



Malabon Elementary School

1380 Taney Street
Eugene, OR 97402

541-461-6421

Maureen Spence, Principal

September 2022

Dear Malabon Families and Students,

This handbook is to inform both families and students about school guidelines, expectations, and procedures. Malabon Elementary is committed to creating an environment where every child feels safe, respected and successful. Please spend some time with your child to review all pages in this handbook.

*I will be making classroom visits to speak with all students during the first month of school and will review specific areas of this handbook. It is important for our children to be informed and prepared. **Being Safe, Respectful and Responsible** is what is expected of Malabon students every day. These character traits are taught throughout the year in all settings of our school.*

Bethel Schools are committed to creating safe, caring, mutually respectful environments where all students are honored and valued for their diverse cultural backgrounds, strengths and abilities in every instructional practice and school activity to support academic achievement and student success. We believe in no less for our children here at Malabon. It is our charge to develop and operate an aligned K-12 system designed to ensure that all students graduate from high school prepared to continue their education or enter the workforce. I am honored to be a part of the team that will guide your child to excellence. Together, we will make a difference.

Sincerely,

Mrs. Spence

Maureen Spence
Principal

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Bethel School District **Guiding Principle:**

Bethel Schools are committed to creating safe, caring, mutually respectful environments where all students are honored and valued for their diverse cultural backgrounds, strengths and abilities in every instructional practice and school activity to support academic achievement and student success.

It is expected that all students will follow the Student Conduct Code in [Bethel's Student and Family Handbook](#).

Malabon Mission Statement

- M Members of a Caring Community
- A Always Do Our Best
- L Life Long Learners
- A Appreciate Differences
- B Build Strategies for Success
- O On Time and Ready to Learn
- N Never Give Up

We Are Malabon!

