



2023-2024 Molalla High School Student Handbook

357 Frances Street
PO Box 309
Molalla, Oregon 97038

Website: <http://mhs.molallariv.k12.or.us/>
Office / Fax: 503-829-2355 / 503-829-6382
Attendance: 503-759-7304

The mission of MHS is to develop powerful and confident students who are controlling their own destiny and influencing their world.

Traditions

School Colors: **Orange** & Black
Mascot: Indian
Founded: 1906

Fight Song:
Orange and black we are behind you, we will serve you till the end.
We'll be true and faithful always to our dear old school defend.
Orange and black we'll never weaken while we have our pep and vim.
Proudly we will hail our colors. Orange and black are sure to win.

Molalla High School Contact Information

Title	Name	Phone Number	Email
Principal	David Atherton	503-759-7301	david.atherton@molallariv.k12.or.us
Associate Principal	Amy Chapin	503-759-7308	amy.chapin@molallariv.k12.or.us
Assoc. Principal/Athletic Director	Pat Davis	503-759-7306	pat.davis@molallariv.k12.or.us
Dean of Students	Jennifer Hinkle	503-759-7381	jennifer.hinkle@molallariv.k12.or.us
Head Secretary	Casey Jones	503-759-7300	casey.jones@molallariv.k12.or.us
Athletic Secretary	Michelle Bartholomew	503-759-7305	michelle.bartholomew@molallariv.k12.or.us
Attendance Secretary	Sally Dillon	503-759-7304	sally.dillon@molallariv.k12.or.us
Bookkeeper	Cathy Zappe	503-759-7303	catherine.zappe@molallariv.k12.or.us
Registrar	Brooklyn Dieli	503-759-7315	brooklyn.dieli@molallariv.k12.or.us
Counselor (A-L)	Rebecca McKenzie	503-759-7313	rebecca.mckenzie@molallariv.k12.or.us
Counselor (M-Z)	Matthew Rubrecht	503-759-7314	matthew.rubrecht@molallariv.k12.or.us
Freshman Counselor	Brian Heath	503-759-7395	brian.heath@molallariv.k12.or.us
Spanish Interpreter	Patty Ehleringer	503-759-7583	patty.ehleringer@molallariv.k12.or.us
Activities Director	Mackenzie Behrle	503-759-7346	mackenzie.behrle@molallariv.k12.or.us

Student Rights and Responsibilities

- Students have the **right** to an education in an environment free of harassment, violence and discrimination.
- Students have the **right** to talk with your teachers, counselors, administrators and other school staff about any concern.
- Students have the **right** to receive fair discipline without discrimination.
- Students have the **right** to report incidents of harassment, abuse, verbal threats and physical threats.
- Students have the **right** to access your own records, within appropriate guidelines.
- Students have the **responsibility** of attending classes on time, treating themselves and others with respect.
- Students have the **responsibility** to do their best.
- Students have the **responsibility** to respect the rights, feelings and property of other students, parents/guardians, school personnel, visitors, guests and school neighbors.
- Students have the **responsibility** to behave properly on school grounds, school buses, at bus stops, at any school-related activity and in the classroom so as to not interfere with teaching and learning.
- Students have the **responsibility** to use personal music devices only when permitted in the classroom at the discretion of the teacher.
- Students have the **responsibility** to use cell phones before/after school and only when permitted in the classroom at the discretion of the teacher.
- Students have the **responsibility** to stay on campus during school hours.

MHS Operations

Molalla High School hours: 7:00 A.M. to 3:15 P.M.: Students inside the high school after 3:15 p.m. must have an academic or athletic purpose and be supervised by staff. The school will not be responsible for accidents of non-supervised students prior to 7:00 a.m. or after 3:15 p.m. In the event of late start, the building opens at 8 a.m. All visitors, including parents, must check in at the office immediately upon arrival. Student guests must have 24-hour principal approval prior to visitation. Guests must follow all school rules, regulations and must have a visible *visitor pass* at all times.

Bookkeeping Office: The accounting office operates Monday through Friday from 11:00 to 3:00 for payment of student fees that include:

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| ○ PE Uniform | \$20 (\$10 shirt and \$10 shorts) |
| ○ Parking Permit (yearly) | \$10 reg./\$15 senior (Non-Permitted Available) |
| ○ Student Body Card | \$20 (All students are required to purchase) \$5 for replacement |
| ○ Course Fees | As applicable |
| ○ Band | As applicable for rental instruments |
| ○ Insurance | The cost is determined at the beginning of each school year |
| (District insurance does not cover students for accidents on school property) | |
| ○ Yearbook | To be announced |

(Yearbooks not picked up within 3 months may be resold. Any money deposited will not be refunded.)

Athletics Office: The athletics office operates Monday through Friday from 7:00 to 2:30. Students may inquire about sports and pay athletic fees:

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| ○ Athletic Participation fee | \$195 (1st Sport), \$195 (2nd Sport), \$35 (3rd Sport) (\$700 Family Max.) |
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Student Office: The student office operates Monday through Friday from 7:00 to 3:00. Students may take care of attendance issues, student deliveries, medication, dance passes, bus issues, illness, passes to leave campus and student forms.

Counseling Office: The counseling office operates Monday through Friday from 7:15 to 3:00. Students may contact their counselor or the registrar to access academic or registration business.

Mrs. McKenzie (Last Names "A" to "L") Mr. Rubrecht (Last Names "M" to "Z") Mr Brian Heath (Freshman)

Administrative Office: The administrative offices operate Monday through Friday from 7:00 to 3:00. Administrative offices are available for any student for: Student issues, student inquiries, disciplines issues or appointments made through the Head Secretary

Cafeteria Office (Sodexo): The cafeteria office operates Monday through Friday during mealtime. There is no cost for meal service during the 2021-2022 school year. ALL meals are free to students.

Counseling Department

The purpose of the counseling department is to help students set and reach their educational, vocational, and personal objectives. Through individual and group conferences with counselors, students have an opportunity to discuss and assess personal goals and to examine how they can be attained. During the year, students are encouraged to meet with their assigned counselor to discuss matters of concern.

Information/Resources available in the Counseling Office:

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| ○ Courses of study in high school | ○ College credit available for HS courses |
| ○ Personal, county-wide agency resources | ○ Job, career, and career-related opportunities |
| ○ SAT/ACT information | ○ Alternative education information |
| ○ Post-secondary educational options | |
| ○ Scholarships and educational grants | |

Dropping a Class: The master schedule is built based on student course requests. A student's schedule is based on their individual requests. Dropping a class that is selected by the student is not allowed except in unusual circumstances. Any student dropping a class after **one** week will receive a failing grade for the class. Any exceptions to this policy must be cleared through the instructor. Students dropping a class after **one** week will not be assured another class. Entering a class after the **first** week may result in a student receiving partial or no credit for the class.

Withdrawing: Students leaving school at year's end, moving, etc., must complete the office check out procedure. See the registrar for more information.

Educational Records: School Practices and Parent/Student Rights (Notification required per OAR 581-21-260)

1. Parent 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 to designate any or all 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.

