

**Molalla River Middle School  
2009-2010  
Student Handbook**

***Increase student academic achievement through literacy focused on reading comprehension, mathematics, and science for ALL students.***



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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# Administration & District Office

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503-829-2359

Wayne D. Kostur – Superintendent

Tony Valley, Ed.D. – Director of Human Resources/ELL Coordinator

Rick Gill – Business Manager

Danielle Sheldrake – Director of Supported Education/Title I/Section 504 Coordinator

Wayne D. Kostur – District Coordinator for Title IX

Scott Whitehead – Facilities Supervisor

Gary Dix – Technology Supervisor

Alan Willey – Migrant Education Coordinator

## **Board of Education**

Karyn Gibbons – 503-651-8101

Pam Briscoe – 503-632-7997

Janette Palmer – 503-829-5565

Mary Beyer – 503-266-4046

Cyndie Hobart – 503-829-4323

Christiana Peck – 503-829-4384

Ralph Gierke – 503-632-4625



### **Nondiscrimination:**

Molalla River School District does not discriminate on the basis of race, religion, color, national origin, disability, age, 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 Educational 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 or Supported Education or the Superintendent at 503-829-2359.

Additional information may be found in Board Policies and Administrative Rules: AC, ACA, and GBA

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# MOLALLA RIVER SCHOOL DISTRICT

## 2009-2010 SCHOOL CALENDAR

Adopted 4/09/2009

M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
<b>July</b>					<b>Aug.</b>					<b>Sept.</b>					
		1	2	H 3	3	4	5	6	7	21	<del>T 1</del>	2	3	4	
6	7	8	9	10	10	11	12	13	14	H 7	8	9	10	11	
13	14	15	16	17	17	18	19	20	21	14	15	16	17	L 18	
20	21	22	23	24	I 24	I 25	W 26	W 27	N 28	21	22	23	24	L 25	
27	28	29	30	31	W 31					28	29	30			
20	<b>Oct.</b>				21	<b>Nov.</b>				20	<b>Dec.</b>				15
			1	L 2	2	3	4	5	L 6		1	2	3	L 4	
5	6	G 7	C 8	N 9	9	10	H 11	12	L 13	7	8	9	10	L 11	
12	13	14	15	L 16	16	17	18	19	L 20	14	15	16	17	18	
19	20	21	22	L 23	<del>G 23</del>	<del>C 24</del>	GC 25	H 26	N 27	21	22	23	24	H 25	
26	27	28	29	L 30	<del>T 30</del>					28	29	30	31		
18	<b>Jan.</b>				20	<b>Feb.</b>				19	<b>Mar.</b>				16
				H 1	I 1	2	3	4	L 5	1	2	3	4	L 5	
W 4	5	6	7	L 8	8	9	10	11	L 12	<del>G 8</del>	<del>C 9</del>	GC 10	M 11	M 12	
11	12	13	14	L 15	N 15	16	17	18	L 19	<del>T 15</del>	16	17	18	L 19	
N 18	19	20	21	L 22	22	23	24	25	L 26	22	23	24	25	26	
25	26	27	28	<del>L 29</del>						W 29	30	31			
22	<b>Apr.</b>				22	<b>May</b>				21	<b>June</b>				9
			1	L 2	3	4	5	6	L 7		1	2	3	4	
5	6	7	8	L 9	10	11	12	13	L 14	7	8	<del>9</del>	<del>10</del>	G 11	
12	13	14	15	L 16	17	18	19	20	L 21	M 14	M 15	16	17	18	
19	20	21	22	<del>L 23</del>	24	25	26	27	W 28	21	22	23	24	25	
26	27	28	29	L 30	H 31					28	29	30			

**KEY:**

- NO SCHOOL
- Trimester begins
- C** Conference Day - No Classes for Students
- G** Grade Day - No Classes for Students
- H** Holiday - No Classes for Students
- I** Inservice Day - No Classes for Students
- W** Work Day
- N** Non-Contract Day
- L** Late Start Day (schedule on back)
- IMPORTANT See Calendar Details on back of calendar

1st Tri = 57 days, 2nd Tri = 58 days, 3rd Tri = 56 days

Total of 171 Student Days  
190 Teacher Days

**M** Possible inclement weather make up day IF THIS BECOMES A MAKE UP DAY - IT WILL BE A LATE START

## 2009-2010 Calendar Details

August			
24	Inservice		
25	Inservice		
26	Teacher Workday		
27	Teacher Workday		
31	Teacher Workday		
<b>LATE START SCHEDULE</b>			
	Elementary	10:00 a.m. - 3:30 p.m.	
	Middle School	8:36 a.m. - 2:15 p.m.	
	High School	8:30 a.m. - 2:30 p.m.	
September			
1	<b>1st Trimester Begins</b> - First day of school for students		
7	NO SCHOOL - Labor Day		
October			
7	NO SCHOOL - Grade Day K-12		
8	NO SCHOOL - Gr. 9-12 Conferences (K-8 Individually Scheduled, Early Progress Conferences)		
9	NO SCHOOL - State Inservice Day		
November			
11	Holiday - Veteran's Day		
23	NO SCHOOL - Gr. K-8 Grade Day		
23	Gr. 9-12 Half-day Finals		
24	NO SCHOOL - Gr. K-8 Conferences		
24	Gr. 9-12 Half-day Finals		
25	NO SCHOOL - Gr. K-8 Conferences		
25	NO SCHOOL - Gr. 9-12 Grade Day		
26	Holiday - Thanksgiving Day		
27	NO SCHOOL - Non-Contract Day		
30	<b>2nd Trimester Begins</b>		
December			
21-31	NO SCHOOL - Christmas Break		
January			
1	NO SCHOOL - New Years Day		
4	NO SCHOOL - Teacher Workday		
18	NO SCHOOL (Non-Contract Day) - Martin Luther King Day		
29	K-8 Regular school day		
29	NO SCHOOL - Gr. 9-12 Conferences		
February			
1	NO SCHOOL - Inservice		
15	NO SCHOOL - Presidents Day		
March			
8	NO SCHOOL - Gr. K-8 Grade Day		
8	Gr. 9-12 Half-day Finals		
9	NO SCHOOL - Gr. K-8 Conferences		
9	Gr. 9-12 Half-day Finals		
10	NO SCHOOL - Gr. K-8 Conferences		
10	NO SCHOOL - Gr. 9-12 Grade Day		
11	NO SCHOOL - Possible make-up day		
12	NO SCHOOL - Possible make-up day		IF THIS BECOMES A MAKE UP DAY - IT <u>WILL</u> BE A LATE START
15	<b>3rd Trimester Begins</b>		
22-26	NO SCHOOL - Spring Break		
29	NO SCHOOL - Teacher Workday		
April			
23	Gr. K-8 Regular School Day		
23	NO SCHOOL - Gr. 9-12 - Conferences		
May			
28	NO SCHOOL - Teacher Workday		
31	NO SCHOOL - Memorial Day		
June			
9	Gr. K-8 Regular School Day		
9	Gr. 9-12 Half-Day Finals		
10	Gr. K-8 LAST FULL-DAY OF SCHOOL FOR STUDENTS		
10	Gr. 9-12 Half-Day Finals - LAST DAY OF SCHOOL FOR STUDENTS		
11	NO SCHOOL - Gr. K -12 Grade Day		
14	Possible make-up day		
15	Possible make-up day		

# Academic Information

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## ***Classes***

All students will take language arts, social studies, math, and science classes. Elective classes may also be offered.