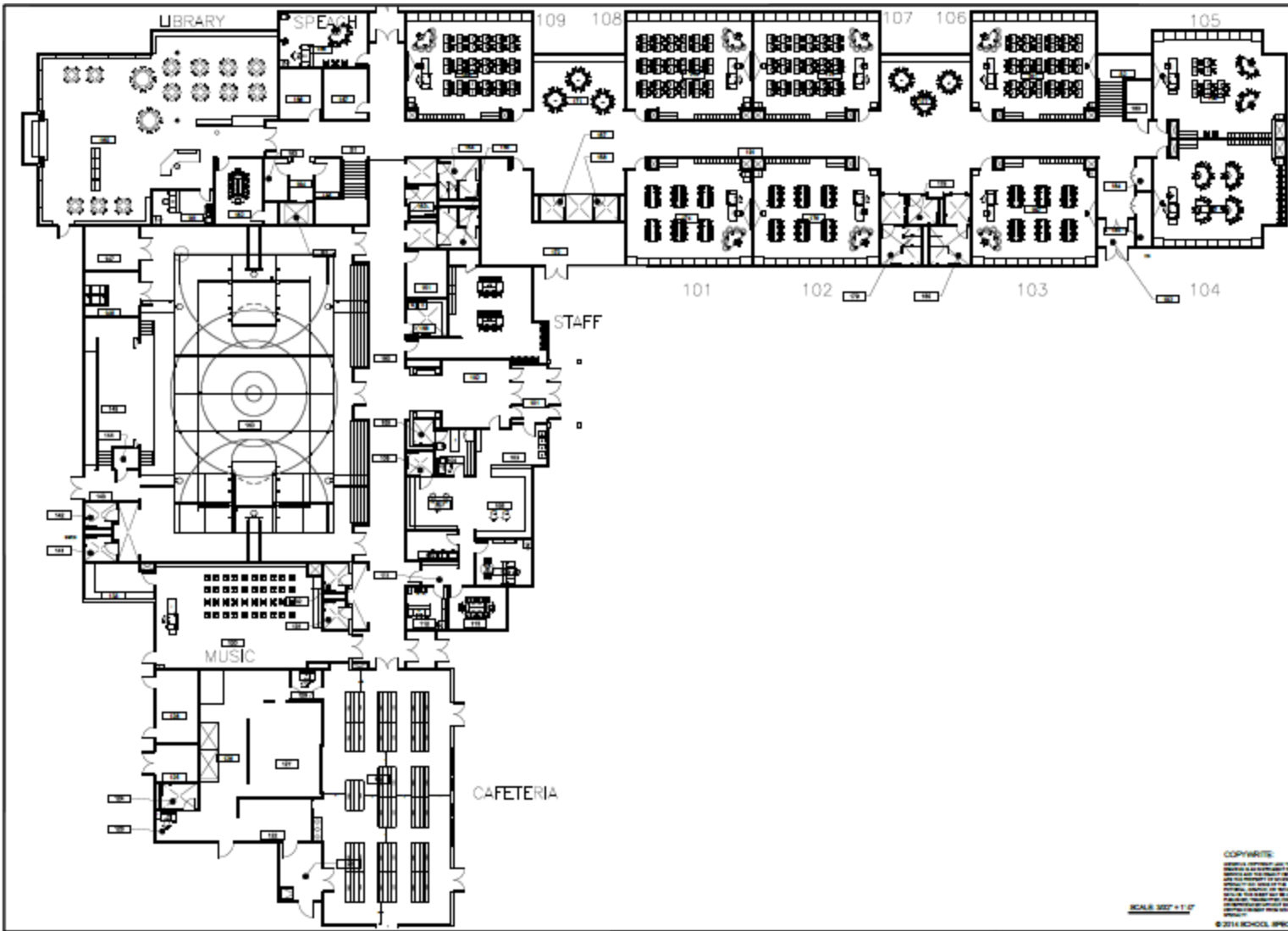
Malabon Staff Directory

EXT	Staff	Title	Rm#
2521	Maureen Spence	Principal	Office
2529	Becky Arnoux	Office Coordinator	Office
2533	Leanna Stevens	Records	Office
2540	Ashley Scott	Student Success Coach	Office
2522	Emily Mosteller	School Counselor	109

2523	Amanda Hopper	Title	206
2524	Jennifer Greenlaw	Speech/Lang	
2551	Jonny Cooper	Resource	207
2522	Melissa Erp	Music	
	Daniela Calderón Morales	Language	
2527	Ella Sembach	PE	Gym
2501	Mary Jensen	Kindergarten	101
2502	Sarah Melton	Kindergarten	108
2513	Jeni Davidson	1st Grade	107
2503	Mary Randall	1st Grade	106
2505	Sarah Oltman	1st Grade	209
2510	Lizzy McMurry	2nd Grade	103
2507	Brooklyn Walker	2nd Grade	104
2517	Tara Tardiff/Amy Brandon	3rd Grade	209
2504	Olivia Garcia	3rd Grade	204
2525	Theresa Haley	3rd Grade	203
2539	Alli Shirtcliff	4th Grade	208
2506	Luke Riccio	4th Grade	202
2509	Caleb McKenzie	4th Grade	212
2515	Katie Fjordbeck	5th Grade	210
2516	Logan Mays	5th Grade	211
2531	Jen Harris	Library	Library
2535	Josh Moore Also Josh	Head Custodian Evening Custodian	Building-wide
2528	Kitchen Crew	Kitchen	Kitchen
2539	Beth Clarke	ELD	208
2550	La extensión española	ELD	208
2532	Beth Clarke	ELD	Discovery Lab
2543 2526	Donna Butera Yadira Flores	Family Support Family Support Assistant	PLC
2512	Kailey Zemanek	Health Asst/Attendance	Health Room