Transcript Requests: Transcripts are available by clicking the link on the Molalla High School webpage under the "Students" tab. There is no fee for transcripts for current students. Transcript fee is \$5.00 for alumni or students not currently enrolled at MHS.

Family Resources: Please see APPENDIX C

Alternative Education Placement: Students who request or show a need for alternative education placement must meet with their counselor to discuss available options. Placements outside of MHS programs require administrative approval and may not be funded by the district.

Academics

Graduation Requirements: See the Curriculum Guide available in Molalla High School's counseling center or on the school website.

All students are required to have a full schedule. Exceptions may be arranged with your counselor. All off-campus credit must be approved in advance by the Counseling Department. Students who wish to complete graduation requirements in fewer than four years, must complete the necessary paperwork with their counselor by the end of the 2nd trimester of their junior year.

Report Cards and Progress Reports: *Grades are always available online through ParentVue and StudentVue.* Report cards and progress reports will be available in ParentVue at the end of each grading period. MHS issues a progress report after the 5th week of each trimester, and a report card following each trimester. MHS uses a four-point grading system: A, B, C, and D are passing grades. "F" indicates a failing grade and no credit is earned. "S" (satisfactory) and "U" (unsatisfactory) grades will be given for homeroom, teacher's assistant (TA), e-school and can be utilized for students on a Modified Diploma, although these courses will not affect GPA.

Trimester Finals: The last two days of the trimester will be half days for student finals. Principal's approval is required for emergency consideration to take final exams early.

Incompletes: Trimester incompletes must be made up within two weeks following the end of the trimester. Failure to make up an incomplete within this time period will result in no credit and an F on the student transcript. Criteria for Incompletes are:

- A student has a school related absence on the day of the final
- A student is sick/medical extended absence for the final or leading up to the final, excused absence (medical note)
- It is specifically outlined in a student's IEP or 504
- There is a pre-arranged written plan with teacher (teacher initiated)

Honor Roll: To be eligible for honor roll in a trimester, students must complete four graded classes and have an unweighted GPA of at least 3.50.

Academic Letter Award: Freshmen, sophomore, junior and seniors who maintain a 3.50 weighted cumulative grade point average while achieving a 3.75 weighted grade point average during the lettering trimester at Molalla High School are eligible for an Academic Letter Award.

National Honor Society: Sophomores and juniors who have a 3.5 or above weighted GPA, have completed four or more college prep core classes, and have demonstrated a commitment to leadership, character, and service are eligible for induction into National Honor Society.

State Assessments: The State of Oregon has established strict parameters for behavior in the testing environment for State Assessments and Essential Skills work samples. Violations of testing rules may result in consequences up to and including out-of-school suspension. Students are expected to follow rules set by the State, and any other rules established by their teachers, that include but are not limited to:

- Maintaining a quiet testing environment, which means: No talking or making noise, no passing notes, no giving help to others.
- No accessing or using electronic communication or information devices in the testing environment.

Participation in Graduation Exercises: Students will be permitted to participate in graduation only if they have completed all graduation requirements for earning a diploma and have attended graduation rehearsals (see academic curriculum guide to verify requirements). Students who are expelled or suspended at the time of graduation will not be eligible to participate in graduation. Students with outstanding fees or unresolved discipline obligations will not participate in graduation and will have his or her diploma withheld.

Administrative Department

Dance Rules: All school rules apply at dances. Student body cards must be shown to gain admittance to a dance. Dances will end no later than 11:30 p.m. unless otherwise indicated; students leaving the dance area will not be allowed to return. Doors will close 30 minutes after the start of the dance; exceptions may be made for students returning from a school-related activity. Attending dances is a privilege. Academic, behavioral, and attendance issues could be reasons for attendance at a dance to be revoked.

Guest Passes for Dances: Guest passes must be obtained and approved two days prior to each dance. Guests must be 20 years of age or younger and in good social/academic standing. MHS students must be in good standing to request a guest pass. Good standing is defined as: maintaining a 92% attendance rate, no out of school suspensions during the trimester of the dance or the last month, whichever is longer, and no failing grade at last grade check period. Students who have left MHS in poor standing are not eligible as guests. Exceptions may be made through administrative appeal for Homecoming and Prom. Each student may obtain only one (1) guest pass per dance.

Monthly Safety Drills: Safety is a priority at Molalla High School. Students are expected to view drills as serious preparation for an actual emergency. Students can expect fire drills, lockdown drills, earthquake drills and other drills once a month.

Statement of Enrollment forms - DMV: Oregon Revised Statute (ORS) 807.066 states that the Department of Transportation shall not issue driving privileges to a person under 18 years of age who has not either graduated from high school, or received a General Education Development certificate (GED), unless the person is currently:

- Enrolled in a secondary school of this state or any state.
- Attending a community college while making satisfactory progress toward a GED or high school diploma.
- Being taught by a private teacher or parent in compliance with ORS 339.035.
- Exempt from school attendance requirements under ORS 339.030.

Contact the head secretary to receive a statement of enrollment form for the DMV.

Care of Property by Students: It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces school property will be disciplined. Students will be responsible for full restitution at market value. Failure to make restitution in a timely manner may result in additional disciplinary action. The Board declares its intent to hold students and their parents responsible for loss or damage of district property. Notice of the district's intent will be provided annually in the student/parent handbook as required by law.

Signs and Poster Regulation: All signs and posters must have administrative **and** club advisor approval. See the Dean of Students or administration for details.

Security Cameras: The School Board authorizes the utilization of video equipment in order to ensure the health, welfare, and safety of all students and personnel. Use of these cameras shall be subject to the policies of the district including confidentiality of records. Cameras are located in hallways, commons and any area where students might congregate outside of the classroom.

Library/Media Center

Library/Media Center: The MHS Media Center is open from 7:15 a.m. to 3:00 p.m. for reading, researching, and quiet group study. The Media Center expectations are:

- ◆ No food or drink
- ◆ Quiet talking only

Computers are available for research on the Internet and educational purposes only. Internet access is available with a parental signed access form and may be terminated if used inappropriately. Books may be borrowed for two weeks except for reference books, which may be borrowed for one period or overnight. Magazines may be borrowed for three days. Books are also available through the Library Information Network of Clackamas County (LINCC). Fines of 5 cents per day are charged for late materials. Check out the library online resources available on the MHS web page at <http://mhs.molallariv.k12.or.us/> and select the library media center on the right.

Textbooks: Textbooks not needed for the next trimester are to be returned. Students are responsible for lost and damaged materials from both the library and the textbook area. Unpaid or other obligations on books must be settled prior to any further books being checked out. Parents and/or guardians will be billed for all obligations.

Attendance

Regular attendance is KEY to student success. Molalla High School is committed to working with families to promote good attendance. Students are expected to attend school and classes regularly and be on time. Parents are ultimately responsible for ensuring regular attendance of their student. Educational research shows that a student's attendance at school is the foundation to successful academics. Molalla High School staff would like to encourage students to seek positive relationships with teachers, counselors, administrators and other dedicated adults. We want students to see their experience at Molalla High School as welcoming and a supportive environment with many resources available. Please communicate with our attendance office if you miss school for any reason.

