide students with a safe, secure ride on the school bus. It is important that students and parents are aware of the transportation policies.

If your child will be transported to an alternative destination you must send an authorization note to school and contact First Student Bus Transportation at 503-829-2512. ***No student will be transported to an alternative destination without school and bus department authorization.***

Once a student boards the bus, the driver is **NOT** allowed to release that student until the bus reaches the designated stop, **even to the parent**. A school staff member may request that a bus driver release a student.

The bus ride to and from school is considered part of the regular school day. Inappropriate behavior on the school bus may result in student discipline that can include suspension from riding the bus or other appropriate consequences.

Change of Address or Phone Number

If there is a change in address or home or work telephone number, please inform the school immediately. We must be certain we can contact you in case of an emergency. Please inform us immediately if you make a change in babysitter arrangements. We need an address and phone number in order to assist in the efficient transport of your child.

Criminal Background Check

Parent volunteers are appreciated at school and on field trips. The law requires all parent volunteers to pass a criminal background check, good for three years. Such forms are available in the school office.

Emergency Drills

The safety of your child is our greatest concern. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Fire and earthquake drills are held regularly. Escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building. All staff are trained to take appropriate actions in the event of a “lock-down.”

Food Services

Breakfast and lunch are served daily. Students are issued an ID card to be used to order meals. The card remains at school. Parents are expected to prepay for meals by check or cash. Menus are provided in advance. If your child’s account becomes “overdrawn” you will receive notice. Applications for free and reduced meals are available in the office.

Elementary Student Breakfast	\$1.10	Adult Breakfast	\$1.85
Elementary School Lunch	\$1.90	Adult Lunch	\$3.00

Milk is 50 cents and not included in the prices above.

NSF Policy- If for any reason a check written for school meals is returned to the district for non-sufficient funds or the check has been written on a closed account, you will no longer be allowed to pay for school meals by personal check for the remainder of the school year. The loss of check writing privileges for school meals will be enforced throughout the district for all family members.

Meal charging policy-At the elementary schools- Each student will be allowed (three) meal charges. If a student is at that limit he/she will be offered a cheese sandwich, milk and whatever fruits and vegetables he/she wishes from the offering bar. No child is ever refused a meal. Each child has the right to accept or deny the offered meal.

“Note!!- If your student receives an ‘Account Balance Sheet’ slip, please remember to send what is owed plus money for future meals.”

District policy does not permit charging of meals at the middle or high school-If a student does not have money and his/her account balance is 0, he/she will be offered a cheese sandwich, milk and whatever fruits and vegetables he/she wishes from the offering bar. No child is ever refused a meal. Each child has the right to accept or deny the offered meal.

Unpaid charges and NSF checks at the end of the school year will be accumulated with other unpaid school charges & fees, and may result in the withholding of grade reports, diploma & records per Board Policy.

Head Lice

The Molalla River School District follows the recommendations of the Clackamas County Public Health with regard to procedures for controlling head lice in a school environment. As such,

1. Students found with live lice shall be excluded from school.
2. Students present with no live lice may return to school, even if nits are present.
3. Students will be rechecked at 7 and 14 days. If live lice are present the student will be excluded from school again.

4. After 14 days, if live lice remain present, the student will be excluded until both nits and lice are absent.
5. Students with nits only will not be excluded from school but rechecked in 7 and 14 days for the presence of live lice.

Homework

Homework is an important part of our educational program. It is intended to reinforce student learning. The amount of homework will vary according to each student's needs and each teacher's requirements. Homework will be provided to absent students, but it cannot replace classroom instruction. The general rule is that students will have one day to complete work for each day absent.

Leaving School Early

There are times when parents find it necessary to ask that their children be excused prior to regular dismissal times. When this occurs, students should have a note signed by the parent stating the date and time for dismissal, reason for early dismissal, and who will be picking them up at school. This note should be given to the teacher upon arrival in the classroom in the morning. When arriving to pick up a student, parents will need to come to the office and complete the student check-out form. Arrangements will then be made to escort the student from class to the office. Parents are *never* allowed to go directly to a classroom. They must *always* report first to the office.

Lost and Found

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's lost and found. All unclaimed items are donated to charity at the end of the school year.

Medication

- All medications, *both prescription and non-prescription*, MUST be brought to the school office in the "original container"
- All medications MUST be delivered to school by the parent/guardian. Students are NOT to transport medication to school
- Accurate instructions MUST accompany the medication
- The student's name MUST be on the container if it is a prescription medication
- An "*Authorization to Administer Medication Form*" MUST be completed by the parent/guardian before medication can be administered

Messages for Students

We understand that emergencies happen and your child may need to be notified as to a change in plans. However, to limit interruptions in the classroom we ask that you notify the school office of any emergency messages **BEFORE 2:00 PM** if possible.

