



SUBSTITUTE HANDBOOK

SUBSTITUTE JOB PHONE NUMBER (SUBFINDER)

1-866-573-5080

SUBSTITUTE JOB WEBSITE

molallariver.subfinderonline.com

TABLE OF CONTENTS

INTRODUCTION

- Introduction..... 1
- Statement of Non-Discrimination..... 1
- Board of Education..... 1
- District Office..... 1
- School Information/Bell Times..... 2

REGISTER TO SUBSTITUTE

- Substitute Application..... 3
- Assignments..... 3
- Payment for Services/Compensation..... 3
- Rate of Pay..... 4
- Payroll Deductions..... 4
- Pay Dates..... 4

GUIDELINES FOR SUBSTITUTES

- Confidentiality..... 4
- District Responsibilities..... 4
- Inclement Weather..... 4
- FlashAlert..... 5

RESPONSIBILITIES OF THE SUBSTITUTE

- Helpful Suggestions..... 5
- General Procedures..... 6
- Specific Procedures..... 6
- Accident Reporting..... 6
- Worker's Compensation..... 6
- Retirement..... 7

EVALUATION..... 7

SCHOOL DISTRICT POLICY

- Discipline Policy..... 7
- Tobacco Policy..... 7
- Safety Program..... 8
- Personal Communication Devices..... 8
- Non-Discrimination..... 8
- Discrimination Complaint/Grievance Procedure..... 8
- Discrimination Complaint Form..... 10
- Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence..... 11
- Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedure..... 13
- Sexual Harassment..... 14
- Sexual Harassment Complaint Procedure..... 16
- Sexual Harassment Complaint Form..... 18
- Witness Disclosure Form..... 19

OREGON ADMINISTRATIVE RULE: ETHICS

- The Ethical Educator..... 20

APPENDIXES

- A Evaluation Form for Substitute Teachers..... 21
- B Substitute Report..... 22

INTRODUCTION

Thank you for becoming a vital part of the Molalla River School District team. Your role as a substitute assumes all of the duties and responsibilities of the regular staff member.

This book has been developed as a tool to help you to continue the excellent educational program that exists in the district. The guidelines offer suggestions for you that will allow you to have a smooth transition and instructional success into the classroom. Please feel free to ask for any assistance while you are here in the Molalla River School District.

Statement of Non-Discrimination

Molalla River School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the 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 of Supported Education or the Superintendent at 503-829-2359.

Persons having questions about or requests for special needs and accommodation should contact the Special Education Director at 503-829-2359.

Board of Education

Elected at large for four-year terms, the seven Board members of the Molalla River School District are local citizens. They volunteer hundreds of hours each year as the policy-making body of the district.

<u>Molalla River School District Office</u>	503-829-2359	Tony Mann, Superintendent/HR Director
P.O. Box 188		Richard Gill, Business Manager
412 S. Sweigle Ave.		Tiffany Sanders, Director of Curriculum
Molalla, OR 97038		Michael Salitore, Director of Supported Ed
		Missy Wesley, Supt./Board Executive Admin Assist
		Lisa Borowczak, Payroll Specialist
		Kathleen Costley, HR Executive Admin Assist
		Nancy Adams, Human Resource Assistant
		Debbie King, Accounts Payable
		Donna Walsh, Admin Assistant
		Lauree Nelzen, Admin Assistant
		Buffy Rodriguez, Supported Ed Specialist
		Tony Tiano, Facilities Supervisor
		Gary Dix, Technology Supervisor
		Daniel Haworth, Network Administrator