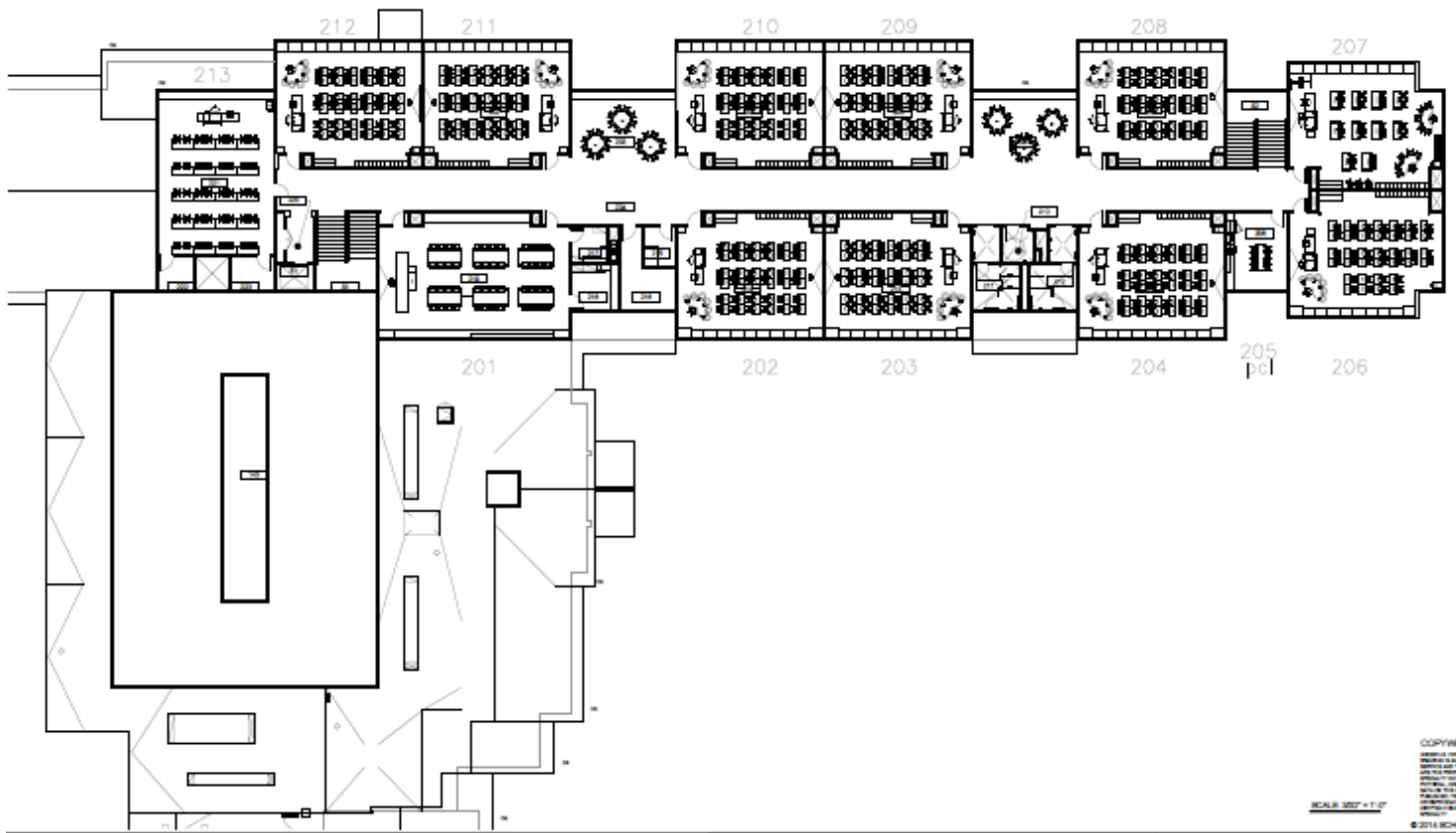
Malabon School Map

First Floor



Malabon School Map

Second Floor



Student Arrival

Malabon's day begins at 8:05. We greatly appreciate parents having students dropped off prior to this time. Students need to be in their classroom and ready

to learn between 7:50 and 8:05. Students arriving to school after 8:05 will need to check in with the front office to obtain a pass and will be considered tardy. In order for us to ensure that students have optimum learning time it is imperative that they arrive at school on time.

- **Walkers**-Please remember to use the Cross Walk
- **Bike Riders**-Need to wear their helmets and must have a lock for their bike. Helmets may be locked with bike or taken to their classroom for safe keeping during the day. Bike racks are available at school. Students are responsible for securing their own bike. Students need to walk their bike at all times while on school property. Roller blades, scooters, skates, and skate boards must be carried while on school district property.
- **Bus Riders**-May immediately proceed to their classrooms.

Breakfast

Doors open at 7:50. Supervision will begin a few minutes prior to this as students begin to arrive. Please do not drop your student off prior to 7:45am.

Breakfast is available in the foyer for students to pick-up beginning at 7:50. Breakfast is free for all students. Students riding the bus will also have the opportunity to grab their breakfast on their way to class. Students will be able to eat breakfast in their classrooms.

Dropping Students off in the Morning

Malabon Arrival times are busy in our parking lot. In order for these times to run smoothly and safely, we ask for your cooperation with the following things:

- Use the right pull through lane in the north parking lot to drop off students. Pause parking only.
- Use the left pull through lane in the north parking lot to pull out after dropping off students.
- Do not leave your car unattended unless you are in a designated parking space.
- ADA parking should be used by those with permits only.

Bus and car drop-off and pick up are two separate locations at Malabon:

- Please do not enter the bus lane on the south drive. This drive is for buses, delivery, and staff only.

Dismissal Procedures

In an attempt to keep things running smoothly and to keep our students safe, please review the following after-school dismissal and pick-up plan for car riders.

Dismissal / Pick Up:

- There will be three staging lanes within the parking lot at Malabon. You will be directed into the appropriate lane upon arrival. If you arrive prior to 2:00pm please pull up to lane 1.
- Starting around 2:05pm, one lane at a time will be directed to move forward along the curb for pick up.
- Students will be waiting behind the six black posts on our patio. We will escort students to your car.
- While in the loading zone you may stand on the sidewalk beside your car and wave, to visually alert your child.
- During the dismissal time (1:50pm-2:20pm) the first two parking areas will be closed.
- During the dismissal time (1:50pm-2:20pm) the front crosswalk will be closed.
- If you would like to walk up to the school to pick up your child, please park in the south parking lot on the other side of the track/field, across the street at the church, or behind Malabon on Wilhi.

Please Note:

- Parents/Visitors should park in a space if you are leaving your car to come into the building (7:50am-1:45pm). CURB PARKING IS NOT ALLOWED.
- Avoid the first two parking areas close to dismissal time as no in/out will be permitted from 1:50-2:30pm.

Parking on Taney is NOT ALLOWED, the City of Eugene reminds us that there are Bike Lanes on this street.

Thank you for working with staff and students to make dismissal at Malabon a safe time for all.

Attendance

Attendance is an essential part of your child’s success in school. If an absence is necessary, however, please call the school at **(541) 461-6421** and leave a message before **8:30am**. You may call this number any time, day or night, to excuse your child. If a student is reported absent, and a call hasn’t been made to the school, an automated attendance system will be calling your home. For the safety of your child, it is important that we know where they are at all times.

Recess

Recess provides the perfect opportunity for your child to take a break from rigorous classroom instruction. We encourage your child to actively participate in recess. Please be sure your child wears appropriate clothing for participation and weather. Umbrellas are not permitted due to safety concerns. Help your child be prepared for recess by providing a jacket and sturdy shoes for their optimum recess enjoyment.