Parent Leadership

Parents are encouraged to serve on the Parent Group and/or the School Site Council. Contact the school for further information.

Parking

Visitors, volunteers, or parents picking up their children are asked to park in the appropriately marked places.

Report Cards and Conferences

Student progress is reported through conferences and report cards that align with the State Content Standards.

The school year is divided into trimesters. Report cards will be given out the first and third trimesters. A parent/teacher/student conference will be held at the end of the first trimester in November and the end of the second trimester in March. Conferences with teachers may be arranged at any time during the school year. Please contact the teacher to arrange an appointment.

School Closures

If weather makes travel hazardous, the Molalla River School District will close all district schools. However, in the event of localized weather conditions, loss of utilities or other emergencies affecting only one school, school closures may be announced on an individual basis.

All closure information, whether district wide or for an individual school, is announced on the School Announcement Network. The following radio and television stations are part of the School Announcement Network:

AM Radio	KEX - 1190; KUPL - 1330; KXL -750; KWJJ - 1080; KMJK - 1290; KINK -
FM Radio:	101.9; KKRZ -100.3; KUPL - 98.7; KKLI - 97.1; KL - 95.5;
	KG -99.5; KMJK - 106.7; KKCW 103.3.
Television:	KGW 8; KOIN 6; KATU 2

If a "late opening" is announced, please continue to listen for an updated report, as worsened conditions could lead to a closure. If school is closed during the day, we will activate an "Emergency Notification" procedure.

This year, emergency message delivery is being extended directly to the public through a system called FlashAlert. **You are now able to self-register and manage up to five home or office email and/or cell phone text message addresses and receive emergency information *just minutes* after we post it, at no cost to you.**

To register, go to www.flashalert.net and in the left frame, select "Subscribe to receive news from participating organizations." Enter your primary email address twice and click on create your account. On the next screen, under "Add an Organization," choose the Region Name (Portland/Vanc/Salem region), then Category Name (Clackamas Co. Schools), then Organization Name (Molalla River). Click on "Subscribe."

Below that, you can enter up to four more addresses. When you are done, click "Update Email Addresses and Send Test Messages." A verification message will be sent to each of your listed addresses.

Student Behavior Expectations and Responsibilities

Each Molalla River School District elementary school has its own student management plan. The following are general expectations of all elementary students:

1. Follow adult direction the first time.
2. Treat every student and staff member with respect.
3. Keep hands, feet, and objects to yourself.
4. Help maintain the building and all materials and equipment.
5. Walk quietly, safely and promptly.
6. Use appropriate language.
7. Follow the specific rules in each class.
8. Dress appropriately (safe shoes, shirts over tiny strap tanks, no hats, etc.)

Two important behavioral goals for students are:

1. To make appropriate choices
2. To be in control of their own behavior.

On the playground:

1. Use all equipment in a safe and proper manner.
2. Stay in designated play areas.
3. Play in a responsible manner.
4. Take turns and share equipment.
5. Obtain permission from the playground supervisor before entering the building.

In the hallways and other areas:

1. Walk quietly, keeping hands, feet and objects to yourself.
2. Keep all areas of the school clean and free of litter.
3. Follow adult directions and posted rules and procedures.

In classrooms: follow classroom rules and procedures.

In the cafeteria: follow rules posted in the cafeteria.

Student Insurance

While the school district does not provide accident insurance for children, school insurance is available for the family to purchase. Details will be sent home with the children at the beginning of the school year.

Support Programs

The following support programs are offered: Speech and Language, English Language Learners (ELL), Migrant Education, Supported Education, Homeless Liaison/Attendance Specialist, School Counseling, and Talented and Gifted. Please contact the school if you have questions about these programs.

Toys and Valuables

Students should not bring toys or items of value to school without advance consent from the classroom teacher.

Use of Facilities

Organizations are welcome to use our facilities after school hours. Interested parties must complete a facility use form and pay the designated usage fee. Contact the school office for further information.

Violations of behavior expectations and district policy may result in:

- Staff assigned consequences
- Time Out
- Loss of Recess Time
- Conferences with Parents
- In School Suspension
- Out of School Suspension
- Expulsion

Visitors

Parents and other visitors to the school are required to report to the Office before making a visit to a classroom.

We welcome you to visit us and become better acquainted with the school. However, for the protection of your child, we ask that all visitors report immediately to the Office when arriving at school. A name tag will be issued. If you are volunteering, please sign the volunteer information sheets. We carefully document the many hours that parents give to our school. We are very appreciative of all the help you provide.

If you wish to observe a particular activity or subject, check with the teacher several days in advance to determine the best day and time. If parents or guardians wish to confer with a teacher, please call in advance and make an appointment for an after-school conference. Classroom routines must not be disturbed during the day. As a general rule, preschool children, friends and visiting relatives tend to disturb a classroom, so they are asked not to visit school unless a special event is scheduled. All visitors must sign in at the office.