Definitions:

- Full day absence means missing 51% or more of the day.
- Half day absence means missing 25% to 50% of the day.
- Class absence means missing more than 10 minutes of the class period.
- Excused absence means that the parent or guardian provided an excusable reason for the absence verbally or in writing either prior to the absence or within 24 hours after the student's return to class.
- Tardy means not present at the start of class and arriving more than 10 minutes into the class period.
- Unplanned absence means the student is absent from the class and the teacher and/or school did not know in advance.

Notifying the Attendance Office of Absences: Parents or Guardians are responsible to notify the Attendance Office within 48 hours following the student's absence. Notice may be in writing, emailed to sally.dillon@molallariv.k12.or.us or by telephone. Call the 24-hour voicemail at 503-759-7304. Please include the student's first and last name, date of the absence and the **reason for the absence** in your message.

Excused vs. Unexcused Absences:
According to ORS.339.065 and Molalla High School Protocol

Excused Absences:

- Student illness
- All medical appointments
- An emergency, such as death, accident, or injury
- Sickness of a family member
- Teacher / Administrator arrangements
- Pre-arranged absence approved by the school (Not to exceed 5 days in 3 months OR not to exceed 10 days in 6 months)

Unexcused Absences/Truancy:

- Student slept in
- Student is absent without an excuse by the parent or guardian
- Family vacation (Unless prearranged and approved)
- Tardy/ Late past the first 15 minutes of class
- Student leaves a school or a class without permission from a teacher or administrator.
- Care of siblings (baby-sitting)
- Student leaves campus prior to having absence excused

Automated Calls Home for Missed Classes: If your student is marked absent for any reason in one or more classes in a school day, an automated call will be made to the primary number listed on the verification form. If you feel you received an automated phone call in error, please call the attendance office at 503-759-7304.

Consequences for Irregular Attendance and Tardy Policy: (Please see the Discipline Matrix “Appendix A” for consequences.)

- All students caught in the act of skipping a class or being off-campus without a pass will be assigned the appropriate consequence, either a before or after school detention.
- If students do not get their unexcused absence excused by a parent or guardian within 48 hours, truancy consequences may be enforced.
- Students not maintaining regular attendance may be referred for the Clackamas County Truancy Court process which could include being placed on an attendance contract, attending a meeting with the Dean of Students or administration and/or receiving a truancy fine.
- Students arriving after the tardy bell and within the first 15 minutes of class are tardy. Students arriving later than 15 minutes to class without an excused slip from the Attendance Office will be marked **absent/truant**. To ensure a student’s attendance is correctly marked, students arriving after the first 5 minutes of class will be responsible for checking in at the attendance window before heading to class.

Arriving Late or Leaving Early: Students must sign out at the Attendance Office prior to leaving the building. This means a student needs either:

- An email/phone call/note from the authorized parent/guardian describing the reason for the absence.
- A call to the office from the authorized parent/guardian before the student leaves
- Parents/Guardians are urged to make medical or dental appointments after school hours to minimize the loss of school time.

Authorized personnel will speak with the parent/guardian to obtain permission for the student to leave. If a student is sick and needs to leave school early, they must check in at the Attendance Office. If a student contacts his or her parent before alerting the Attendance secretary of their illness, please be patient with Molalla High School’s checkout procedure. Leaving school without prior approval from the Attendance Office will result in an unexcused absence that will only be excused with acceptable verification from a parent/guardian or medical professional. A student may request to call home at the Attendance Office window.

Pre-Arranged Absences and Pre-Arranged School Activities: Parents must let the attendance office know in advance prior to a student picking up a pre-arranged absence form. Arrangements must be made in writing (note/email) in advance for any pre-arranged absences. Students are expected to collect assignments or make arrangements for the day(s) absent and to complete any assignments prior to their return in order to prevent the absences from jeopardizing their academic progress. To apply for a pre-arranged absence, students must:

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| First: | Obtain a pre-arranged absence form from the Attendance Office |
| Second: | Obtain teacher signatures |
| Third: | Return completed form to Attendance Office prior to absence |

Early Release and Late Arrival: Students with early release or late start in their schedule must adhere to the following policy or risk losing the privilege. Students with late arrival may not be on campus until the beginning of 2nd period. Students with early release must be off campus following their last class. Students may be on campus if they are under the supervision of staff or they sign in as a visitor during school hours.

10-Day Drop Policy (Oregon State Policy): Oregon State Law requires that Molalla High School withdraw any student who is marked absent for 10 consecutive full school days. These students will have to complete the re-enrollment process with the registrar when they wish to return to school. Reference: OAR 581.023.0006(11)(c)

Oregon Attendance Laws: Oregon’s Compulsory School Attendance law 339.030: *All children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school during the entire school term. Every person having control of a child between the ages of 7 and 18 years who has not completed the 12th grade is required to send the child to, and maintain the child in, regular attendance at a public full-time school during the entire school term.*

Oregon's Estimates of Attendance law 339.065: *Eight (8), unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. A principal or teacher may excuse an absence if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. Any pupil may be excused from attendance, by the district school board, for a period not to exceed five days in any term of three months or not to exceed 10 days in any term of at least six months.*

Truancy Court: Truancy court became operational in Clackamas County in 2009-2010. This purpose behind this program is to support families and maintain a high attendance rate. Students failing to attend school 92% of the time are in violation of Oregon attendance laws, which could result in a Class C violation with a maximum penalty of \$500.00. The Truancy Court process that exists at Molalla High School is:

- ☐ Step 1 - Formal Notice of Attendance Expectations letter sent to parent/guardian. This is a warning letter that mandates student must attend school 92% of the time or greater.
- ☐ Step 2 - Mandatory attendance meeting for the student and parent/guardian will be scheduled. Interventions to help support improved student attendance are created through the Student and Parent Attendance Agreement.
- ☐ Step 3 - Truancy citation is given to parent/guardian, required court appearance for parent/guardian, and court mandated attendance agreement following court attendance must be followed.
- ☐ Step 4 - Truancy fine issued to parent/guardian for failing to meet the court's mandated attendance agreement.

Making up Assignments Due to Absences from School: Students are allowed to make up assignments for an excused absence and receive credit. However, students are expected to make up assignments for unexcused absences for their own benefit, but depending on the individual circumstances and the school standards, may or may not receive credit. Student grades may not be lowered solely due to absences.

Requests for Homework: In the event a student is absent requests for homework assignments may be made. The student or parent/guardian should make requests for work with Mrs. Cooksey in the attendance office. Contact the student's counselor regarding work for extended absences (10 or more days).

Student Office

Medication Policy: Students who require medication to remain in school during the day must complete an *Authorization for Medication Administration*. Medication must be brought to school by parents in the original commercially prepared container or prescription bottle with the label intact. All medications must be checked into the office or a *Self-Medication Agreement* must be completed and turned into the office with appropriate approval (MD or School RN, Parent & Administrator) to carry and dispense medication in the school setting. Students may not share any medication with other students. Self-Medication privileges may be revoked if the agreement isn't followed. Students who do not follow these procedures will be referred to the Dean of Students.

Clubs/Activities and Student Participation

Clubs and Activities at Molalla High School share a common interest and meet regularly to provide a service. Clubs must have principal approval, an adult supervisor, and be open to any student. Transportation for students involved in a club before or after school is the responsibility of individual members, parents, and guardians. Clubs promote a positive atmosphere and students are encouraged to participate. Critical thinking skills, decision-making, and problem solving are also a part of Club involvement and help reinforce academic skills. Below is a list of Clubs available at Molalla High School:

National Art Honor Society	National FFA Organization	Book Club
Key Club	Thespian Society	Robotics
National Honor Society	International Foods Club	Unified Sports Club
Fellowship of Christian Athletes (FCA)	Future Business Leaders of America	OHSET (Equestrian Team)

Students must be a Molalla High School student and be passing all classes to attend meetings held during the school day. Students who are not currently passing all classes may not participate in any competition until earning a passing grade in all classes. Students must have a signed parent permission slip prior to the second meeting they attend.

Student Discipline

Student discipline at Molalla High School is directed by the Molalla River School District policy JG that reads, "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 function in their educational and social environment." Students are subject to discipline for conduct while traveling to and from school, during regular school hours, at school-sponsored events, and while off-campus during regular school hours. The administration of MHS reserves the right to alter or change rules or regulations governing MHS. Such changes will be announced either verbally, in print, or posted on the school website. Once done so, they will be deemed published. The administration reserves the right to file a police complaint for any crime committed on school property.

Discipline Philosophy at Molalla High School: Students are expected to learn from behaviors and experiences. Through the learning process, students will be encouraged to exercise self-discipline. Academic research clearly states that positive interventions (like PBIS and Restorative Justice) are most impactful in leading to positive student behavior. Students are expected to be open to positive interventions and learn from those experiences as well. House Bill 2192-B allows for administrators to use discretion when deciding when the most severe punishments, suspension and expulsions, should be used.

Molalla High School Violations: All discipline and consequences are listed on the Discipline Matrix (Appendix A, pg. 10-11).

Tardy: Tardiness is unacceptable. Students are expected to arrive at school at the beginning of the school day on time and are expected to pass from class to class in the allotted time without being late for class. Students are considered absent if a student enters class 15 minutes after the tardy bell rings.

Tardy to any class:	First tardy each trimester excused. After 1st tardy, progressive discipline will follow. Referral, Friday School, After-School detention, Community Service, Parent Phone Call home
Increased Incidents of Tardiness (6 to 10 incidents):	Progressive Discipline: Referral, Friday School, After-School, Community Service, Parent Phone Call
Excessive Incidents of Tardiness (11 or more incidents):	Progressive Discipline: Referral, Friday School, After-School, ISS, OSS

Truancy: Truancy is defined by Molalla River School District policy JEDA as, "An absence from school without permission." The following truancy policy is applied per trimester:

Consequences for truancy.

- (1) Friday AM School & Tues/Thurs after school detention
- (2) Two Friday Schools/Detentions
- (3) ½ day ISS
- (4) Full day ISS
- (5) Full day OSS/No fly list (Until the end of that trimester)

Plagiarism: Plagiarism is when you use someone else's words or ideas and pass them off as your own. Plagiarism is cheating and will be disciplined.

Dress and Grooming: Responsibility for dress and grooming rests primarily with students and their parents. However, the district will meet standards for dress, grooming and appearance in the following ways:

- If a teacher provides reasonable evidence that a student's appearance disrupts or directly interferes with the educational process, the teacher shall bring the problem to the attention of the Dean of Students or administration.
- If a student's dress or grooming presents health or safety problems in a particular class or activity, the teacher will bring the problem to the attention of the Dean of Students or administration and the student may be required to make modifications in order to continue with that class or activity.
- Students may be directed to change dress or grooming if it interferes with the learning process or school climate.
- Students who refuse to comply with the dress and grooming standards will be disciplined.
- The district believes that the presence of gangs and gang activity can cause a substantial disruption to school and activities. Therefore, no gang-related attire or tattoos that indicate gang membership or activity are allowed.
- Footwear is required at all times.
- During voluntary activities where students represent the school, the advisor or coach shall recommend required dress and grooming standards to the Principal. Upon approval by the Principal, student will be notified of such standards and any student not in compliance may be denied the opportunity to participate.
- Dark glasses shall not be worn indoors, except for valid medical reasons.
- Tattoos on any part of the body must be covered if they are gang-related or violate school rules.
- Sleepwear or slippers may not be worn.
- Clothing must not:
 - Be related to alcohol, tobacco or other drugs;
 - Be vulgar or insulting, suggestive or promote products (e.g intoxicants, pornography, etc.) or behavior that would violate school rules;
 - Threaten health or safety of others; or
 - Be demeaning to a particular person or group.

Public Display of Affection: Public displays of affection are limited to handholding or a short hug with no prolonged physical contact.

Cell Phone and Electronic Device Use: We, Molalla High School staff and administration, promote ethical and responsible use of electronic devices, and digital citizenship for our students. We model responsible decision-making in the use of technologies. Use of cell phones or other electronic devices during class will be at the discretion of the teacher for academic purposes only. Failure to comply will result in the following consequences:

- 1st Infraction – Confiscation by staff. Device will be returned to the student at the end of the day.
- 2nd Infraction – Confiscation. Phone Call home. Device will be returned to student at end of day.
- 3rd Infraction – Confiscation. Phone Call home. Device will be given to parent/guardian only.
- 4th Infraction – Confiscation. Phone call home. Mandatory meeting with student and guardian.

Molalla River School District will not be held responsible for lost or stolen personal property

Harassment, Bullying and Threats

Harassment: Hazing, bullying, cyber-bullying, harassment, intimidation, menacing of any act that injures, degrades, or disgraces a student, coach, staff member or visitor will not be tolerated. Harassment is defined as intentionally annoying another person by subjecting them to offensive physical conduct, abusive words or abusive gestures. Both physical and verbal sexual harassment is strictly forbidden. Student(s) making unwanted comments or who engage in unwanted touching that is sexual in nature are subject to discipline including suspension, expulsion and referral to Molalla Police or Clackamas Juvenile Intake. Harassment Complaint Procedure and Discrimination Grievance Procedure (Appendix B)

Discrimination: Molalla River School District promotes nondiscrimination and an environment free of harassment.

Threat of Violence Towards an Individual: Actions that are used to intimidate another student are not tolerated at Molalla High School.

Threat of Harm: Words and actions that threaten or could frighten other people and interfere with the academic environment are not allowed, even amongst friends. A Threat of Harm assessment requires multiple agencies' involvement to ensure the safety of Molalla High School.

Drugs, Alcohol, Substance Abuse and Prohibited Items

Drugs and Alcohol: Molalla High School has a zero-tolerance drug policy and is a drug free school zone. Students must not possess, distribute, sell or use alcohol or drugs, or anything that looks like a drug in the school, on school grounds, at school activities, or during school hours. This policy affects students within 1,000 feet of school property, on district-approved transportation, and while participating or attending school sponsored activities and events. Students in violation are subject to suspension, expulsion and/or other appropriate alternative discipline. Students who are present while others are in violation of this policy are also subject to discipline. Students whose behavior indicates they are under the influence of drugs or alcohol will be subject to discipline.

Tobacco: Students and adults are not permitted to use, possess, sell or transfer tobacco or tobacco/nicotine related products in school buildings, on school property, in vehicles used for school transportation and school-related work, and at all school-related activities.

E-Cigarettes: Possession of an e-cigarette, personal vaporizer or electronic nicotine delivery system is prohibited on Molalla River School District property. These devices can be used for a variety of substances and are subject to police seizure when confiscated.

Prohibited Items: Students may not have dangerous, academically distracting or prohibited items at school, on school property, or at school activities. MHS has a zero-tolerance policy for the possession of weapons. These items might include:

- Dangerous or deadly weapons, knives or anything else that could injure a person or property;
- Anything that looks like a weapon, including toys;
- Explosives, including fireworks, ammunition and bullets;
- Harmful gasses;
- Poisons;
- Anything used to transport, sell or use illegal drugs including paraphernalia, matches, lighters and e-cigarettes;
- Stolen property;
- Anything that is or promotes racially, religiously or sexually offensive products, messages, or behavior;
- Anything else prohibited by school rules.

Prohibited items will be removed and held by school staff and will only be released to the student's parents or guardian. Illegal items will be destroyed or held for Molalla Police. Stolen items will be returned to the owner after Molalla Police approves the return.

Weapons: Molalla High School has a zero-tolerance policy in regards to weapons on campus. Any student in possession of a dangerous weapon on school property or at a district-sponsored event, at any time of the day, may be expelled for one calendar year.

Student Searches and Locker Checks: Molalla High School may search a student if the school has reasonable suspicion that a prohibited or dangerous item will be found. A student's personal property and assigned locker areas may also be searched. Lockers and desks are the property of Molalla River School District; the school may check these areas at any time for dangerous and prohibited items. District policy states, "Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the building principal." No prior notification is necessary to conduct a locker search and random searches may be conducted with the assistance of Molalla Police. *The school accepts no responsibility for the contents of student lockers.*

Suspension and Expulsion

Any student suspended (out-of-school) is excluded from participating in or attending any athletic or district-wide activity the day(s) of the suspension. Students assigned out-of-school suspension may not be on school property during suspension unless an administrator grants permission. Students are expected to learn from their mistakes and not continually disrupt the educational environment. Any student who demonstrates a persistent pattern of misconduct may receive a notice of progressive discipline, which may result in a recommendation for expulsion. Suspensions and expulsions are delegated at the discretion of school administration. Please see APPENDIX A for the Discipline Matrix (pg. 10-11).

In-School Suspension: Molalla River School District policy JGD outlines the process and procedure of a suspension.

Depending on the availability of staffing, Molalla High School implements a program for In-School Suspension. For certain discipline infractions, in lieu of sending students home, students may be assigned to serve their suspension at school. The intention is to maintain connections with the high school and to increase completion of school assignments. Electronic devices **are not permitted** for student use during in-school suspension.

Students serving an In-School Suspension may or may not be able to participate in special events that occur during school hours (including assemblies and regular times). Lunch and breaks will be scheduled with the in-school suspension coordinator. Students' time will be spent completing academic requirements. Failure to adhere to in-school suspension rules will result in out-of-school suspension.

Out-of-School Suspension: Molalla River School District policy JGD outlines the process and procedure of a suspension.

Students serving an Out-of-School Suspension are not able to participate in school events that occur during school hours AND after school hours. If a student is suspended for 3 or more days, an in-person re-entry meeting with parents/guardians will be required before a student returns to school. The goal of this meeting is to come together as a team, set expectations and support for the student to return successfully, and a reminder of our expectations while at school.

Expulsion: Molalla River School District policy JGE outlines the process and procedure of an expulsion.

Driving, Parking and Transportation

Student Vehicle Use and Parking Regulations:

- Students who park in visitor, handicapped, staff parking, fire lanes or non-designated parking spaces are subject to discipline and may be towed.
- Students park at their own risk.
- Students are not allowed to park in the staff parking on the west side of the building or the gravel lot on the east side of the building.
- General parking at a reduced cost (\$5) is available for all students in the south parking lot beside the auditorium.
- All students who park on campus must complete the parking registration and permit request process.
- Students parking in the Junior or Senior parking lot costs \$10 and provides an assigned parking number. Students are limited to parking ONLY in their assigned spot.
 - Junior parking requires a parking permit and is located on the south end of the senior parking lot. Spots are numbered 77-124.
 - Senior parking requires a parking permit and is located nearest to the school's main entrance. Spots are numbered 1-76.
- Parking permits must be purchased at the school office and be made visible through the front windshield of the vehicle.
- Driving speed on school property is not to exceed 5 mph.
- Failure to comply with Student Vehicle Use and Parking Regulations may result in a loss of parking permit, loss of privilege of driving to and from school, suspension, or expulsion.

Suspension of Driving Privileges: Molalla River School District policy JHFDA outlines the process and procedure of a student's suspension of driving privileges. Because of changes in state laws, Molalla River School District's Board of Directors has adopted the following policy that affect students' conduct, attendance and driving privileges.

Conduct: The superintendent may, ORS 339.254, make a request to the Oregon Department of Transportation (ODOT) for the suspension of a student's driving privilege or the right to apply for a driving privilege on the basis of conduct as provided below. If a request is made, the following requirements will be met:

- The superintendent will meet with parent before submitting a request to ODOT;
- The request to ODOT will be in writing;
- The student involved is at least 15 years of age;
- The student has been expelled for bringing a weapon on school property; or
- The student has been suspended or expelled at least twice for any of the following reasons:
 - Assaulting or menacing a school employee, another student, or visitor on school property;
 - Willful damage or injury to district property;
 - Use of threats, intimidation, harassment or coercion against a school employee, student, or a visitor on school property.
- The request to suspend a student's driving privilege or the right to apply for a driving privilege shall not be for more than one year unless the superintendent (or board) is filling a second written request. A second request may state suspension of privilege until the student reaches 21 years of age;
- If a driving privilege is suspended, the student may apply to ODOT for a hardship permit.

Withdrawal: The superintendent shall, under ORS 339.257, notify ODOT of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age. Upon receipt of the district's notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 39th day following the date of notice unless the student presents documentation that complies with ORS 807.066. For purposes of this policy, a student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive school days (unexcused or excused absences)
2. Or 15 school days total of unexcused absences during a single semester.

The student has a right to appeal the superintendent's decision through district procedures.

Buses and Rooter Buses: School bus transportation is a privilege, which students keep by being safe, respectful and responsible. If a student rides the bus to and from school, to and from classes, or to and from school activities as a participant or supportive fan, he or she must follow the bus rules. The Dean of Students or administration will deal with any misbehavior on the bus and at bus stops. Consequences may include losing the privilege to ride the bus for up to 6 months or permanently. The State of Oregon has rules for students riding school buses. Three rules are posted below and others are posted on each bus:

- No fighting, wrestling or rough behavior
- Students are under the authority of the driver
- Use the emergency door only in an emergency

District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, sexual orientation, age, 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 Special Education Director or the Superintendent at 503-829-2359.

APPENDIX "A"

Key: B/A Det- Before/After School Detention DP- Diversion Program OSS - Out of School Suspension* PPI - Police potentially involved EXP - Expulsion Recommended * Re-entry meeting on 4+ days	MHS DISCIPLINE MATRIX 2023-2024							
	Lunch Detention 2 hrs B/A Det	2 hrs B/A Det	4 hrs B/A Det	6 hrs B/A Det	1-3 Days DP OSS PPI	4-6 Days DP OSS* PPI	7-9 Days DP OSS* PPI	8-10 Days DP OSS*/EXP PPI
VIOLATION OF ATTENDANCE POLICY								
Tardy (Incidents)	2 - 5	6 - 10	11+					
Truancy (Incidents)		1, 2, 3	4+					
VIOLATION OF SCHOOL POLICY								
Cell Phone Violation	See page 7 of the student handbook for cell phone violations.							
Cheating/Plagiarism			1st	2nd		3rd		
Computer or Internet Violation	1st	2nd	3rd					
Deliberate Misuse of Property		1st	2nd	3rd				
Disruptive Appearance/Dress	1st	2nd	3rd					
Inappropriate Display of Affection	1st	2nd	3rd					
Lying/Dishonesty	1st	2nd	3rd					
Possession of Prohibited Item		1st	2nd	3rd				
Violation of Electronics Use Policy	1st	2nd		3rd				
INSUBORDINATION								
Defiance/ Disrespect toward Staff	1st	2nd		3rd				
Disrespectful of Academic Setting	1st	2nd		3rd				
OBSCENE BEHAVIOR								
Display of Offensive Material	1st		2nd		3rd			
Offensive Gestures	1st		2nd		3rd			
Offensive Language / Profanity	1st		2nd		3rd			
Distribution of Explicit Material					1st		2nd	3rd
HARASSMENT OR BULLYING								
General				1st	2nd		3rd	
Based on Disability					1st		2nd	3rd
Based on Race, Color, Religion, Gender Identity					1st		2nd	3rd
Verbal Sexual Harassment						1st		2nd
Physical Sexual Harassment								1st
PHYSICAL ALTERCATION / ASSAULT / BATTERY (no diversion offered)								
Threat of Violence			1st		2nd		3rd	
Roughhousing			1st		2nd		3rd	
Physical Aggression				1st		2nd		3rd
Fighting (One-sided)						1st		2nd
Fighting (Mutual Combat)						1st		2nd
Sexual Aggression (Battery)								1st
Aggression Against Staff								1st
<ul style="list-style-type: none"> Administration reserves the right and responsibility to adjust consequences of any student action based on preserving the safety of the school environment. Students, parents, guardians can expect FERPA protection of student records. 								

Revised January 2024

Key: CS- Community Service DP- Diversion Program OSS - Out of School Suspension PPI - Police potentially involved EXP - Expulsion Recommended	MHS DISCIPLINE MATRIX 2023-2024							
	Lunch Detention 2 hrs B/A Det	2 hrs B/A Det	4 hrs B/A Det	6 hrs B/A Det	1-3 Days DP OSS PPI	4-6 Days DP OSS PPI	7-9 Days DP OSS PPI	8-10 Days DP OSS/EXP PPI
TRESPASS / BURGLARY / BREAKING & ENTERING								
Inappropriate Location		1st			2nd			3rd
Loitering			1st			2nd		3rd
Off-Limits Area					1st	2nd		3rd
Burglary								1st
Breaking and Entering								1st
VANDALISM								
Minor (less than \$50.00)			1st			2nd		3rd
Major (greater than \$50.00)					1st			2nd
THEFT OF PROPERTY								
Attempted					1st	2nd		3rd
Minor (less than \$50.00)						1st		2nd
Major (greater than \$50.00)							1st	2nd
TOBACCO								
Possession					1st	2nd		3rd
Use and Possession					1st		2nd	3rd
E-Cigarette (Vape) (Possession)					1st		2nd	3rd
Sale or Transfer								1st
ALCOHOL								
Possession					1st		2nd	3rd
Use (Under the Influence)					1st		2nd	3rd
Sale or Transfer								1st
DRUGS								
Over-the Counter (Inappropriate Use)					1st		2nd	3rd
Possession of Drug Paraphernalia					1st		2nd	3rd
Possession (Illegal)							1st	2nd
Use or Under the Influence (Illegal)							1st	2nd
Sale or Transfer (Illegal)							1st	2nd
WEAPONS								
Knife (Blade less than 2.5")					1st		2nd	3rd
Possession								1st
Use or Attempted Use								1st
Firearms								1st
VIOLATIONS OF EVERY STUDENT BELONGS								
Hate Speech					1st		2nd	3rd
Symbol(s) of Hate					1st		2nd	3rd
Destruction of Property					1st		2nd	3rd

SCHOOL THREAT	
Weapon/Bomb/Other	Suspension and/or expulsion pending threat assessment and findings
THREAT OF SELF-HARM	
Based on severity	Suspension pending threat assessment, findings and/or evaluation

APPENDIX “B” Harassment Complaint and Discrimination Grievance Procedures

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

Informal Procedure (optional):

Any person who feels that he/she has been discriminated against should discuss the matter with the Dean of Students or administration 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 Dean of Students or the administration 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 building principal within five school days of the receipt of the response to the informal complaint. The building 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 2: 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 3: 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.

Hazing, Harassment, Intimidation, Bullying, Cyberbullying, Menacing Complaint Procedures: The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying and menacing.

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 inter-district and intra-district athletic competitions or other school events.
2. "District" includes district facilities, district premises and non-district 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 within a 24-hour period. 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.

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 inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises and non-district 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.

All complaint and grievance forms are available at Molalla High School and Molalla River School District.

APPENDIX "C" Family Resources in Clackamas County

- ☐ Family Education & Support Net. www.clackamas.us/ocf/fesn
Search for local parenting classes, events, and info
- ☐ Clackamas County Community Behavior Health: 503-655-8401
24-hour mental health crisis line
- ☐ Clackamas County Department of Health, Housing, and Human Services: 503-650-5697
Social Services, Community Development, Office for Children and Family, Community Solutions for Clackamas County, Housing Authority, and Community Health
- ☐ State of Oregon Department of Human Services: 971-673-7300 SNAP Program issues
- ☐ Molalla Community Service Center: 503-829-5561
Emergency food, information, and referral service for low-income residents
- ☐ Molalla Health Center: 503-723-2944
Family planning, primary care, prenatal, immunizations, etc.
- ☐ Oregon Partnership: 1-800-923-4357
24-hour Alcohol/Drug Helpline
- ☐ Clackamas Women's Services: 503-654-2288
Crisis line, shelter, and support services for domestic violence survivors
- ☐ Clackamas County Food Basket Program 503-282-0555 x253
Supplemental food program for low-income residents living in Clackamas County
- ☐ For SNAP program and medical insurance applications or information on housing and shelters, or reduced phone service, please call. Most students who are not currently insured will qualify for medical insurance so please contact me if your child is not insured. For students and families living with friends, relatives, in motels, cars, parks, inadequate housing, or places not suitable for housing, or who are in the process of losing their housing, the students are eligible for a variety of free services so please contact: Cristina Carrizales at 503-829-2355
- ☐

Appendix "D" Student-Athlete Handbook

ATHLETIC PHILOSOPHY

The Molalla High School athletic program's primary responsibility and goal is to focus on the character and life skill development of each athlete. Each program shall have challenging and realistic expectations for player, parent and coach, and will be accountable for providing a healthy, supportive, and motivating relationship. Athletic programs will be expected to communicate in a positive, respectful and unselfish manner at all times. Our athletic programs will work to establish a positive image on and off the playing field. All athletes will work to balance academic responsibilities alongside athletic ones. Participating in athletics at Molalla High School is considered a privilege not a right.

ATHLETIC PROGRAM

All students who participate on an athletic team must be familiar and comply with all school rules and regulations. As representatives of Molalla

High School, all participants are expected to conduct themselves in a manner that reflects good sportsmanship and respect. Participants will be governed by all school rules and policies during and beyond the regular school day, including while traveling and competing at other schools. Coaches may require additional standards of dress and conduct which are reasonable for the administration of their program. Disciplinary action will be in accordance with district policy and may include suspension from athletics for a specified period of time. Repeated violations may result in suspension from the sport or activity for up to 365 calendar days.

ATHLETIC ELIGIBILITY

The Oregon School Activities Association (OSAA) is the governing body for high school athletics in the state of Oregon, and they have stated, “*Schools control the eligibility rules for athletics.*” The following are Molalla High School’s standards for athletic eligibility, and failure to comply will result in the ineligibility of the student to participate in OSAA sanctioned events:

Athletes must be enrolled in at least 5 classes (including homeroom) the trimester before the season and during the season.

Athletes who earned an F the previous trimester are ineligible (may not practice or compete) until the end of the next trimester or the F is made up. However, an appeal process may be available through the athletic department.

An athlete is eligible if he/she is passing all current classes with a D or better. Students with an F are ineligible to compete (they may practice) until that grade is improved to a D or better.

ATHLETIC RESPONSIBILITIES

Before athletes can practice, they must receive an Orange Card from the athletic office to verify that they have completed the following:

- ☐ 1. **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 in: **football, soccer, basketball and wrestling**. All other sports require a physical exam every two years.
- ☐ 2. **Athletic Emergency Information Form:**
 - **Insurance Arrangements:** All athletes must have health insurance. For your convenience, school time coverage can be purchased to protect any student while involved in any school activity. See the Athletic Secretary if interested in purchasing school insurance.
 - **Emergency Information:** An emergency card must be completed with relevant information directing the coach on how to proceed in case of a severe injury.
 - **Parent or Guardian Permission:** The district needs a signed parent’s consent form to allow their child’s participation in interscholastic athletics.
- ☐ 3. **Fees:** All athletes must purchase a student body card and pay athletic fees.

ATHLETIC ATTENDANCE POLICY

Athletes must be in attendance at school for all periods on the day of a practice or event in order to participate. (The Principal, Dean of Students or Athletic Director may clear exceptions) Any athlete who cuts a class will be suspended from playing in the next game/meet/match. Absences due to school activities, pre-arranged absences or medical appointments (medical note required) are exempt.

COMPLAINT PROCEDURE

In every case, it is encouraged that players have constant communication with coaches. Athletes must discuss any situation with his or her coach before next steps are taken. The next steps taken could involve parents, players, coaches, and the athletic director. If the issue is not resolved, an appeal can be made to the principal. The principal will settle the complaint after meeting with all parties involved.

ATHLETIC ALCOHOL, TOBACCO, AND OTHER DRUG POSSESSION, USE, ABUSE, and PENALTIES POLICY

Participation in school sanctioned sports and activities is a privilege and responsibility, which requires all participants to adhere to athletic training rules imposed by the school district and school. Therefore, the possession or use of any controlled substance, alcohol, or tobacco products by an athlete and/or being in proximity of such substance is prohibited and shall be subject to school discipline. **Student athletes should contact the Athletic Director for specific details.**

This regulation shall be in effect from the time a student first participates in a school-sanctioned sport or activity until the student graduates from high school. This policy shall remain in effect during all summer months and vacation periods from school regardless of whether the student is currently participating in high school athletics or activities. Violation of this regulation that occurs during a time when a student does not appear on a team roster shall be implemented at the commencement of the next sport season in which the student athlete participates.

Possession/use or in the proximity of the illegal use of Tobacco, Alcohol/Controlled Substance/Narcotics. Any student determined to be in possession of, or to have used, tobacco, including smoking tobacco or chewing tobacco, an alcoholic beverage, controlled substance and/or narcotic (unless using it as prescribed by the student athlete’s physician for medical purposes), is in violation of this policy. In addition if a student is around any of the above substances, whether it is in the presence of one or more individuals using inside or outside of school hours, the athlete must leave the situation immediately and notify their coach within 24 hours. Proximity is not defined as being around a parent or guardian who are consuming legally. Failure to do so will result in disciplinary action. If after an investigation by the school it is determined that the student athlete is in violation of this regulation, the student athlete shall immediately be declared ineligible to compete in any school competition beginning with the first scheduled competition after a violation occurs. Additionally, the student athlete shall be subject to the following discipline:

Athletic Discipline Matrix 2023-2024

1st Offense	Commission of a criminal act.	Minimum 2 week suspension and up to the rest of the school year. 1. First week of the 2-week suspension will involve complete suspension from all activity participation. 2. The second week of the 2-week suspension will involve practice only, but not participation in scheduled competition events.
2nd Offense	The possession, use, consumption, or sale of illegal substances, including but not limited to, tobacco, alcohol, non-pharmaceutical or prescribed drugs during the season or duration of the extra-curricular activity.	A second violation of any area or further misconduct will result in suspension from any further activity participation (practice and competition for a period of two months OR THE REMAINDER OF THE SCHOOL YEAR), depending on the severity of the violation.
3rd Offense	The possession and/or use of weapons	A third offense will result in suspension from all extra-curricular participation for the remainder of the school year.
1st Offense	Assaults, fights, abusive or disruptive conduct.	Suspension according to school policy. Participation will be ineligible to participate in practices and/or contests during suspension or the next event if there were no contests during the current suspension time frame.
2nd Offense or more		Possible removal from team or activity.

SOCIAL MEDIA

Student athletes, who use social media to bully, harass, belittle, or insult fellow athletes/teammates/teachers/students/coaches may be suspended by their coach or the athletic director for a determined period of time.

EJECTION POLICY

The OSAA has implemented a policy to encourage good sportsmanship. Schools are subject to fines for ejection of student-athletes. As each student is responsible for his or her conduct, any athlete ejected from a contest will be fined a dollar amount set by the OSAA. Such athletes will not be allowed to participate in further contests until the fine is paid in full. The athletic director has the option of extending any suspensions.

TRANSPORTATION FOR ATHLETICS

Arrangements for all group travel will be made by the athletic director in conjunction with the desires of the head coach. 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 away event (subject to change upon board discretion/decision). If prior arrangements are made in writing with the principal, athletic director, 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's parents and athlete must notify and get permission from the coach.

Appendix “E” Student Activity Handbook

EXTRACURRICULAR STUDENT ACTIVITIES

Students in activities are to comply with the same rules and guidelines as athletes and, therefore, should be familiar with all sections of this handbook. Students currently earning an F in any class are eligible to attend club meetings/practices but cannot participate in activities/events. Extra-curricular activities include drama, dance, cheer, clubs, student organizations, etc. Participation in extra-curricular activities is a privilege. Summer activities are not included. As deposits for travel are required before final eligibility is determined, students/parents should be mindful that monies might be forfeited if a student is not eligible at the time of departure for an event.

INTRACURRICULAR STUDENT ACTIVITIES

Students involved in activities that are a required component of a class are eligible to participate in all activities. This includes band, choir, leadership, FFA and class field trips. Students participating in activities that are not class related are classified under the extracurricular student activities guidelines.

ACTIVITY RESPONSIBILITIES

- ☐ All participants must have a student verification form turned into the main office.
- ☐ All participants must purchase a student body card with an ASB sticker.
- ☐ All participants must fill out a club membership permission form and get it signed by parents/guardians.

These requirements must be completed prior to any participation in activities, including practices, workshops, field trips, contests and club meetings.

OTHER ACTIVITY PARTICIPATION RULES

It is expected that all students involved in, or attending school-related activities assume certain obligations and responsibilities beyond those set for students in general use to their visibility and related responsibility as school representatives. Students participating in extracurricular activities are expected to observe all school rules and policies during and **beyond** the school day and during any 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 school related activities for a specified length of time.

Possession/use or in the proximity of the illegal use of Tobacco, Alcohol/Controlled Substance/Narcotics. Any student determined to be in possession of, or to have used, tobacco, including smoking tobacco or chewing tobacco, an alcoholic beverage, controlled substance and/or narcotic (unless using it as prescribed by the student physician for medical purposes), is in violation of this policy. In addition if a student is around any of the above substances, whether it is in the presence of one or more individuals using inside or outside of school hours, they must leave the situation immediately and notify their advisor within 24 hours. Proximity is not defined as being around a parent or guardian who are consuming legally. Failure to do so will result in disciplinary action. If after an investigation by the school it is determined that the student is in violation of this regulation, the student shall immediately be declared ineligible to compete in any school competition beginning with the first scheduled competition after a violation occurs. Additionally, the student shall be subject to the following discipline:

FIRST VIOLATION: The student must successfully complete 25 hours of school service, and successfully complete a determined intervention course by the Activities Director and club advisor.

SECOND VIOLATION: the student shall be suspended from interscholastic competition for a minimum of sixty (60) school days. The student shall not be allowed to participate in any extracurricular activities during this time. Reinstatement of future activities eligibility, which shall be determined following the sixty (60) school day suspension, will be decided at the discretion of the club advisor.

THIRD VIOLATION: the student shall be ineligible to participate in interscholastic activities for 365 calendar days, and must complete a minimum of 100 hours of school service to be eligible for reinstatement. Future violations will result in the student being ineligible to participate in extracurricular activities for the remainder of their high school career.

MOLALLA HIGH SCHOOL BELL SCHEDULES**REGULAR MONDAY-THURSDAY**

PERIOD 1	7:30-8:38
PERIOD 2	8:43-9:51
HOMEROOM (P3)	9:56-10:26
PERIOD 4	10:31-11:39
LUNCH A	11:39-12:09
PERIOD 5A	12:14-1:22
PERIOD 5B	11:44-12:52
LUNCH B	12:52-1:22
PERIOD 6	1:27-2:35

FRIDAY LATE START

PERIOD 1	8:30-9:33
PERIOD 2	9:38-10:41
NO HOMEROOM – GO TO PERIOD 4	
PERIOD 4	10:46-11:49
LUNCH A	11:49-12:19
PERIOD 5A	12:24-1:27
PERIOD 5B	11:54-12:57
LUNCH B	12:57-1:27
PERIOD 6	1:32-2:35

ONE HOUR HOMEROOM

PERIOD 1	7:30-8:32
PERIOD 2	8:37-9:39
HOMEROOM (P3)	9:44-10:44
PERIOD 4	10:49-11:51
LUNCH A	11:51-12:21
PERIOD 5A	12:26-1:28
PERIOD 5B	11:56-12:58
LUNCH B	12:58-1:28
PERIOD 6	1:33-2:35

FIRST DAY OF TRIMESTER

HOMEROOM (P3)	7:30-8:00
PERIOD 1	8:05-9:13
PERIOD 2	9:18-10:26
PERIOD 4	10:31-11:39
LUNCH A	11:39-12:09
PERIOD 5A	12:14-1:22
PERIOD 5B	11:44-12:52
LUNCH B	12:52-1:22
PERIOD 6	1:27-2:35

Note on lunches:

Lunchtimes are dependent on your 5th period teacher. You will have lunch during either Lunch A or Lunch B.

LATE START 30-MINUTE ASSEMBLY

PERIOD 1	8:30-9:25
PERIOD 2	9:30-10:26
NO HOMEROOM – GO TO PERIOD 4	
PERIOD 4	10:31-11:27
ASSEMBLY	11:32-12:02
LUNCH A	12:02-12:32
PERIOD 5A	12:37-1:33
PERIOD 5B	12:07-1:03
LUNCH B	1:03-1:33
PERIOD 6	1:38-2:35

LATE START 60 MIN. ASSEMBLY

PERIOD 1	8:30-9:20
PERIOD 2	9:25-10:15
NO HOMEROOM – GO TO PERIOD 4	
PERIOD 4	10:20-11:10
ASSEMBLY	11:15-12:15
LUNCH A	12:15-12:45
PERIOD 5A	12:50-1:40
PERIOD 5B	12:20-1:10
LUNCH B	1:10-1:40
PERIOD 6	1:45-2:35

2-HOUR DELAY (MONDAY-FRIDAY)

PERIOD 1	9:30-10:21
PERIOD 2	10:26-11:17
NO HOMEROOM – GO TO PERIOD 4	
PERIOD 4	11:22-12:13
LUNCH A	12:13-12:43
PERIOD 5A	12:48-1:39
PERIOD 5B	12:18-1:09
LUNCH B	1:09-1:39
PERIOD 6	1:44-2:35

FULL DAY FINALS

PERIOD 1 (FINAL)	7:30-9:00
BREAK	9:00-9:10
PERIOD 2	9:15-10:24
NO HOMEROOM – GO TO PERIOD 4	
PERIOD 4	10:29-11:38
LUNCH A	11:38-12:08
PERIOD 5A	12:13-1:22
PERIOD 5B	11:43-12:52
LUNCH B	12:52-1:22
PERIOD 6	1:27-2:35

HALF-DAY FINALS

PERIOD 2 OR 5	7:30-9:00
BREAK	9:00-9:10
PERIOD 4 OR 6	9:15-10:45

LATE BIRD CLASS EVERY DAY 2:40-3:30