Lunch

Lunch is served daily in our cafeteria. Lunch is free for all students. We will also have a “Take Three and It’s Free” program for students with lunches from home who want to supplement what they bring. If they would like a milk, for example, they need to also take two other items (maybe some carrots and some fruit)...and then it is free. I encourage you all to take advantage of Malabon’s school lunch program. We are nationally recognized for our nutritious school lunches in Bethel. They are good...and good for you!

Students With Severe Allergies

We recognize that there are students with severe, life-threatening allergies. It is the District’s responsibility to develop appropriate health plans for students with severe allergies which detail emergency treatment while proactively addressing conditions to prevent exposure to specific allergens.

The District has created a [Severe Allergy Handbook](#) that establishes a set of consistent, systemic practices in all Bethel schools. Ask at the Malabon front office for a copy of the handbook. Please notify our school of any student with a severe, life-threatening allergy so a Severe Allergy Action Plan can be developed. This will help to ensure that Malabon remains a safe and healthy environment for all students.

Personal Electronic Devices

If personal electronic devices such as cell phones are brought to school, they need to be off and in a backpack during school hours. We do have a check in system in the office if a student wants to turn their phone in in the morning and then pick it up at the end of the day.

Buy/Sell/Trade

Students shall not buy/sell or trade items at school. This includes trading cards.

Class Parties

Each teacher has their own systems around class celebrations. However, please keep a few things in mind:

- Please check with your child’s teacher prior to bringing in treats.
- If you are providing a snack or a treat, bring in store bought items only.

- We are also an Allergen Aware school so please refrain from specifically bringing items with nuts or nut butter to share with a class.
- Unless you are inviting the entire class to your child's birthday, please refrain from sending invitations to school with your child to pass out.

Physical Education

Your child's classroom will participate in PE. It is a good idea for you to know the classroom's PE schedule so that you can help your child be prepared by having appropriate shoes and clothing for PE days. Malabon's new gym has a wood floor. Athletic shoes (tennis shoes, sneakers, etc) are the best options for your child. Flip flops, open-toed shoes and shoes with black soles should not be worn during PE for both safety reasons and the protection of the new wood floor.

Dress Code

We ask that students wear appropriate clothing to school at all times. Clothing that displays violence, profanity, nudity, depicts alcohol, tobacco and/or drug use is not acceptable on school property. Coats, shoes, and other attire should be suitable for the weather.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group.

Lost and Found

Students missing personal items should check the lost and found located in the large bin in our cafeteria. Small items such as eyeglasses, keys, and jewelry are kept in the front office. Please label all clothing, especially coats, backpacks and lunch boxes so that we can find the proper owner. Approximately two times a year, unclaimed items will be donated to a charitable organization for re-use.

Tuesday Folders

This system is used universally by each teacher in our school. It is an important means for communicating between school and home. You will find menus, calendars, and other important school communications, as well as completed school work and homework. Generally you can expect your child to bring this home the second day of the school week. This is also a great link for you to communicate with your child's teacher.

Malabon Website

<http://www.bethel.k12.or.us/malabon/>

ParentSquare

ParentSquare is a unified communication platform that offers a whole host of tools which allows district, school administrators, and teachers to more effectively communicate and engage with families and students.

Parentsquare is the primary communication tool that will be used in Bethel. Parentsquare includes: notifications of blog posts on Malabon's website, communication with teachers, mass notifications and urgent alerts, attendance notifications, forms and permission slips, appointment sign ups (for parent-teacher conferences), calendar events with RSVP and automated reminder emails, and so much more. There are iOS and Android mobile apps that can be downloaded on your phone for easy access. [Click here](#) for more information.

Proficiency-Based Teaching and Learning

Malabon is committed to implementing a proficiency-based model of teaching and learning in which students are given multiple opportunities to meet all skill and knowledge requirements of their grade-level standards. In addition, students are provided with learning targets to show them what they need to know and be able to do prior to the "proof" or assessment. The learning targets are derived from state and national standards and enable students to know where they are progressing in the learning process.

To support our students in reaching proficiency, a school-wide *reassessment* system was created. This provides additional opportunities for students to demonstrate improved learning in order to reach a proficient level on all learning targets.

Our proficiency-based model meets the state's requirement (Oregon House Bill 2220) that schools assess and report students' learning of standards separate from learning behaviors such as homework completion and attendance.

Field Trips

Parents are asked to sign a field trip permission slip during registration that covers all field trips that may occur during the school year. Notice of field trips will be sent home by teachers to inform parents prior to trips.

Volunteers

Malabon teachers and staff love volunteers! People wishing to volunteer time or services at the school or on field trips must complete the online background questionnaire in advance. This is done by going to our [web page](#), and find → **Volunteer!** in the bottom left column. Please take the time to fill out all of the questions carefully and then electronically sign the form on the bottom of the page. Also make sure you select the school(s) you would like to volunteer with. You will only be approved to volunteer at the locations you choose on the form.

Background questionnaires must be completed a minimum of two weeks in advance to ensure appropriate processing time. In the event you are completing the questionnaire less than two weeks before a scheduled field trip or event it is possible your application will not be processed in time.

Once approved, the background check is valid for 5 years or until your student moves on to another school. An updated background questionnaire must be completed when your child(ren) move to high school, should you wish to continue volunteering. If you are uncertain if your questionnaire needs updating please contact Malabon School or the District Office.