District Schools

Clarkes Elementary School (K-5) 19100 S. Windy City Rd. Mulino, OR 97042	503-632-3290 503-632-4957	Michael Nickless, Principal Doris Lais, Secretary
Molalla River Middle School (6-7-8) 318 Leroy St. Molalla, OR 97038	503-829-6133	Mike Nelsen, Principal Michelle Lowe, Dean of Students Shelly Eichenberger, Secretary Lani Hargraves, Secretary Lisa Benz, Secretary
Molalla Elementary School (K-5) 910 Toliver Molalla, OR 97038	503-829-4333	Donna Carlson, Principal Jane Carlson, Secretary Maria Segoviano, Attendance Secretary
Mulino School (K-5) 26660 S. Hwy. 213 Mulino, OR 97042	503-829-6888	Alan Willey, Principal Jennifer James, Secretary
Rural Dell School (K-5) 10500 S. Hwy. 211 Molalla, OR 97038	503-651-2128	Michael Nickless, Principal Karla Jazdinski, Secretary
Molalla High School (9-12) P.O. Box 309 357 Frances St. Molalla, OR 97038	503-829-2355	Randy Dalton, Principal David Luce, Assistant Principal Tyler Kelleher, Athletic Director Chris Cooksey, Secretary Linda Hatswell, Secretary Debbie Freshour, Athletic Secretary Marianne Knapp, Registrar

School Bell Times

	AM	PM		6-7-8
K-5	Kdg.	Kdg.	K-5	9-12
Start	Release	Start	Release	Release
Clarkes	9:00	11:45	12:45	3:30
Molalla Elementary	9:00	11:45	12:45	3:30
Mulino	9:00	11:45	12:45	3:30
Rural Dell	9:00	11:45	12:45	3:30
Molalla Middle	7:21			2:00
Molalla High	7:15			2:15

Teachers Work Day

<u>Elementary</u>	8:00 a.m.	3:45 p.m.
<u>Molalla River Middle</u>	7:10 a.m.	2:55 p.m.
<u>Molalla High School</u>	7:00 a.m.	2:45 p.m.

Sub work time may vary. Please follow the times given to you by SubFinder. Classified substitute hours vary and may depend on assignment.

REGISTER TO SUBSTITUTE

Substitute Registration and Application

You can apply on-line at <https://molalla35.tedk12.com/hire/index.aspx> or come into the district office for an application packet.

Licensed Substitute

Substitute teachers must register online with Clackamas ESD before applying to our district. A complete application should include: copy of your annual training record and a copy of your valid Oregon Teaching License.

Substitute status information

Substitutes are hired on a day-to-day basis; therefore, you must register each year in which you are willing to serve as a substitute. A new roster is developed yearly. Return your annual term recess letter each year to remain on the substitute list.

Change of phone number and address

For a change of name, address or phone number, please notify the district office in writing at PO Box 188, Molalla, OR 97038, or call 503-829-2359, or email borowczl@molallariv.k12.or.us.

ASSIGNMENTS

The SubFinder system

After you have been notified by human resources that your application has been processed, you are given a temporary PIN number. Call into SubFinder and voice record your name. This will activate your record to use SubFinder.

SUBFINDER NUMBER

1-866-573-5080

SUBSTITUTE JOB WEBSITE

molallariver.subfinderonline.com

1. You can call into the system or go on-line 24 hours a day to review open jobs and to accept those for which you are qualified.
2. When you accept an assignment, the system removes your name from its available list for the duration of that assignment.
3. You may call SubFinder or go online at any time and indicate your availability schedule.

Extended Teaching assignment

1. Extended assignments occur occasionally due to an employee's extended leave. When you are employed in the same assignment for more than 10 consecutive days as a substitute teacher you shall be paid in accordance with ORS 342.610(2).
2. When you replace a regular teacher for a definite extended period of at least 60 working days in one assignment, you shall be employed on a temporary contract and placed on the teacher salary schedule. When the length of the assignment is initially unknown, you shall be paid according to ORS 342.610(2), but placed on a temporary contract on the regular teacher salary schedule on the 60th working day in the same assignment.

PAYMENT FOR SERVICES/COMPENSATION

Please come into the district office after the first day worked to fill out substitute employment paperwork. Bring identification to fill out an I-9 form. Bring a voided check to set up direct deposit. If you do not set up direct deposit, pick up your paycheck in the business office at the district office on paydays between 8:00 a.m. and 3:00 p.m. At 3:00 p.m., the check is mailed to the address we have on file for you.