District Information and Policies

STUDENT DRESS AND GROOMING STANDARDS

The Board of Education recognizes that school dress significantly influences student behavior and that appropriate dress and grooming contribute to a productive learning environment as well as promote individual dignity. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate so as not to endanger their health, safety, or welfare, or that of others; so as not to foster peer competition or not to cause a disruption to the educational process. District dress and grooming codes shall be enforced on the school campus and at any school-sponsored activity. Appropriate dress for school dances, graduation activities, and other special events will be communicated to parents and students by the school.

The superintendent is directed to develop administrative regulations for the implementation of policy.

The Student Dress and Grooming regulation specifies standards that promote a positive and safe learning environment for students. Annual notice of this regulation shall be provided to students, parents and staff in student handbooks. In addition, each school site council shall regularly review these standards. District and school dress and grooming codes shall be enforced on the school campus and at any school-sponsored activity. Appropriate dress for special events will be communicated to parents and students by the school. Exceptions to the dress code may be made by the administration for special days, special events, or activities.

STANDARDS

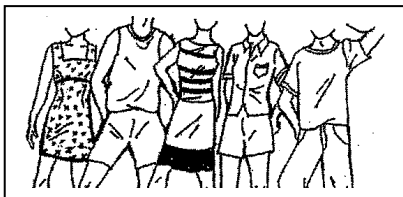
1. To ensure adequate coverage of the body at school and school activities, the following articles of clothing are not permitted:
 - See-through garments
 - Backless or strapless dresses or tops, including halter-tops or any tops that expose cleavage
 - Bare-midriff tops (Tops and bottoms must touch when student is standing).
 - Muscle shirts or sleeveless undershirts that expose the torso
 - Tank tops or spaghetti straps
 - Shorts, skirts, pants, and tops that fail to conceal undergarments when the student is standing or sitting
 - Shorts, skirts, or dresses that are shorter than finger-length when arms are held at sides, or that expose undergarments when standing or sitting. These articles must provide full coverage of the body at all times
 - Clothing that is tight or revealing.
2. Shoes shall be worn at all times. Shoes that interfere with safe play and instructional activities are inappropriate.
3. Clothing, accessories, and jewelry shall be free of writing, pictures, symbols, or any other insignia that are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewelry that degrade any cultural, religious or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol or any unlawful acts are prohibited.
4. Hats, caps, and other head coverings shall not be worn at elementary and middle schools. On the high school campus, the wearing of hats indoors is left to the discretion of the administration and teaching staff.

5. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the principal or administration and verified in writing by a physician.
6. Gang-related clothing or accessories, including but not limited to bandannas, or other symbols, emblems or insignia are prohibited. School officials shall use information obtained from community resources and the local gang task force to make judgments on what items and accessories are gang-related.
7. Tattoos on any part of the body must be covered if they are gang-related or violate any of the provisions of this dress code.
8. Items of clothing or accessories with spikes, safety pins, or chains including wallet chains, are prohibited. Clothing or any attachments to clothing that could be covered weapons are not allowed.
9. Sleepwear or slippers may not be worn.
10. Clothing must not have excessive rips or tears.
11. Excessive sagging or baggy pants are not to be worn. Undergarments may not be exposed.
12. Any clothing or accessory that inhibits the safety of the student or others.
13. The final determination of what constitutes appropriate dress shall be made by the school administration.

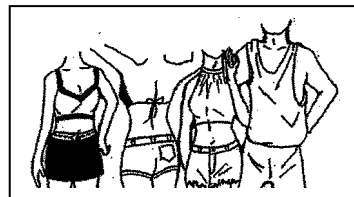
School Site Councils shall review fashion trends regularly to determine if they are inappropriate for school as defined by this Dress and Grooming Code. Parents and students will be notified following such determinations.

Students, with the support of their parents, have the responsibility to cooperate fully with District clothing and grooming standards, Students who violate the Dress and Grooming Code or disrupt the educational process due to their appearance will be asked to change their clothing. Students may be offered alternative clothing from the school, may change to appropriate items they have with them, or may be sent home to change. Parents will be contacted to review the District's Dress and Grooming Code. Students who refuse to comply with this action will be suspended as determined by the Code of Conduct.

APPROPRIATE DRESS



INAPPROPRIATE DRESS



Please contact your school if you have any questions

Molalla River School District

Code: AC
Adopted: 2/10/05
Readopted: 5/14/09
Orig. Code(s): AC

Nondiscrimination

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation¹, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues². The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

END OF POLICY

Legal References:

[ORS 192.630](#)
[ORS 326.051\(1\)\(e\)](#)
[ORS 342.934\(3\)](#)
[ORS 659.805](#)
[ORS 659.815](#)
[ORS 659.850](#)
[ORS 659.865](#)
[ORS 659.870](#)

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

² Districts are reminded that the district is required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.