Visitors

We welcome and encourage family and community members as visitors to our school. School-age children that do not attend Malabon are not allowed to visit with students unless prior arrangements have been made through the office. To ensure students' safety and minimize disruption to instruction, we have developed the following guidelines:

- All visitors must check in at the office.
- A visitor's pass must be worn.
- Families delivering lunches or other school items must check in with the office and we will make sure the child receives the items.

- Families wishing to have lunch with their child at school must check in with the office to obtain a visitor's pass. Families may arrange to eat school lunches with their child and may even order ahead from our kitchen. Federal guidelines prohibit the sharing of food in our cafeteria. Please bring or purchase your own lunch if you are joining your child.

School Expectations

It is the responsibility of your child's teacher and other school staff to teach your child the school expectations, but we appreciate your support and reinforcement of these expectations throughout your child's school day. As a reminder, these expectations apply from the time your child leaves their home until they return home, and they apply throughout the school day in all settings.

Malabon's School Expectations

I am Safe

I am Respectful

I am Responsible



Student Conduct

School provides a wonderful learning environment for academics. It also provides a great place to learn and practice social skills, including what is appropriate and not appropriate at school. Your child will learn all of the school expectations from all of the staff at Malabon. The expectations will be taught, modeled and practiced. Teachers and other school staff will guide and assist your child in the development of their expected school behaviors. When it is necessary, a student will be given feedback and retaught behavioral expectations.

At Malabon we use a "Minor" behavior tracking form. The intent of this process is to share with the student the level of concern regarding the unexpected behavior. This

creates an opportunity and a “teachable moment” for the student to discuss the issue and plan for improvement in the area of concern. Some teachers choose to share behavior tickets with parents but most likely you will not be notified at this level unless the problem persists.

Occasionally the unexpected behavior continues to occur and when this is the case the principal may choose to write a Major Behavior Tracking Form, often called an Office Referral. In cases when serious school violations occur, referrals will be issued immediately. In this case, you will be contacted by the principal or their designee.

WORKING DEFINITIONS FOR MAJOR INFRACTIONS

Abusive language / inappropriate language / profanity- Verbal or written messages that include swearing, name calling, use of words, or obscene gestures in an inappropriate way, regardless of the method of delivery (i.e.: Internet, social networking, etc.).

Alcohol - Possession, use, or distribution of alcohol.

Arson - Student plans and / or participates in malicious burning of property.

Bomb threat / False alarm - Student delivers a message of possible explosive materials being on-campus, near campus, and / or pending explosion. The student makes a false report of an emergency.

Bullying - The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.

Combustibles - Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).

Defiance/ Insubordination / Non-compliance - Student engages in refusal to follow directions or talks back.

Disrespect - Student delivers socially rude or dismissive messages to adults or students.

Disruption - Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

Dress Code Violation - Student wears clothing that does not fit within the dress code guidelines according to student handbook.

Drugs - Possession, use or distribution of illegal drugs and/or controlled substances or imitations and/or paraphernalia.

Fighting - Student is involved in mutual participation in an incident involving physical violence.

Physical Aggression – Intentional actions involving serious physical contact where injury may occur (e.g.: hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Fire Alarm - Student intentionally activates the alarm system in the building when there is no fire.

Forgery / Theft/ Plagiarism - Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.

Gang Affiliation Display - Student uses gesture/s, symbols, dress, and/or speech to display affiliation with a gang.

Harassment- The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. (See Bethel District Harassment Policy)

Inappropriate Display of Affection - Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.

Inappropriate Location/Out of Bounds - Student is in an area that is outside of school boundaries (as defined by school).

Lying / Cheating - Student makes a verbal or written statement that is untrue and/ or deliberately violates classroom or teacher rules.

Other - Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

Skipping class / Truancy / Off Campus - Student leaves class/school without permission or stays out of class/school without permission.

Tardy - Student is late (as defined by the school) to class or the start up of the school day.

Technology Violation - Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, computer and/or other electronic device.

Tobacco – Possession, use, or distribution of tobacco and/or paraphernalia.

Vandalism / Property Damage - Student participates in an activity that results in destruction or disfigurement of personal or school property.

Weapons - Student is in possession of knives (< 6 in.) and/or guns (real or look alike), or other objects readily capable of causing bodily harm.

CONSEQUENCES for VIOLATIONS OF SCHOOL EXPECTATIONS

Minor Behavior Consequences (Usually Handled by the Teacher)

The teacher may take one or more of the following actions to correct minor behavior violations.

- Verbal reminders
- Opportunities to refocus and regain self-control
- Conference with student
- Restorative Practices
- Teach appropriate behavior
- Break inside or outside of the classroom
- Notify and discuss concern with parents
- Warning issued to student giving notice of possible action to be taken if unexpected behavior continues
- Minor Behavior Tracking Form filed with homeroom teacher or sent home.

Major Behavior Consequences (Handled by an Administrator or Designee)

The administrator or designee may take one or more of the following actions upon receipt of an office referral.