After you have worked for us, you will be issued a payroll employee number that will become your SubFinder number instead of the temporary pin number.

All payroll information, including time sheets and any changes for payroll are due to the building secretary by the last day of each month. If any paperwork is not received by the district office by the payroll cutoff date, you will not receive a paycheck until the next pay period.

Rate of Pay

Classified substitutes are paid hourly.

Licensed substitutes are paid in four (4) hour increments, pursuant to ORS 342.610(2). Molalla River School District pays the substitute rate set by the Oregon Department of Education for Certified substitutes and is determined annually by the school board.

Payroll Deductions

All state and/or federally required deductions are taken on a regular basis, including for income tax, social security and workers' compensation.

Pay Dates

Employees are paid on the 20th of each month. If the 20th falls on a weekend, payday will be the Friday before. If you have any questions regarding your check, **please call 503-829-2359 ext. 241.**

GUIDELINES FOR SUBSTITUTES

Confidentiality

As a substitute you will be working in different areas and with a number of students. At all times you are required to maintain the confidentiality of all student information.

District Responsibilities

Molalla River School District principals and staff members recognize their responsibilities toward the substitute teacher and agree that:

1. Each principal shall develop a Substitute Teacher's Folder, which will contain all schedules, duty assignments, special service classes, and procedures that might be useful to the substitute teacher.
2. Regular teachers who are absent have the responsibility of leaving clear directions for the substitute teacher (seating chart, name tags, lesson plans, etc.).
3. The principal or authorized staff member will greet the substitute teacher, give the necessary materials, escort him/her to the classroom and provide any help needed.
4. You are invited to visit schools to familiarize yourself with the organization and work of regular teachers. Please arrange this with the school ahead of time.

Inclement Weather

When weather conditions make travel hazardous, the superintendent or his/her representative will announce by local broadcast and FlashAlert, the status of school opening. If school is canceled, substitutes should not report to work.

All closure information, whether district-wide or for an individual school, is announced on the following stations:

<u>AM Radio</u>	<u>FM Radio</u>	<u>Television</u>	
KEX 1190	KINK 101.9	KKRZ 100.3	KATU 2
KUPL 1330	KUPL 98.5	KKLI 97.1	KOIN 6
KXL 750	KXL 95.5	KKCW 103.3	KGW 8
KWJJ 1080	KWJJ 99.5		Fox 12
KMJK 1290	KMJK 106.7		

FlashAlert.

The FlashAlert system distributes emergency messages, such as breaking news, weather closure information, and news releases from participating organizations. It is strongly suggested all substitutes register to use FlashAlert for the most current weather related opening/closure information by visiting this web address: <http://www.flashalert.net/news.html?id=15>

RESPONSIBILITY OF THE SUBSTITUTE

As a substitute for Molalla River School District, you are a highly professional and ethical person employed to carry out our instructional program during the temporary absence of a regular employee. As each child differs, so will each substituting situation. Be ready and willing to adapt to various teaching assignments. Teaching is an all-encompassing task. While you are substituting for another staff member, strive to continue the learning and intellectual growth of all students.

Please perform all of the regular duties of the teachers for whom you are substituting. You shall follow, as nearly as possible, lesson plans and classroom procedures prepared by the regular teacher. If for some reason complete lesson plans have not been left for you, please see the program leader, team leader or the principal for direction. Under exceptional circumstances you may need to deviate from the plans left for you. If so, leave a complete explanation or call the teacher upon his/her return to explain the circumstances.