## ***Student Body Fee***

We aim to provide the highest quality educational experiences possible for our students, which often makes special materials and equipment necessary. For the 2009-2010 school year, all students will be charged a \$20.00 student body fee. This fee will help to cover the use and replacement of academic materials, assemblies/activities, field trips, supplies, and equipment. The student body fee is due in the office the first week of school, and is payable to Molalla River Middle School. Special arrangements may be made with the office staff if you are unable to pay this fee completely at the beginning of the school year. Payment plans must be in place by October 1<sup>st</sup>. The balance of this fee is due at the end of the year.

## ***Grades***

You will be graded in all of your classes.

The school grading policy is as follows:

90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
Below 59%	= F

There are three trimesters in the school year. Teachers will keep you informed of your progress on a regular basis.

Official notification (sent to your parents or guardians) will be:

1. Progress reports - These will be given out three times a year, midway through each trimester.
2. Trimester Grades - These will be given at the end of each 12-week trimester period.

IEP grading will be determined by the IEP team. Students on IEP's may be graded with letter grades A, B, or C, or on an alternative scale of S (Satisfactory) or U (Unsatisfactory) depending on the decision of the IEP team. An adjusted grading scale may also be part of the IEP team decision regarding an individual student's grades. Trimester report card comments should reflect these decisions. Students who receive S or U grades are ineligible for Honor Roll consideration.

3. If you are having difficulty with grades, behavior, attendance or other factors that make it hard for you to progress at school, teachers or administrators will send notices home or call your home.

4. If you are experiencing success or great improvement, your teachers or administrators may also send notices home or call your home.

## ***Year End Celebration Criteria***

All students may participate in end of the year reward activities/field trips (6<sup>th</sup> and 7<sup>th</sup> Grade: Oaks Park- 8<sup>th</sup> grade Kah-Nee-Tah) provided they meet the following criteria\*:

- 1) Behavior: no current expulsion or suspension at the time of the celebration days.
- 2) Complete all work-sample requirements by May 14<sup>th</sup>. Requirements for transfer and special program students will be determined on a case-by-case basis.
- 3) Fines: all financial obligations met prior to the trip.
- 4) District Dress Code still applies on all celebration activities.

*Any exceptions to the criteria may be reviewed at the administration level.*

Selected Eighth Grade Students will be awarded certificates earned at an assembly on June 9, 2010 based on these criteria:

- 1) Presidential Awards: 3.5 cumulative GPA and scoring at the 85<sup>th</sup> percentile on one of the State Assessments.
- 2) Perfect Attendance for all three years.

All students will participate in the end of the year reward event activities provided they meet the above criteria. Teachers will be informing students and parents of these criteria in September and at October goal-setting conferences.

\*The end of the year activities are a privilege and may be revoked by administrators prior to the activity due to concerns regarding behavior, grades, work samples and attendance.

## ***School Dances/Events***

All students may attend dances and other events throughout the year. The length of time a student may be allowed to participate is dependent on: up-to-date fees/fines, behavioral and/or 92% or better attendance since the last dance. Those students who meet all the criteria will receive extended dance/event participation time.

# Academic Information

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## *Homework Policy*

### **Purposes of Homework**

Homework:

- Is a valuable part of schooling
- Allows for practicing, extending, and consolidating work done in class
- Provides training for students in planning and organizing time
- Develops a range of skills in identifying and using information resources
- Establishes habits of study, concentration and self discipline which will serve students for the rest of their lives
- Strengthens home-school links
- Reaffirms the role of parents and caregivers as partners in education
- Provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children
- Challenges and extends gifted and talented children
- Reinforces concepts introduced in class
- Fulfills the expectations of the community
- Expands and eases the time constraints of the curriculum

### **Homework is most beneficial when:**

- It is reinforced and extends class work and consolidates basic skills and knowledge
- It is challenging and purposeful, but not so demanding that it has adverse effects of the student's motivation
- Students take responsibility for their homework, supported by their parents or caregivers
- It is well coordinated and teacher expectations are well communicated
- It is set on a regular basis and established a routine of home study
- Teachers set suitable amounts of homework which are varied and at an appropriate level considering the age, stage of schooling and capabilities of students
- It takes into account students' home responsibilities and extracurricular activities such as clubs, sports, and part-time employment
- It is marked promptly and accurately
- Feedback and follow-up are provided regularly to students
- It develops and extends the core learning skills of inquiry and independent study
- Homework assignments and expectations recognize individual student differences, abilities, achievement levels and needs
- Is understandable and readable



### **TYPES OF HOMEWORK**

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1. **Practice exercises** - provides students with the opportunities to apply new knowledge, or review, revise, and reinforce newly acquired skills.
2. **Preparatory homework** - provides opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons.
3. **Extension assignments** - encourages students to pursue knowledge individually and imaginatively.
4. **Extra Credit** - some teachers may offer extra credit to help a student's grade. This is done at the discretion of the teacher.

Wherever possible homework should recognize the place of technology in today's work and the benefits of using technology such as home computers, E-mail, and the Internet for organizing and accessing information. School, however, should have regard for equity issues when setting homework that relies upon the use of technology. Students who do not have access to such technology at home should not be disadvantaged.

There is a tremendous amount of research and opinions on the amount of homework that should be assigned each night. The majority of the research concludes that middle school students should expect 15-30 minutes of homework per night per subject. That would include band instrument practice, reading, memorizing, and competing assignments assigned during the day. If your child is spending a great deal more time than this every night, it is the parent/caregiver's responsibility to contact the teacher to discuss the problem. The staff at MRMS believes it is important that students of all ages have opportunities for free time, leisure and physical activities outside of school; therefore we will do our best to coordinate amounts of homework given with team members.

### **Late Work Policies:**

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy.

- Partial credit
- No credit
- Missed reward activity
- Communication with parents
- After school detention

# Academic Information

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Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work missed due to illness or absence.

Homework immediately turned in following an out of school suspension, is not considered late work.