[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.043](#)
[ORS 659A.103](#)
[ORS 659A.109](#)
[ORS 659A.112 - 659A.139](#)
[ORS 659A.142](#)
[ORS 659A.145](#)
[ORS 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)
[ORS 659A.409](#)
SB 2 (2007)
[OAR 581-015-0054](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0049](#)
[OAR 581-022-1140](#)
[ORS 659.150](#)
[OAR 581-021-0044](#)
[OAR 581-021-0045](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006); 29 C.F.R Part 1626 (2006).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

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

Americans with Disabilities Act Amendments Act of 2008

Cross Reference(s):

ACA - Americans with Disabilities Act

GBA - Equal Employment Opportunity

JB - Equal Educational Opportunity

Molalla River School District

Code: **AC-AR**
Adopted: 4/01/05
Readopted: 1/10/08
Orig. Code(s): AC-AR

Discrimination Complaint/Grievance Procedure

Complaints regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the building principal, who shall in turn investigate the complaint and respond to the complainant within five school days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the building principal is the subject of the complaint, the individual may file a complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chairman.

Formal Procedure

- Step 1: A written complaint must be filed with the principal within five school days of the receipt of the response to the informal complaint. The principal shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days.
- Step II: If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within five school days after receipt of the building principal's response to the complaint. The superintendent shall meet with all parties involved, as necessary; make a decision and respond, in writing to the complainant within 10 school days.
- Step III: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step II. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative at the next regular or special Board meeting. A copy of the Board's decision shall be sent to the complainant within 10 days of this meeting.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction.

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint	Date	School or Activity
Student/Parent <input type="checkbox"/>	Employee <input type="checkbox"/>	Nonemployee <input type="checkbox"/> (Job applicant)
Type of discrimination:	<input type="checkbox"/> Race	<input type="checkbox"/> Color
	<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin <input type="checkbox"/> Disability
	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Religion
	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Orientation

Specific Complaint: (Please provide detailed information including names, dates, places, activities and the results of informal discussion.)

Remedy Requested:

The complaint form should be mailed or taken to the building principal. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Molalla River School District

Code: **JFCF/GBNA**
Adopted: 12/13/01
Readopted: 6/12/08
Orig. Code(s): JFCF/GBNA

Hazing/Harassment/Intimidation/Bullying/Menacing

The Board is committed to providing a positive and productive learning and working environment. To this end, hazing, harassment, intimidation, menacing bullying, or cyberbullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Definitions

1. Third parties include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. District includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.
3. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. Harassment, intimidation or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Creating a hostile educational environment.

"Harassment" also includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.

“Intimidation” also includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or district property to harass or stalk another.

5. Menacing includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying or menacing in violation of this policy [shall] [is encouraged to] immediately report his/her concerns to the building principal or superintendent who have overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

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

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

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

The superintendent shall be responsible for ensuring notice of this policy is provided to students, staff and third parties and the development of administrative regulations, including reporting and investigative procedures, as needed. Complaint procedures, as established by the district, shall be followed.

END OF POLICY

Legal Reference(s):

[ORS 163.190](#)
[ORS 166.065](#)
[ORS 166.155 - 166.165](#)
[ORS 332.072](#)
[ORS 332.107](#)
[ORS 339.240](#)
[ORS 339.250](#)
[ORS 339.254](#)
[ORS 339.260](#)
[ORS 339.351 - 339.364](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0055](#)
[OAR 581-022-1140](#)

HB 2637 (2007)
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Molalla River School District

Code: **JFCF/GBNA-AR**
Adopted: 6/12/08

Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures

Building principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, cyberbullying or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

- Step 1 Any hazing, harassment, intimidation, bullying, cyberbullying or menacing information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step 3 If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file.

Molalla River School District

Code: **JBA/GBN**
Adopted: 6/14/01
Readopted: 6/12/08
Orig. Code(s): BA/GBN

Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes district facilities, district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

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

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, compliance officer or superintendent, who have overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The

Sexual Harassment - JBA/GBN

student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

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

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

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

The superintendent shall ensure appropriate periodic sexual harassment training awareness or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The district's policy shall be posted in all schools. Such posting shall be by a sign of at least 8.5 by 11 inches.

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

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[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 (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).

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

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

Molalla River School District

Code: **JBA/GBN-AR**

Adopted: 8/21/01

Readopted: 6/12/08

Orig. Code(s):JBA/GBN-AR

Sexual Harassment Complaint Procedure

Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

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

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X,

915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

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

The superintendent shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-015-0070 or 584-016-1075 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Services to Children and Families representatives as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chairman.

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

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

Any other information: _____

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

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

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

Signature: _____

Date: _____