Helpful suggestions for substitute teachers

- At the beginning of the assignment, report to the building principal or the designated representative to obtain general instructions.
- Follow guidelines and procedures for substitutes as established by the district and the building.
- Be familiar with the school's policies, rules, and procedures to which regular teachers are subject. If a discipline problem occurs, which you are unable to manage, contact the principal or designee immediately for assistance.
- Conduct class in an orderly fashion.
- Learn the names of the students as quickly as possible. Pose questions that address student by name.
- Avoid making comparisons of various schools or school personnel.
- Respect the confidential information contained in school records.
- Respect the confidence of fellow teachers and each student.
- Keep up with changes in teaching methods and curriculum.
- Begin lessons promptly. Be pleasant and confident. The substitute's first words and actions usually set the day's discipline.
- The substitute teacher must be flexible, enthusiastic and have a sense of humor.
- Move around the classroom so you can monitor and adjust lessons.
- Be patient, prompt, and professional.

General procedures

1. Demonstrate effective communication not only with the students you teach, but also with the building personnel. Provide honest feedback to the regular teacher so that any problems can be corrected.
2. Maintain effective classroom management.
3. Maintain a professional attitude toward the work. Substitutes are expected to observe the same code of ethics that regular teachers observe.

Specific procedures

1. Get general procedures, room key, room location, and lesson plans from the school secretary.
2. Read lesson plans and plan of daily routine.
3. Take roll, following the plan of the school.
4. Check for previous day's absentees and sign excuses according to school policy.
5. Conduct the class in an orderly manner. Do not accept inappropriate behavior.
6. Carry out the lesson according to the teacher's plan, and follow the teacher's usual routine for the class as much as possible.
7. Follow the wishes of the regular teacher regarding collecting and grading of papers. If no directions are left, correct papers but do not grade or enter in the grade book.
8. Contact the school office if you have questions during the day that students or the neighboring teacher cannot answer for you.
9. Leave a brief summary of work that has been done during the teacher's absence. Include your phone number in case the regular teacher needs to contact you.
10. Leave room in order. Leave record of assignments given for next day and papers collected from students.
11. Close windows, turn off the lights and lock the doors when leaving room during or at the end of the day.
12. Return room key to the office.
13. Sign necessary forms in the school office before departing.
14. Check to see if you are needed the next day. If the regular teacher is to be absent again, call him/her to discuss work to be done during the absence, if necessary.
15. If you have accepted an assignment to substitute and for some reason cannot do so, call the **substitute computer system at (1-866-573-5080) or go on the Substitute Job Website at molallariver.subfinderonline.com**, and cancel your acceptance. If you have difficulty accomplishing this then call the district office and leave a message on voice mail (503-829-2359 ext. 241) or email borowczl@molallariv.k12.or.us.
16. If there is any change in your status as a substitute; change of name, address, telephone, or work status, or if you wish to leave any message for the substitute calling secretary, please call the **district office (503-829-2359 ext. 241)** and leave a message on voice mail or email borowczl@molallariv.k12.or.us

Accident reporting

All accidents which occur while you are employed with the district must be reported to your building principal immediately. This includes both student injuries and injuries to you. Complete an accident report and submit to the building office.

Workers' Compensation

All Substitutes, while on a substitute assignment, are covered by Workers' Compensation. Any injury should be reported immediately to the building office and the district office. The district office has the report form. If you are injured on the job, a workers' compensation report must be completed immediately and forwarded to the district office **within 24 hours** of the accident.

Retirement

When a substitute has worked collectively 600 hours and 6 months for Oregon school districts in one calendar year, he/she becomes eligible for membership in the Public Employees Retirement System (PERS). Membership is required by law.

EVALUATION

As with other teachers, substitutes are evaluated by building principals and the report is sent to the human resource office. All substitutes receive evaluations on their performance in each school in which they substitute. The regular classroom teacher will also complete an evaluation on the substitute indicating how well the substitute followed the lesson plans. The substitute should also leave a brief synopsis for the teacher describing how the day went and any problems that may have occurred.

(Refer to Appendix A for the evaluation form for substitutes and Appendix B for the substitute teacher's report).

SCHOOL DISTRICT POLICY

All Molalla River School District policies are on the district website. <http://policy.osba.org/mriver/>

Please take a moment and review policies. If you have any question please direct them to the building principal or contact Human Resources.