## **EXPECTATIONS**

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### **Parents and Caregivers can help by:**

- Taking an active interest in homework
- Ensuring that there is time set aside for homework
- Encouraging and supporting students to complete homework
- Providing, where possible, a dedicated place and desk for homework and study
- Encouraging their children to read and take an interest in current events
- Assisting teachers to monitor homework by signing completed work if requested and being aware of the amount of homework set
- Communicating with teachers any concerns about the nature of homework and their children's approach to the homework
- Alerting the school to any domestic or extracurricular activities which may need to be taken into consideration when homework is being set or corrected

### **Teachers can help by:**

- Ensuring students and parent/caregivers are aware of the school's homework policy
- Providing quality homework activities related to class work
- Setting a suitable amount of relevant homework which is appropriate to the ability of each students
- Ensuring that students are aware of what is expected of them, and how their work will be assessed
- Giving students sufficient time to complete their homework, taking into account, a far as possible, competing home obligations and extracurricular activities and homework set by other teachers
- Marking homework promptly and appropriately maintaining homework records and providing feedback to students and parents or caregivers
- Alerting parents/caregivers of any developing problems concerning their children's homework and suggesting strategies that they can use to assist their children with their homework

### **Student can help by:**

- Being aware of their school's homework policy
- Completing homework within the given time frame
- Alerting parents/caregivers to homework expectations

- Seeking assistance from teachers and parents/caregivers
- Ensuring homework is of a high standard
- Organizing their time to ensure that sufficient time is given to quality homework within set deadlines

\*\*Students who are on an IEP will follow the same guidelines with the proper accommodations.

**As with all schoolwork, but specifically with homework, the interaction among the teacher-student-parent is essential for successful completion of the tasks. Yet, the final responsibility for completing the homework rests with the student.**

## ***Make-up Work***

If you are going to be absent for three days or more, your parent may call for your work. The teachers have a day to get the work ready for your parent to pick up at the office.

When you come back from being absent, and if you haven't done the work already, you will normally have two days to make up each one day's absence.

An exception to this is a large assignment that has been assigned for a long time (like a report you knew about four weeks ago). If it was due while you were absent, it will be due on the day you return.

Please check with your teacher for work you missed. You will need to make it up, and it's your job to see that you have the work you missed. You'll need to make up major tests and quizzes as soon as possible when you come back to school.

Don't forget about these assignments. They have an effect on your grade and don't wait to make them up. Take care of it as soon as you can. It will help your learning and how you feel about the class. Getting behind in work is not fun.

## ***Tests/Assessments/Surveys***

Students at our school take a variety of group tests, assessments, and surveys. You and your parents will be notified when these occur. Questions or comments about these may be directed to the school office or administration.



# Academic Information

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## ***Books***

Books are checked out to students:

1. Oregon Law (ORS 334.260) permits our school to retain certificates, grades and records in the event of non-payment of fees, fines, or damages.
2. All books checked out have a number.
3. Your name will be written in the book.
4. Let your teacher know if the book is not in good condition.
5. If you damage a book, tell your teacher or the librarian.
6. When your book is returned at the end of the year, or when you move away, you will be charged for any damage to it. Normal use is not considered damage, though. The amount you may be charged is based on the damage to the book.
7. Outstanding fines and missing books may make a student ineligible for extended dance times, rewards and end of the year field trips.

## ***Benchmark Support Plan***

Students who do not meet the state benchmarks and standards are eligible for additional or alternative services. These may include: daily study hall, peer tutoring, after school program and targeted support.

A part of all students' academic program will include: monitoring student progress, helping students develop traits of a successful learner, and educating students about their CIM/Benchmark progress. Parents will receive communication about student progress through mid-term progress notes, report cards, parent conferences in October and April and upon request.

Academic accommodations and modifications may be made in the regular education \*curriculum to help support all students as determined appropriate by classroom teachers. These accommodations would include, but are not limited to: extended time for tests, classroom contracts, daily or weekly reports home, use of daily assignment sheets, calculators, spell-checkers, word processors, change of seating, and extra help from staff members.

\*Please note that these accommodations do not apply to advanced classes, such as Algebra, as determined by the teacher.

# Student Management Plan 2009-2010

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## *Philosophy*

Together, at Molalla River Middle School, we will provide a safe, caring and healthy environment to promote learning and to protect and develop the physical, social, intellectual, and emotional growth of each student. Our philosophy is based on a set of ideals that include mutual respect, personal responsibility, cooperation, a belief in individual dignity, and a respect for honesty. Students are responsible for their own choices and for respecting the educational rights of others. Each student is expected to make these choices in light of the following questions:

Is it safe?

Is it kind?

Is it respectful of people and property?

Is it the responsible thing to do?

In partnership with parents, the community, and school members, this student management plan is designed to help teach and guide middle school students to become self-directed contributing citizens.

## *Student Conduct*

You have rights and responsibilities.

Your rights include the opportunity to be well educated, to express yourself fairly, and to attend a school that is safe and enjoyable. **No one has the right to disrupt school or make it an unsafe or undesirable place to be.**

You also have a right to due process. Due process includes:

1. Being told what you've done wrong.
2. Being able to offer your own explanation or comments.
3. Being told what the consequence will be.

Your responsibilities include:

1. Understand and respect the rights, dignity and safety of every one.
2. Understand and follow all laws and rules.
3. Not to take or damage school or others' property.

Our school uses a discipline system that relates consequences to the severity of an offense, and the number of times rules are broken.

In other words, discipline is based on what you do, and how often you do it.

Classroom rules: Each House and teacher has specific classroom rules. They will be given and explained to you.

School rules: Rules that apply throughout our school.

## *School Expectations*

In an effort to help students become self-directed, trustworthy citizens, our common expectations are as follows. We:

- follow instructions the first time given
- maintain a safe and healthy environment.
- keep hands, feet, and objects to ourselves
- follow adult instructions at all times.
- treat everyone with respect.
- walk in a quiet, safe manner.
- use acceptable, polite language.
- come to class prepared and on time.
- wear clothing that is safe, healthy, and that does not cause a disruption or distraction from teaching and learning.

## *Rewards:*

At Molalla River Middle School, we recognize and reward appropriate, respectful behavior by students. Wolverine Pride Tickets are given to students who display appropriate, respectful behavior at school. A student who earns a Wolverine Pride Ticket is eligible to win a prize



# Student Management Plan 2009-2010

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## *Student Conduct Expectations*

Molalla River Middle School expects student conduct to be such as to contribute to a productive learning climate. You will need to comply with the written rules of the school district and middle school and pursue the prescribed course of study, submit to lawful authority of teachers and school officials, and conduct yourself in an orderly fashion during the school day and at school-sponsored activities.

Students may be subject to school discipline on the way to and from school if the conduct has a negative impact on the orderly operation of the school.

Off-campus and outside-of-school-time conduct that violates the district's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Violations of school discipline are listed in two groups according to the seriousness of the offense. Obviously, not all infractions can be included in this handbook. Modification of infractions may be necessary at the discretion of the administrator.

### **Class 'A' Offenses –**

District Policy Offenses:

1. Unprovoked assault, fighting, intimidation, menacing, threat or any form of harassment. Harassment is defined as any unwelcome, inappropriate conduct, including retaliation that causes a student to feel threatened, intimidated, or distressed in the school environment.
2. Use of profanity toward a staff member.
3. Evidence of any chemical abuse or possession of a drug or paraphernalia at school or at any school activity.
4. Sale or possession of any unauthorized chemical or look-alike drug may result in a recommendation of expulsion.
5. Setting of fires, setting of false alarms, bomb threats, use of mace, noxious odors, possession of explosives, weapons or other potentially dangerous instruments.
6. Possession or threatened use of a dangerous weapon.
7. Use of a common item as a weapon.
8. Use or possession of any form of tobacco during the school day, at school activities, or on the bus.
9. Theft of school or personal property.
10. Vandalism of school or personal property.

**Penalties:** Violation of any Class 'A' offense may result one or more of the following: detention, suspension, and/or suspension with recommendation for expulsion. Additionally, a violation at a school activity may result in withdrawal of a student's school activity participation rights. Law enforcement may be contacted.

### **Class 'B' Offenses –**

Molalla River Middle School Offenses:

1. Leaving school premises without permission
2. Insubordination – an open act of defiance or disrespect toward a staff member or failure to comply with a directive after being warned of the consequences.
3. Failure to obey bus regulations
4. Use of profanity
5. Loitering in parking lots
6. Public display of affection – including, but not limited to holding hands, hugging, and kissing
7. Forgery
8. Radios, cell phones, cameras, iPods, C.D. players, or similar items on campus or bus
9. Cheating
10. Unexcused absences, trancies, or skips
11. Tardies
12. Inappropriate attire
13. Theft of school or personal property
14. Vandalism of school or personal property
15. Refusal to report for detention, repeated referrals, excessive trancies or class skips

**Penalties:** Violation of Class B offenses may include confiscation of contraband items, detention, conference, or suspension. Repeated violations of Class B standards will result in more serious disciplinary action.

### **Three-Step Disciplinary Program:**

For classroom Class 'B' violations of school policies, Molalla River Middle School utilizes a Three-Step Disciplinary Program that is instructor-centered. With the first offense, the teacher will meet with the student and describe the inappropriate behavior and additionally describe an alternative behavior that would be more appropriate. At that time the teacher also informs the student that a further violation will result in a citation and parent contact.

With a second violation for the same offense, the teacher informs the student that Step II will occur. This step includes parental contact by the teacher, as well as a description of the inappropriate behavior and a brief description of what has already occurred in Step I. Parents are then informed that any subsequent violation of the same rule will result in an office referral which is Step III. This parental contact will be documented and dated.

This three-step policy is to be followed throughout the trimester. At the beginning of each trimester, students are afforded a clean slate and the three-step process begins anew.

# Student Management Plan 2009-2010

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When this procedure fails or in cases of serious infractions, school officials may find it necessary to take appropriate action by removing disruptive students from the learning environment either by suspension or expulsion. In order to maintain a school climate conducive to learning, administrators must be permitted to utilize disciplinary sanctions with flexibility and discretion.

**Discipline Policy:** The staff at Molalla River Middle School believes that chronic disruptions and repeated violations of our discipline code seriously affect the learning environment. Therefore, the following procedures have been developed to limit the number of referrals.

- At the time a student receives a third referral, he or she will receive an extended In-School Suspension.
- At the time a student receives a sixth referral, he or she will be suspended for one to three days. A parent conference must be held prior to returning to school.
- At the time a student receives a ninth referral, he or she will be suspended up to five days. A Parent/Student conference is required to discuss alternative plans to avoid expulsion.
- At the time a student receives a twelfth referral, he or she will be suspended for a minimum of ten days pending an expulsion hearing or alternative placement.

The measure employed to obtain the objectives stated above may include the following:

1. Conferencing with teachers, a counselor, parents, or an administrator.
2. Use of appropriate special school services and community agencies.
3. Peer mediation.
4. Behavior contracting, which is the process of negotiating a written document which specifies very clearly the conditions involved and the goals to be pursued. This is usually a highly formal process and is frequently used to clarify behavioral expectations and the consequences of not living up to those expectations.
5. In-School Suspension or Lunch Detention. This is a program that offers an alternative to suspension for students who commit minor violations of school policy. Parents will be contacted when ISS is assigned. Failure to attend, arrive on time, or abide by the established rules may result in either double the time of the initial detention or suspension from school.
6. Suspension is a temporary withholding of a privilege of attendance (OAR 581-21-065). Suspension may be justified only in serious circumstances. Though the actions may start with a teacher, the principal or other administrative officials are the only persons who can suspend a student. Consideration should be given to the effect of the suspension on all concerned (others in class, parents, and teachers) not just the pupil suspended.

Suspension may be imposed when other means of correction have failed, or when keeping the student in

school would be detrimental to the general welfare of the school and its students.

## Suspension Procedures:

- a) Prior to suspension being imposed the student will be informed of the alleged misconduct, and allowed to present evidence in support of his or her position.
  - b) The parents will be notified by telephone and/or written notice of the suspension and reasons for the action.
  - c) Upon notification, parents will be given the opportunity to meet with the administrator to discuss the suspension.
  - d) If the matter remains unresolved, the parent or student may appeal the decision to the building principal or a designee, who will conduct an informal hearing and render a decision.
7. Suspension pending expulsion is employed when a student has committed an offense that threatens the welfare of the school community. Exception could be when it is the judgment of the Middle School administration and the superintendent that the student deserves one last chance. Failure to meet any one of the conditions of probation may lead to expulsion.
  8. Expulsion is used only as the last measure that the school can take. Expulsion denies the student the privilege of attending school, school-related activities, and the right to be on school premises for the duration of the expulsion (OAR 581-21-070).

Principals may recommend expulsion of a student to the superintendent. The superintendent, or a designee, will serve as the hearings officer in all due process proceedings. He shall determine if due process was followed and determine if the principal's recommendation will be modified or upheld.

**Harassment Policy** - Students must not embarrass or intimidate others through physical actions, a spoken word, or written material. They must not harass others in any sexual manner such as: "panting," making rude comments about a student's body, or any other sexually intimidating behavior. ***Harassment is taken seriously with serious consequences.***

## *Additional Information for Students and Parents*

### PARENT CONTACTS:

Parents will be contacted at home, work, by email or by mail for citations.

Citations are to be signed and returned to the teacher.

Parents will be contacted by phone (either at home or at work) and in writing if their student receives a referral. A record will be kept of these contacts. As appropriate, students who are victims of behavior (i.e. harassment, theft, assault, etc.), will have their parents contacted.

# Student Management Plan 2009-2010

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Discipline learning packets will be made available to students who are referred to the office. Discipline learning packets are designed to provide constructive, positive learning experiences for students who have violated a school behavior standard.

After the 4th referral in a trimester, a parent meeting shall be held with appropriate school personnel.

## **POLICE CONTACTS:**

(MOLALLA RIVER SCHOOL DISTRICT POLICY KN/ORS 329.415 and ORS 419B.015):

It is the intent of the Board to maintain a cooperative relationship with law enforcement agencies. Law officers' presence and participation in school programs are encouraged to promote a positive attitude by students toward police.

Whenever a student is suspected of involvement in a crime, the school administrator will attempt to notify his/her parents prior to any police action at school. Exceptions to this would occur only when such notification is contrary to established legal procedures or when immediate police action is required to ensure student welfare.

Whenever a law officer wishes to confer with or question a student at school, the principal or his/her designee shall be present at the meeting and the student's parents shall be notified of the meeting, preferably in advance. (MOLALLA RIVER SCHOOL DISTRICT POLICY

JFG/ORS 332.075 and ORS 332.107/OAR 581-21-050 to 075: In suspected child abuse cases, Children's Services Division and law enforcement officials may exclude school personnel from investigation procedures and may prohibit school personnel from contacting the parents).

A student may be removed from school by a law officer or an authorized representative of the Children's Services Division.

Outside agencies may deliver subpoenas and warrants to students in the presence of an administrator.

## ***After School Detention and In School Suspension Rules***

Come to the Detention Room on time and with a cooperative attitude. No talking unless you have raised your hand and asked permission to talk. Do not get up from your seat unless you have raised your hand and have been given permission to move.

Students are expected to work on class assignments or read while in detention/in house suspension.

Skipping detention or misbehavior while in detention/inhouse suspension will result in a one day suspension.

# Definition of Terms

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**Aggressive Problem Solving:** The use of physical force (throwing objects, pushing, shoving, verbal or physical threats) to resolve conflict.

**Bicycle and Skateboard Violations:** Students are to use their bicycles and skateboard safely on campus. They are to walk their bikes and skateboards on/off campus, and wear helmets. They are also to lock their bicycles in the racks provided by the school. Students are to put skateboards in their lockers.

**Disruptive Behavior:** Actions which disrupt normal classroom activities, or interfere with the normal operation of the school, or interfere with the rights and property of other students or staff are unacceptable. Examples of disruptive behavior include but are not limited to: a) destroying property; b) harassment; c) littering; d) loud shouting or screaming; e) profanity to staff or students; f) spitting; g) out of seat without permission; h) threats, etc.

**Disruptive Devices:** All devices such as noise makers, smoke bombs, squirt guns, water balloons, etc., have no place on school property and are considered disruptive devices.

**Drugs and Alcohol (or look-alikes):** See District Policy on substance abuse.

**Fighting:** Any student who is responsible for participating in or provoking a fight on school property or on a school bus or during any school-sponsored activity will be in violation of the school rule and district policy regarding fighting.

**Fireworks (Explosive Materials):** The possession, sale, distribution or use of any form of explosive materials is in violation of law and school rules. The extreme hazard concerning the safety of pupils, staff and property requires strict enforcement.

**Forgery:** The illegal use of teachers', administrators', or parents' signatures is considered forgery. Students writing own excuses or excuses for other students or using forged excuses are in violation.

**Incendiary Devices:** Incendiary devices include such things as smoke bombs, stink bombs, etc. They are prohibited at school.

**Leaving Campus, Restricted Areas:** MRMS is a closed campus. Students may not leave campus or be in any restricted area without written permission from the school office.

**Obscene Language/Gestures and Pornographic Materials:** The use of profane or obscene language and/or gestures is sufficient cause for disciplinary action. Possession of pornographic materials will not be tolerated.

**Open Defiance:** Standing up against authority and refusing to recognize or obey it. Open resistance to authority.

**Tardies:** Arriving late to school - arriving late to class.

**Theft:** Any student, while under the supervision of the school, who commits or attempts to commit an act of theft against the school, a fellow student, or against any other party, will be in violation of school rules.

**Tobacco (or look-alikes) (Use, Possession, Sale or Distribution):** The sale, distribution, possession or use of tobacco in any form on school grounds or while attending any school-sponsored activity or while being transported on any school bus is a violation of school rules.

**Tobacco Paraphernalia (or look-alikes):** The possession or use of any paraphernalia expressly used for smoking, such as a pipe, cigarette papers, lighters, matches, etc.

**Truancy, Unexcused Absences, Skipping:** Students who skip class or school, who are absent from class without parental, guardian, or school authorization are considered in violation of ORS and school rules.

**Vandalism:** Any willful vandalism or destruction of school property is a violation of school district rules.

**Weapons (or replicas or look-alikes):** The possession of any weapon or object considered detrimental to the educational process of the school setting, or which may be used to disrupt or endanger people in that setting is prohibited. No student shall possess, carry, exhibit, display or draw any firearms, ammunition, dagger, sword, knife or other cutting or stabbing instrument, nor shall any instrument capable of producing bodily harm be displayed in such a manner as to intimidate another person or create fears for the safety of another person. Any such objects discovered at school will be confiscated.

**Willful Disobedience:** A failure to obey, failure to or forgetting to follow rules or directions from any staff member.



# General Information

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## *Arrival and Dismissal of Students*

Students are responsible for following school rules from the time they leave for school until the time they return home. Students may arrive on the school grounds 10 minutes before school begins and are to leave school within 10 minutes after they are dismissed. Exceptions to these times will include participation in school-sponsored activities, or with special pre-arranged permission of the staff and parents. During school hours, students will remain on school grounds. This is a closed campus.

## *Attendance*

The State of Oregon and our School District recognize the following as the only legitimate reasons for school absences:

1. Illness
2. Doctor appointments
3. Family emergencies

If you are absent from school, do the following:

1. Have your parents call the school the morning you are absent. The telephone number is 829-2136.
2. Bring a note from your parent or guardian to the office when you return to school.

Letters regarding poor attendance will occur when absences reach 10%. Students with chronic attendance problems will receive notification letters which could then result in fines.

## *Pre-Arranged Absence*

It is the intention of the pre-arranged absence to allow teachers sufficient time to prepare materials for students to work on during the absence. If you know you are going to be absent for three or more days, you will need to:

1. Bring a note one week before you are absent.
2. Get a prearranged absence form from the office.
3. Have all your teachers sign the form.
4. Submit form to office.

## *Tardies*

When a student is tardy to school, parents are to provide a note of explanation for the tardiness. Excessive tardies to school or class may result in disciplinary action.

## *Health and Safety*

If you become sick or injured at school, we will call home. Please be sure we know how to reach your parents or guardian. The school will not release students to anyone whose name does not appear on the student registration card. Identification may be required from any person picking up any student during the school day.

## *Insurance*

The district doesn't provide medical or dental insurance for you. We will send home forms so you can purchase insurance if you need it. It won't cover the full cost, but will be added to regular insurance your family has.

## *Medication at School*

All medication must be checked in with the office upon entering the building. Both prescription and non-prescription medication must be in the original container. Parents must not send medications to school with students; please have an adult deliver them to the office. The parent or guardian must complete authorization forms to accompany each medication before it can be administered. Please notify the office staff if your child has special medical needs.

All medicines left at school will be destroyed 5 days after the end of the school year.

## *School Office*

The school office is a place of business and, except for emergencies, interruptions need to be kept to a minimum. Students may enter the office before or after school; during school hours they will need to show an office pass.

## *Use of the Telephone*

It is important that the school phones be kept free for school business and true emergencies.

Office personnel play an important part in the effectiveness of our schools and have many duties. Please limit messages to your child during the school day to actual emergencies. The student will be given the message, but will not be called out of class except in the case of a true family emergency.

**Student use of the office phones is limited for illness, injury or school business only. All other calls are personal and may not be made using the office phones.**

### **CONTACTING YOUR STUDENT:**

To guarantee the delivery of a message, calls must be placed before noon.

## *Visitors at School*

All visitors to the school are to check in at the main office. No student visitors are permitted without permission of the Principal.

Visitors will be issued a "visitor" sticker after signing in. This must be worn. It will be used for identification.

# General Information

## *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
  - 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.

Questions about the dress code should be directed to school administration.





# General Information

## ***Items Not Allowed During School Hours***

Cell phones, cameras, walkman/discman stereos, compact disc or cassette tapes, iPods, sports cards, fantasy game cards, pagers, pets, electronic games, toys, radios, sharpie markers, white-out, perfume/cologne, hairspray, makeup and other similar non-educational items cannot be brought to school because of safety issues, the risk of loss, damage, or the disruption of the learning environment.

Any energy drink that carries the label **Not For Use by Children** or **Not Recommended for Children** is not allowed at school.

Non-educational items brought to school may be confiscated. The school shall not be responsible for lost/stolen articles of any kind.

Parents may be required to come to school and pick up confiscated items.

## ***Physical Education***

Physical Education uniforms are required. Uniforms can be purchased from the school. If you choose to purchase a uniform outside of school, a gray t-shirt and black shorts or black sweat pants will be required. Tennis shoes will also be required. No boots, sandals, or hard soled shoes will be accepted. Participation will not be allowed without the proper uniform.

Grading Policy for Physical Education: Physical Education grades will be based on dressing down, participation, physical testing, skill assessment, and cognitive testing.

## ***Secret Societies***

State of Oregon law prohibits the existence of any secret society in public schools (ORS 339.885). A secret society is an organization composed of students which has an element or purpose which is concealed from the public and shared only confidentially among members of the organization. The following is the Board-adopted policy that deals with this issue:

No secret society of any kind, including a fraternity or sorority, will be permitted.

The Board feels that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board acts to prohibit existence of gangs and gang activities.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang;
2. Commit any act or omission, or use any speech, whether verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gang;
3. Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including, but not limited to:
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Committing any other illegal act or other violation of district policies;
  - d. Inciting other students to act with physical violence upon any other person.

## ***Cafeteria***

### **Meal Prices for 2009-2010:**

The base cost of a middle school student lunch is \$2.25 (additional selections vary in price); cost of a middle school student breakfast is \$1.35. The base cost of an adult lunch is \$2.85 (additional selections vary in price); cost of an adult breakfast is \$1.85.

Our common expectations for people in the cafeteria are:

- No food or drink is to be consumed outside the cafeteria
- Walk to and from the cafeteria in a safe and quiet manner.
- Wait in line in an orderly, safe manner.
- Stay seated while eating.
- Eat our own food, whether we have brought it from home or purchased it at school.
- Clean up after ourselves and exit the cafeteria after we finish eating.
- Be responsible for our actions in the cafeteria and understand that consequences will follow if expectations are not met.

Absolutely NO CHARGES. Students without money on their lunch account are offered a cheese sandwich and white milk. Parents are responsible for their student's account.

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.

# General Information

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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, white 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 and fees and may result in the withholding of grade reports, diploma and records per Board Policy.

## **Free/Reduced Lunches**

Applications for free and reduced lunches will be sent to your parents. You can also pick up an application at the office.

## ***Use of the Internet at School***

Students are expected to use the Internet at school in a school responsible manner as outlined by Board Policy IIBGA-AR. Student access to the Internet shall be provided to all students unless a signed Parent Denial of Internet Access Form is returned to the school.

Upon the return of the Internet permission slip, students will be issued an Internet sticker. The sticker is to be placed on the back of the student ID card. The ID card and sticker must be presented to use the Internet.

## ***Supported Education Services***

Philosophically, our learning community supports an academic program which meets the needs of all learners in the most inclusive setting. The appropriate instruction of all students, including talented and gifted students, in all of their classes is an integral part of our plan. Our interdisciplinary team of teachers uses flexible schedules and various groupings of students to provide challenging opportunities for all learners.

Our learning support teams provide specially designed instruction to students who are eligible under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and The Individuals with Disabilities Education Act Amendments of 1997. Students are referred by parents/guardians, teachers, counselors, and/or students. Once special education eligibility has been established, an Individual Education Plan (IEP) is written and put into effect. Some students, who are not eligible for special education, may be determined eligible for additional support under Section 504.

The classroom teacher, the learning specialist, and/or an instructional assistant deliver supported services in the classroom. Each team of academic teachers receives support from the learning specialist and an instructional assistant assigned to that team. The instructional assistants work closely with the learning specialists, who coordinate the Individual Education Plan for each student, as well as working closely with the classroom teachers.

Additional support services are available to adapt curricula to the unique needs of all students.

## ***English as a Second Language***

Our ELL and bilingual Migrant Education staff provide support in a variety of ways: direct support to individual students, consultative help to staff and parents, translating, and assistance in regular classrooms during English instruction when needed.

## ***Guidance and Counseling Offices***

The guidance and counseling program focuses on the developmental needs of all students. The counselors coordinate the school guidance program to assure success with three major goals: educational development, personal/social development, and career development. Counselors will provide individual, small group, or large group counseling opportunities for students based on their needs and interests.

Counseling services are available to all students at the school. If you DO NOT want your student to participate in counseling activities or services, please contact the school administration. The counseling department may also provide referrals to outside services available to children and families upon parent/guardian request.

The school may withhold a student's privilege of getting a driver's license for grades, attendance, or behavior. MMRS will work with DMV on these issues.

## ***TAG (Talented and Gifted)***

To be identified as a TAG student, you need to score in the 97 percentile or above on certain tests. TAG programs are generally administered in the regular classroom setting.

## ***Assemblies***

Assemblies will provide you with information, fun, and will help school spirit.

1. You will be dismissed:
  - a. Over the intercom, or
  - b. By your teacher to go to an assembly.
2. Be cooperative and show courtesy.
3. Don't talk when someone is speaking or performing. Applause and appropriate laughter and encouragement are always appreciated. Whistling and booing are not appropriate.
4. Students who are removed from an assembly for inappropriate behavior may not be allowed to attend the next assembly.

# General Information

## ***Locker Operation & Assignment***

Lockers are the property of the school and the student does not have the same right of privacy regarding a locker that a person has in his/her home. Students have no legal right to enter either locked or unlocked lockers that are not assigned to them by the office staff. School lockers may be inspected or searched; and prohibited material may be taken by the school administrator. Locker inspections may be held at any time at the discretion of the administration.

Rules for lockers:

1. Keep it locked and don't let anyone know the combination.
2. Use only the locker that has been assigned to you.
3. If you need your combination changed, and it is not due to a malfunction, there may be a \$10.00 service charge.
4. Do not keep a personal lock on your hall locker.
5. Gummed stickers and tape are not to be used to decorate the inside or outside of your locker.
6. Do not write on your locker.