- Conference with student
- Restorative Practices
- Parent contact/conference
- Referral to Student Assistance Team
- Short-term removal from recess or cafeteria
- In-school suspension (parent will be notified if this is the consequence)
- Out-of-school suspension (1/2-10 days with parent notification)
- Expulsion hearing
- Police notification or notification of our Safer Schools Officer

Policy reference JG-Student Discipline

Policy reference JGD – Suspension

Policy reference JFC Administration Rule – Student Conduct Code

Bus Expectations


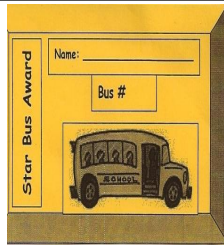

Bethel School District contracts with First Student to provide transportation to and from school for students outside of walking distance to the school. In addition, Bethel contracts with First Student to provide transportation for field trips for schools.



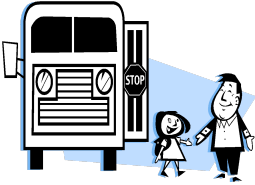

Cooperatively, First Student and Bethel School District have created bus riding expectations for all Bethel students. Drivers will recognize students for meeting those expectations and consequences are in place for those students who don't meet the expectations. Below are the bus expectations for students, following the consequences for those who are not following the expectations when riding First Student transportation.

Consequences for students who fail to meet the expectations when riding a First Student bus:

The bus driver shall issue a citation of transportation regulations. Students who receive a citation must present the citation to their guardians and their school administrator.

- Upon receipt of the first and/or the second citation, the student must have the signature of both the guardian and the building administrator before full riding privileges are restored.
- Upon receipt of the third citation, or if the seriousness of any violation dictates, the student's privilege of riding *may* be suspended for five (5) days.
- Upon receipt of the fourth citation, or if the seriousness of any violation dictates, the student's privilege of riding *may* be suspended for ten (10) days.
- Upon receipt of the fifth citation, or the seriousness of any violation dictates, the student's privilege of riding *may* be suspended for the remainder of the school year.
- Throwing of any object while on the bus *may* result in a 5 day suspension.
- All citations must be signed by the guardian and appropriate school official within 3 days of issuance or student *may* be denied transportation until all signatures are on the citation and it has been returned to the driver.

	<p align="center">First Student/Bethel School District K-8 Bus Expectations</p>		
<p align="center">BUS</p>	<p align="center">Be Safe</p>	<p align="center">Be Responsible</p>	<p align="center">Be Respectful</p>
<p>Waiting for the Bus</p> 	<p>Remain at a safe distance from where the bus stops (4 giant steps from the bus).</p>	<p>Arrive at the bus stop 5 minutes before your scheduled pick up time.</p>	<p>Use appropriate language, topics, tone, and volume.</p>
	<p>Keep hands, feet, and objects to yourself</p>	<p>Keep your bus stop area neat and clean</p>	

Entering the Bus 	Listen and watch for driver directions	Be seated quickly and stay seated	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to self		
Riding the Bus 	Stay seated facing forward	Follow driver directions at all times	Use appropriate language, topics, tone, and volume.
	Keep aisles and emergency exits clear	Keep your area on the bus clean	
	Keep self and objects inside the bus	Stay seated unless driver gives permission.	
	Keep hands, feet, and objects to self		
Exiting the Bus 	Listen and watch for driver directions	Take all personal items when exiting buses	Take turns exiting seats
	Keep hands, feet, and objects to yourself	Report vandalism	Use appropriate language, topics, tone, and volume.
	Walk down steps one at a time holding the handrail.	Report to the driver if you see a student sleeping or hiding on the bus.	
Evacuation 	Listen and watch for directions	Follow driver directions	Exit quickly and safely
	Stay quiet	Help others when appropriate	
	Leave belongings on bus		

BETHEL SCHOOL DISTRICT POLICY

Harassment and Discrimination Procedures

Harassment, Including Intimidation, Bullying, Hazing, Menacing, Cyberbullying and Teen (See [Policy JFCF](#): Effective date 6/2019)

“Harassment, including intimidation, bullying, hazing, menacing, and acts of cyberbullying will not be tolerated in the Bethel School District. Teen dating violence is unacceptable behavior and prohibited. This includes the area immediately adjacent to school grounds, on school-provided transportation or at any official school bus stop, activity, program, event, internship, or trip sponsored by the District. Additionally, incidents of harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence that interfere with or disrupt the educational process are prohibited. Retaliation against any person who is a victim of, who reports,

is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. 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 consequences and appropriate remedial action which may include 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 assaulting or menacing another student or employee, willful damage or injury to District property or for the use of threats, intimidation, harassment or coercion against a district employee or another student.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board.”

District Staff Responsibility

All complaints about behavior that may violate this policy shall be promptly investigated. Teachers, staff members, volunteers, or other District representatives who observe students committing acts of harassment, must take action to stop the behavior and report such acts to the building administrator who has overall responsibility for all investigations concerning harassment including intimidation, menacing, hazing, bullying, cyberbullying, teen dating violence, and domestic violence. The building administrator will investigate harassment and teen dating violence allegations as soon as possible and take appropriate action. Failure of an employee to report an act of harassment, intimidation or bullying, teen dating violence, domestic violence or an act of cyberbullying may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Student Responsibility

Students are expected to follow the standards for student behavior outlined in School Board policy and the District’s Student Rights and Responsibilities Handbook. Students who violate this policy are liable for discipline, suspension, or expulsion following the rules established in the Student Rights and Responsibilities Handbook. The District may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to District property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials. Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report their concerns to the building administrator.

Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report their concerns to the building administrator.

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.

District Responsibility

The District shall do the following:

- provide an educational program that teaches students to be respectful of others in a diverse society;
- conduct an annual review to the school board of harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence violations and make recommendations for improvement;
- ensure sensitive and full investigation of harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence violations;
- ensure appropriate education and discipline for harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence and domestic violence violations;
- ensure that a support structure is provided for victims of harassment, including intimidation, bullying, hazing, menacing, cyberbullying and teen dating violence; and
- incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, including intimidation, bullying, hazing, menacing, cyberbullying, teen dating violence and domestic violence;
- annually publicize this Policy in the Bethel “Student Rights and Responsibilities Handbook,” school handbooks, employee manuals; and make it available on the Bethel School District website.

Training

The District provides the training and orientation for staff, students, volunteers, and District representatives on the contents of this policy. Training will be mandatory. Through this training, staff will learn to create positive learning and social environments throughout the District; and prevent, recognize, discourage, and deal with harassment, including intimidation, bullying, hazing, menacing, cyberbullying, teen dating violence and domestic violence.

Additionally, the District shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

Reporting Harassment/Investigation/Complaints

(See Policy and Administrative Rule KL– Complaint Procedure)

A student or his or her parent/guardian who believes the student is the object of harassment, which includes intimidation, bullying, hazing, menacing, cyberbullying or teen dating violence, shall report the incident to a staff member on duty at the time, to the student’s teacher, or to a building

administrator at the earliest opportunity. This report may be made anonymously. The incident shall be investigated by a building administrator and discipline enforced, as necessary, at the building level. **Formal complaints must be filed within 180 days of the original incident. (The recommendation is to do this within 10 business days of the disposition of the complaint at the building level.)**

Complaints against a building administrator shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board chair.

Direct complaints related to educational programs and services may be made to the Oregon Department of Education in Salem, Oregon at (503) 947-5600, or the Office for Civil Rights in Seattle, Washington at (206) 607-1600.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by ODE

Nondiscrimination (See [Policy AC: Effective date 6/22](#))

The District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's actual or perceived race¹ (see Policy JFCFA – Racial Harassment), color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates. The District prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel (see policy GBA); educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

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

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

The District prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge; testified, assisted or participated in an investigation, proceeding or hearing and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

"The District prohibits discrimination and harassment on any basis protected by law, including but not limited to, individual's actual or perceived race¹ (see Policy JFCFA – Racial Harassment), color, national or ethnic origin, cultural background, religion, veterans' status, genetic information, sex, gender², sexual orientation³, marital status, age, mental or physical disability, pregnancy, socioeconomic status, source of income, familial

status, physical characteristic, or linguistic characteristic of a national origin group or because of the perceived or actual protected status of any other persons with whom the individual associates.

More detailed information on the district policy and definitions of harassment, discrimination, and bullying can be found in the complete Bethel School Board Policy at www.bethel.k12.or.us/district/school-board/.

Bethel School District Policy on Threats

When an administrator receives a report of a threat, he/she may:

1. Immediately remove the student from any class.
2. Place the student in a setting where the student will receive immediate attention from appropriate school or law enforcement personnel.
3. Require the student to be evaluated by an appropriately qualified professional before returning to class.
4. Within 12 hours of discovery of a targeted list or learning of a threat, the administrator will notify by phone personally:
 - a. the parent of any student violating this policy and the discipline imposed; parents of a student when the student's name appears on a targeted list that threatens harm or violence to the students on the list; when threats are made by another student; or any school employee whose name appears on a targeted list threatening violence or harm to the district employee.
 - b. Written follow up notification will be sent within 24 hours after the discovery of a threat or targeted list.
 - c. The administrator will also notify the district office upon learning of a threat.

Student Gender Identity and Expression- (See [Policy JFD](#): Effective date 5/16)

"The District believes that all students deserve to be safe. Students who express or identify differently than their gender assigned at birth should not experience exclusion, discrimination, harassment, and/or bullying. The District is entrusted by the community to provide a welcoming, safe, and inclusive learning environment for all students which may require support to help ensure their physical, psychological, and educational well-being.

Federal law, Oregon law, and Bethel Board policy require equal opportunity in education, and prohibit discrimination on the basis of gender identity and expression.

The superintendent or designee is responsible for developing appropriate administrative regulations, procedures and/or guidelines for implementation of this policy in order to create a welcoming, safe, and inclusive learning environment for every student; to promote physical and psychological safety of students who express or identify differently than their gender assigned at birth; and to affirm the right of every student to an equal educational opportunity and respectful treatment in their own gender identification and expression."

Cooperation with Law Enforcement Agencies (School Board [Policy KN](#) and Administrative [Rule KN](#))

School officials have a dual responsibility. They must safeguard the rights of students and even represent students in certain situations. They also must cooperate with law enforcement officers in the legitimate pursuit of their duties.

Investigation by Law Enforcement Officers

Law enforcement officers investigating a case involving an illegal act in which a student may be involved or about which the student may have information, shall contact the administrator or designee before any effort is made to question a student at school during school hours.

Contacting Parents/Guardians Investigations Related to Illegal Acts that Occur Off Campus and are not School Related: Prior parent/guardian contact is not required for a law enforcement officer to interview a student who may be a witness to an illegal act. If a law enforcement officer intends to question or arrest a student related to alleged involvement in illegal acts that occur off campus and are not school related, the administrator or designee will make every reasonable effort to contact the parent/guardian, unless notification would hinder the investigation (such as child abuse cases). If the administrator or designee is unable to reach the parent/guardian, the officer shall not be delayed while additional attempts at notification take place.

More detailed information on the district policy related to cooperation with law enforcement can be found in the complete Bethel School Board Policy at www.bethel.k12.or.us/district/school-board/ using the *District Policies* link.

Freedom of Expression- (See [Policy IB](#): Effective date 11/21)

“Students have a general right to freedom of expression within the school system. The District requires, however, that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

Freedom of Student Inquiry and Expression

1. Students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately within the school system, provided such examination and expression is fair and responsible and is not disruptive to other individuals or to the educational process. Students may support or oppose causes by orderly means which do not disrupt other individuals or the operation of the school.

2. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

Freedom of Association Students are free to organize associations to promote their common interests. Student organizations should be open to all students. Membership criteria may not exclude students on the basis of actual or perceived disability, race, color, national origin, ethnicity, cultural background, veterans' status, genetic information, religion, sex/gender, sexual orientation, gender identity, age, marital status, socioeconomic status, familial status, parental status, linguistic background, culture, capability, geographic location, physical characteristics, source of income, or linguistic characteristics of a national origin group. Each student organization must have a staff advisor to counsel and, when necessary, supervise students in the organization. All student organizations must submit to the school a statement of purpose, criteria for membership, rules and procedures and a current list of officers. School administrators may establish reasonable rules and regulations governing the activity of student organizations.

Publications, Displays and Productions On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and under their rights to free expression in an academic community. Materials may be subject to administrative review, restricted or prohibited, however, pursuant to legitimate educational concerns.

Such concerns include the following:

1. The material is or may be defamatory;
2. The material is inappropriate based on the age, grade level and/or maturity of the audience;
3. The material is poorly written, inadequately researched, biased or prejudiced;
4. Whether there is an opportunity for a named individual or named individuals to make a response;
5. Whether specific individuals may be identified even though the material does not use or give names;
6. The material is or may be otherwise generally disruptive to the school environment. Such disruption may occur, for example, if the material uses, advocates or condones the use of profane language or advocates or condones the commission of unlawful acts;
7. Students, parents and members of the public might reasonably perceive the materials to bear the sanction or approval of the district”

Title IX Bethel School District Policies and Coordinators

The Bethel School District does not discriminate or harass individuals or groups on the basis of perceived or actual race, religion, color, citizenship, national or ethnic origin, mental or physical disability, pregnancy, familial status, economic status, veteran’s status or genetic information, gender or gender expression, parental or marital status, sex, sexual orientation in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

More information on Title IX Bethel School District Board Policies and Coordinator contact information can be found at <http://www.bethel.k12.or.us/district/title-ix/>

All Bethel School Board Policy can be found at www.bethel.k12.or.us/district/school-board/ using the District Policies link.

Frequently Asked Questions

My child tells me that another child is causing them problems on the playground. What should I do?

Please let your child’s teacher know immediately. It is extremely important that all students feel comfortable at school everyday. Our school counselor, Emily Mosteller, would be happy to assist you with these types of issues as well. You can reach her at extension 2522.

I ask my child about homework and he/she always tells me that they have none?

Each teacher and grade level has their own routines regarding homework. Feel free to call, e-mail or set up a time to meet with your child's teacher. Teachers are always willing to talk about their expectations regarding this issue.

My child has routine dental appointments. Is this an absence?

When families need to take their child from school for these appointments children are counted as absent. We highly recommend scheduling appointments outside of the school day.

What do I need to do if I am going to visit my child's classroom?

We ask all visitors to the school to check in with the front office to obtain a visitor's badge so that we can maintain the safety of our students. If you would like to volunteer, we encourage your participation. An online Volunteer Form will need to be completed and on file prior to spending time in the classroom or interacting with other students at school.

May I accompany my child on a field trip?

Prior to any field trip (a week or more), you will need to complete the online Volunteer Form. If chaperoning a field trip, you will usually be assigned a group of students to be with. This task becomes difficult when younger or older siblings need your attention as well. Unless approved by the teacher, please volunteer to chaperone without other children under your care at the time.

My child would like to bring equipment from home for use during recess. Is this okay?

While this seems like a good idea, so many problems spring up around this issue. Items are often lost, broken, or mishandled by peers. All sports equipment, electronic items, trading cards (e.g., Pokemon cards), toys and other items of this nature do not belong at school. We greatly appreciate your support of this policy. (At times a teacher may allow these items to come to school for a special event or activity. In this case, the teacher will inform you of this.)