Discipline Policy

1. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

The major objectives of the school discipline program are to teach the following fundamental concepts for living:

- Understanding and respect for individual rights, dignity and safety;
- Understanding and respect for the law, district policies, procedures, rules and regulations;
- Understanding of and respect for public and private property rights.

2. Safeguards for disciplined students: Any disciplinary action shall be appropriate for the offense and shall recognize the need to protect the rights, safety and fair consideration of individual students.
3. Types of disciplinary measures: **Any form of corporal punishment, defined as the willful infliction of physical pain on a pupil, is inappropriate and expressly forbidden.** Measures which may be used to discipline students for violations of state statutes, district policy, or regulations include the following:
 - Counseling by teachers, counselors, or administrators, including the participation of parents, if possible.
 - Physical restraint or force may be used by any school employee acting in an official capacity when such action is necessary to prevent a student from harming himself or others or to maintain order in the school. When so employed, physical restraint or force shall not be considered a form of physical discipline.

In cases where the district drug and alcohol policy has been violated, a mandatory hearing must be held with the district hearings officer.

Tobacco Policy

Molalla River Schools are tobacco-free environments; the use of smokeable or smokeless products (for example, chewing tobacco) will not be permitted. No adult or student may use any tobacco product while on **any** school district property or at any school sponsored activity, on or off district premises. Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise tobacco products are prohibited on district grounds.

Safety Program

Each building maintains a current copy of safety programs and emergency procedures. These guidelines give general safety and accident prevention procedures for each classroom, laboratory or work area in that building.

- Fire drills and building evacuation practice are conducted as required by ORS 479-140.
- Building evacuation plans are posted.
- Students are informed of safety and emergency procedures particular to specialized equipment and areas.

During any emergency situation or drill, staff members are expected to remain with their students, or in a capacity as assigned by the principal, until such time they are released from duty by the principal. Students should not be unsupervised at any time.

Personal Communication Devices

Employees of the Molalla River School District may be allowed to use and possess personal communication devices on district property and at school-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment, school-sponsored activity or violate Board policies, administrative regulations, school or classroom rules, state and federal law. A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device.

The district will not be liable for personal communication devices brought to district property and school-sponsored activities.

Non-Discrimination (2/10/05)

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, national origin, disability, marital status or age or because of the race, color, religion, sex, 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.

Discrimination Complaint/Grievance Procedure (1/10/2008)

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

Informal Procedure

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

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

Formal Procedure

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

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

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint _____ Date _____ School or Activity _____

Student/Parent Employee Non employee (Job applicant)

Type of discrimination: Race Color Religion
 Sex National Origin Disability
 Marital Status Age

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.

Complaint form should be mailed or taken to the building principal.

Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence - Student

The Board, in its commitment to providing a positive and productive learning environment, will consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation, menacing, bullying and acts of cyber-bullying by students are strictly prohibited. Teen dating violence is unacceptable behavior, and is prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense, and will result in disciplinary action or other appropriate sanctions.

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, or for willful damage or injury to district property, or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

“District” includes district facilities, district premises and non-district property if a student 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).

“Hazing” includes any act that: (a) 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, (e.g., personal servitude, sexual stimulation/sexual assault, 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); (b) requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; and/or (c) involves the assignment of pranks to be performed, or other such activities intended to degrade or humiliate. It is not a defense against hazing that a student subjected to hazing consented, or appeared to consent, to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, and that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, and that may be based on (but not limited to) the protected class status of a person, and which has the effect of:

1. Physically harming a student or damaging the student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or the student’s property;
3. Creating a hostile educational environment, including interfering with the psychological well-being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with that person, and where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with that person, and where one or both persons are 13 to 19 years of age.

“Cyber-bullying” is the use of any electronic communication device to harass, intimidate or bully.