## ***Bus Policy***

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
- \* 3. Not have in their possession any weapon as defined by Board policy JFCJ, Weapons in the Schools;
- \* 4. Not fight, wrestle or scuffle;
- \* 5. Not stand up and/or move from seats while the bus is in motion;
- \* 6. Not extend hands, head, feet or objects from windows or doors;
- \* 7. Not possess matches or other incendiaries and concussion devices;
- \* 8. Use emergency exits only as directed by the driver;
- \* 9. Not damage school property or the personal property of others;
- \*10. Not threaten or physically harm the driver or other riders;
- \*11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- 12. Not make disrespectful or obscene statements;
- \*13. Not possess and/or use tobacco, alcohol or illegal drugs;

14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
- \*\*20. Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

\* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

\*\* Coaches, teachers and chaperones: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

## **VIOLATIONS**

1. Verbal Warning:  
The driver verbally restates behavior expectations.
2. Written Warning:  
The student is issued a written warning citation.
3. Written Referral:  
The student may receive a suspension for up to 10 days and will not be able to ride the bus until a conference, arranged by the building administrator, has been held with the student, the parent and the bus driver. At this time a behavior contract may be made with the student and a bus seat changed. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations:  
Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1 year expulsion. There will be a hearing at this time, arranged by the building administrator, involving the student, the bus driver, and the parent.
5. In all instances, the appeal process may be used if the student and/or parent desires.
- \* All citations must be signed by the parents, the bus driver and the building administrator before the student will be allowed to ride the bus again.

# General Information

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## ***Education Records: School Practices and Parent/Student Rights***

(Notification required per OAR 581-21-260)

1. Parents and students have a right to:
  - Inspect and review the student's education records
  - Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's rights;
  - Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure without consent;
  - File a complaint with the Department of Education concerning alleged failures by the school district to comply with the law;
  - Obtain a copy of the policy adopted under these rules.
2. The school district shall:
  - Collect and disclose directory information, which includes the student's name, address, telephone listing, photograph, date/place of birth, participation in officially recognized activities and sports, weight/height of members of athletic teams, dates of attendance, and awards received:
    - A parent or student may refuse disclosure of this information as directory information. Notice of such refusal must be provided to your local school in writing by September 15 of each school year.
    - Forward education records to other private and public educational agencies within 10 days of a request, and may do so without written parental consent per OAR 581-21-340. If the student is enrolled or intends to enroll in the other agency, or seeks evaluation services from the other agency;
    - Give full rights under these rules to either parent unless school officials have been provided with evidence that there is a court order or other legally binding document relating to divorce, separation, or custody that specifically revokes these rights;
    - Make available in every building the policy adopted under these rules.

# Athletic/Activity Participation

## Molalla River Middle School, 2009-2010 Athletic/Activity Participation Rules

All students who participate on an athletic team or in an activity must be familiar and comply with all school rules and regulations. As a representative of Molalla River Middle School, all participants are expected to conduct themselves in a reasonable manner to display an attitude of good sportsmanship and fair play. Participants will be governed by all school rules and policies during and beyond the regular school day while the participant is involved in an activity or athletic season. This includes attendance at school functions such as dances, plays, concerts and athletic events. Coaches and activity advisors may require additional standards of dress and conduct, which are reasonable for the administration of their programs.

Disciplinary action will be in accordance with District policy and may also include suspension from athletics and/or activities for a specified period of time. Disciplinary action will be taken after a meeting has been held with the participant, coach or advisor, and/or an administrator. Repeated violations may result in suspension from the sport or club for the remainder of the athletic or activity season.

## Athletic Philosophy

See Molalla River Board Policy, page 19.

## Athletic Responsibilities

Before athletes can draw equipment and practice they must have verification from the school office that they have complied with the following:

1. A user fee was initiated several years ago by the school board to defray part of the expense of interscholastic athletics. Fees are subject to change upon approval of the school board.

At this time, a \$75 user fee is charged for each sport in which an athlete participates. Students who drop out must do so before the first scheduled event in order to receive a refund.

The student must pay off all other fines or fees and have returned all athletic equipment from the previous sport seasons to participate in the next season's activity or sport.

2. Physical Exam: All athletes are required to have a yearly physical examination by a physician licensed by the Oregon State Board of Medical Examiners prior to participation: Football, soccer, basketball, wrestling. All others every other year
3. Insurance Arrangement: If current family coverage is adequate, an athlete does not have to purchase insurance. For your convenience, school time

coverage can be purchased to protect any student while involved in any school activity. Notice of the parent's intentions must be on file with the district.

4. Emergency Information: If parents cannot be reached immediately in case of a severe injury, they need to direct the coach how to proceed.
5. Parent or Guardian Permission: The district needs signed parents consent form to allow their child's participation in interscholastic athletics.
6. Any person who is a member of a team or activity who quits without first notifying his coach or advisor shall be suspended from all athletic/activity participation for the duration of that sport season, unless permission is given by the coaches involved and the administration,
7. Every student must participate in at least 7 designated practices before he/she is eligible to compete in that sport season. Athletes going from one sport to another may have prior season practices count toward this 7 rule. Football players must practice 7 different days to be eligible for play.

## Eligibility

Playing a sport or participating in an activity, while very important, come second to academic progress for students. As a result, we have set up eligibility procedures to insure that students who participate are making academic progress. Each week during the sport/activity season, the Athletic Director will survey teachers about the current week's progress for students involved in a sport or activity. A failing grade or two danger of failing grades for that week will cause a student to be ineligible for the next week's games/activities. A student who is ineligible for three weeks during the season/activity will be dropped from the team/activity.

Beginning with the 2nd Trimester of the 2000-2001 school year, a student who received a failing grade on the previous trimester's grade card will be on activity probation during the next trimester. The student on activity probation may participate in sports or activities during the next trimester. If a student on probation becomes ineligible during the season/activity one time, they will be dropped from the team.

## Complaint Procedure and Due Process for Athletes

Each athlete or parent has a right of appeal. Should an athlete or parent have a complaint and a mutual agreement is not reached, each step in the appeal process is to be followed in sequence.

1. The athlete or parent must discuss the situation with his or her coach before going to step 2.
  - a. Conference: athlete and coach

# Athletic/Activity Participation

2. If the issue is not resolved, the athlete can appeal to the director of athletics. The director may select any of the following procedure
  - a. Conference: athlete and athletic director
  - b. Conference: coach and athletic director
  - c. Conference: athlete, coach and athletic director
  - d. Conference: athlete, parent, and athletic director
  - e. Conference: athlete, parent, coach and athletic director
3. If the issue is not resolved, an appeal can be made to the principal. The principal may select any of the procedures listed in #2.

## Conduct at Contest/Activities

Coaches and advisors will exercise the utmost effort to see that the conduct and appearance of participants under their charge is exemplary in every respect. The good reputation of Molalla River Middle School attained in the past must be maintained and improved upon.

## School Attendance on Day of Participation for Athletes & Activities

Participants must be in attendance at school for all periods on the day of a practice or event in order to participate. Students must be attendance and on time first period following evening events. Failure to do so will result in the student not being allowed to participate in the next event. Absences due to school activities or pre-arranged absences for doctor, dentist or family emergencies are exempt. Exceptions must be cleared through the principal or his designee.

Any student who is suspended will not be allowed to participate in any practices, games, or contests during the day(s) suspended.

## Cut Policy

As a participation program, we make every effort to include every student who wants to play or participate in an activity. There are rare occasions, however, when it is not possible to include all students due to safety and space. When we do have to cut students from an activity, the cuts will be made by the Coach/Director based on ability, and an effort will be made to involve students who are cut in other activities at the school.

## Athletic/Activity Participation Rules

It is expected that all students involved in or in attendance at athletic events or school related activities assume certain obligations and responsibilities beyond those set for students in general due to their visibility and related responsibility as school representatives. Students participating in extra-curricular activities are expected to observe all school rules and policies during and beyond the school day and during any sport or club practice or event. Failure to do so will not only result in the application of school consequences, but may also result in additional consequences such as suspension from all athletic or school related activities for a specified length of time.

Students involved in or in attendance at school-sponsored activities violating the following rules at any time while a member of a sport or school club will be held liable to the consequences as listed below:

- No use of tobacco products
- No consumption of alcoholic beverages
- No use or sale of illegal narcotics or drugs
- No commission of a criminal act
- No commission of an act of vandalism

It is understood that substance abuse is a condition that can be treated. If a student involved in co-curricular activities voluntarily comes forth seeking help before he/she is apprehended, he/she will be referred to the appropriate people for assistance. If there has been no accusation and the student has obtained help, he/she may continue to participate in athletics or the activity.

1. First Offense:
  - a. Suspended from participating or attending school sponsored activities for a period of five continuous weeks. In the event of a first offense, if there are not five weeks remaining in the season, the count will resume with the first week of the next season/year in which the participant is involved.

In regard to athletics, should a student not complete the season, the penalty will have been considered as not served and the offense will carry over to the next season.

Note: In the event of a first violation, the student may reduce his/her suspension by two weeks by attending an appropriate diversion program. This will be determined and monitored by the athletic/activity director, coach/advisor, parent/guardian, counselor, and principal, or his/her appointee.

- b. A violation of these rules while involved as a member of any school sponsored activity, organization, or club will result in the student being suspended from that group. If that activity is held away from school, the parent will be notified and the student may be sent home immediately.
- c. Suspendable violations will commence upon the day of disciplinary decision.

# Athletic/Activity Participation

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2. Second offense: Suspended from participation for the remainder of the school year or two months whichever is longer.
3. Third offense: A third violation of the athletic/activity participation rules will result in permanent suspension from the Molalla River Middle School co-curricular athletic/activity program.

## **Transportation for Athletics and Activities**

Arrangements for all group travel will be made by the athletic/activity director in conjunction with the desires of the head coach/advisor.

School buses, vans, or district vehicles will be used for group travel. All participants will travel to an event in the district provided vehicle. Under no circumstances will a student be assigned to drive participants or themselves to an event (subject to change upon board discretion/decision).

If prior arrangements are made in writing with the principal or designee, a student may ride with his parents to an event. If it is necessary for a participant to ride home with their parents after an event, the participant must get prior written approval from the principal, assistant principal or athletic director, or the parent can provide written permission for the coach or advisor at the event. Failure to comply with this regulation will result in the student not being able to participate in the next event.

# MOLALLA RIVER SCHOOL DISTRICT

Code: IGDJ  
Adopted: 2/86  
Revised/Readopted:  
10/15/92, 2/25/93  
3/20/97

## INTERSCHOLASTIC ATHLETICS

The district believes that a strong athletic program at the middle school and high school levels complements, reinforces, and extends academic programs by offering unique opportunities for students to grow and develop intellectually, physically, emotionally, socially and ethically. The district also believes that in addition to providing a constructive arena for exercising the competitive spirit, athletics fosters a sense of both school and community pride. Participants, school personnel, parents, and the community at large all contribute to creating the conditions for the success of the athletic program.

The district considers participation in athletics to be a privilege offered to the individual athlete, who then becomes accountable for fulfilling the related responsibilities. Participation in competitive athletic endeavors is a valued life experience where both success and failure can make positive contributions to human growth in self-discipline, emotional maturity, and self-respect. Athletics should stress fairness in human relationships, commitment to doing one's best, respect for others, and humility in victory and graciousness in defeat. In addition, athletics should contribute to the development of lifelong health habits in exercise and nutrition.

The opportunity to participate in interscholastic sports programs shall be available to all students. Comparable programs shall be available for males and females, funding shall be equitable, and facilities and equipment shall be substantially equal. Participants are entitled to skilled instruction, safe competitive environment, respect as individuals, and personal dignity.

While the district takes pride in winning, it does not condone "winning at any cost" and discourages any and all pressures which compromise good sportsmanship and good mental health. At all times athletic programs shall be conducted in such a way as to justify their inclusion in the district's educational program.

The district recognizes a different emphasis in athletics at the middle school and high school levels. The high school program will have a stronger emphasis on competitiveness (without compromising good sportsmanship.) The middle school program will emphasize participation.

Operational procedures and regulations to implement the full intent of this policy shall be prepared and monitored by the superintendent.

### END OF POLICY

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#### Legal References

ORS 339.430  
ORS 326.051

OAR 581-21-034 to -049  
OAR 581-22-435

Act of June 12, 1972, sec. 901-907, 20 U.S.C., Sec. 1681 (1988).

Oregon School Activities Association  
Constitution, Rules, Executive Board Policies



Molalla River School District

Code: AC
Adopted: 2/10/05
Readopted: 1/10/08
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 orientation, 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 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues. 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 Reference(s):

- 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
ORS 659A.006
ORS 659A.009
ORS 659A.029
ORS 659A.030

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

2Districts 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.

## **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

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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"/> Religion
<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin	<input type="checkbox"/> Disability
<input type="checkbox"/> Marital Status	<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.

## 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

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

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**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).

## 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: \_\_\_\_\_

## **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

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**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).

## **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: **IGDG**  
Adopted: 2/93  
Readopted: 05/08/08  
Orig. Code(s): IGDG

## Student Activity Funds

A student fund is any fund of money, regardless of its source, which is centered in and controlled by the school and which has, as its express purpose, the support of those activities which are an extension of or an addition to the regular instructional program.

Student funds in the school are authorized by and subject to guidelines and practices which meet Board approval. These funds are to be used in accordance with the above stated purposes, and any acquisition or dispensation of funds must be reviewed and approved by the principal or his designee. The student business manager or treasurer of the student government organization will serve as that organization's representative in administration of student activity funds.

Student funds are subject to review by the principal and an independent annual audit.

The building principal and the bonded secretary shall be co-signatories for the account at a local bank.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.441 - 328.470](#)

[OAR 581-022-1660\(2\)](#)