“Retaliation” means hazing, harassment, intimidation, menacing, teen dating violence, bullying or cyber-bullying toward a person in response to a student actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing, teen dating violence, bullying, cyber-bullying or retaliation therefor.

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

Reporting

The principal will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation, bullying, menacing, or cyber-bullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal, who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity, or in a district vehicle or vehicle used for transporting students to a district activity, shall immediately report the incident to the principal. Failure of an employee to report an act of hazing, harassment, intimidation, bullying, menacing, teen dating violence or cyber-bullying to the principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy, or who feels he/she has been hazed, harassed, intimidated, menaced, bullied, cyber-bullied, or been made a victim of teen dating violence in violation of this policy is encouraged to immediately report his/her concerns to the principal, who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the principal, who has overall responsibility for all investigations

This report may be made anonymously. A student or volunteer 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. The complainant may request that the superintendent review the actions taken in the initial investigation in accordance with district complaint procedures.

The district shall incorporate into existing training programs for students information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying and cyber-bullying.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying, teen dating violence and cyber-bullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, on school and district web sites, and in school and district offices, as well as for the development of administrative regulations, including reporting and investigative procedures. Complaint procedures, as established by the district, shall be followed.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING COMPLAINT PROCEDURES

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying and menacing

Definitions

1. "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.
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.
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.

Retaliation/False Charges

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.

Complaint Procedures

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

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.

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

- Step I Any hazing, harassment, intimidation, bullying 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. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step II 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 III 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 IV 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.

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 of 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 reoccurrence 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 the 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.

SEXUAL HARASSMENT COMPLAINT PROCEDURE

Building 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 building 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.

Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to 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 building principal, compliance officer or superintendent.

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 building 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 chair.

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: _____

OREGON ADMINISTRATIVE RULE: ETHICS

The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of the students, the district, and the profession.

(1) The ethical educator, in fulfilling obligations to the student, will:

- a. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and the student's family;
- b. Refrain from exploiting professional relationships with any student for personal gain, or in support of persons or issues; and
- c. Maintain an appropriate professional student-teacher relationship by:
 - i. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
 - ii. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
 - iii. Reporting to the educator's supervisor if the educator has reason to believe a student is or may be becoming romantically attached to the educator; and
 - iv. Honoring appropriate adult boundaries with students in conduct and conversations at all times.

(2) The ethical educator, in fulfilling obligations to the district, will:

- (a) Apply for, accept, offer, or assign a position of responsibility only on the basis of professional qualifications, and will adhere to the conditions of a contract or the terms of the appointment;
- (b) Conduct professional business, including grievances, through established lawful and reasonable procedures;
- (c) Strive for continued improvement and professional growth;
- (d) Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
- (e) Not use the district's or school's name, property, or resources for noneducational benefit or purposes without approval of the educator's supervisor or the appointing authority.

(3) The ethical educator, in fulfilling obligations to the profession, will:

- a. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
- b. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities; and
- c. Respond to requests for evaluation of colleagues and keep such information confidential as appropriate.

APPENDIX A

EVALUATION FORM FOR SUBSTITUTE TEACHERS

Name of Substitute _____ School _____
 Grade _____ Date _____

	1	2	3	4
Displays enthusiasm for Learning				
Staff Relationships				
Student Relationships				
Classroom Management				
Implementing Instruction				
Summary of Day	Yes	No		
Student Reaction	Positive	Negative		
Lesson Plans	Specific	General	None	
Lesson Plans	Not Followed	½ Completed	¾ Completed	Completed
Papers Corrected	Yes	No	NA	
Sub again?	Yes	No		

APPENDIX B

SUBSTITUTE TEACHER'S REPORT

Substitute Teacher _____ Date _____

Grade Level _____ Location _____

1. Report of Attendance:

2. Work Covered: (only that which was omitted or added to the lesson plans)

3. Were the lesson plans available, specific, adequate, and easy to follow?

4. Problems or instructional difficulties encountered:

5. Is there some hint or advice you can leave for improving this instructional program?

6. Other comments: