2026-27 Safe Environment Handbook

A Handbook for All Members of the St. Mary's Academy Community about:

- **Child Abuse Reporting**
- **Sexual Misconduct**
- **Appropriate Boundaries**
- **Sexual Harassment**
- **Harassment**
- **Teen Dating/Domestic Violence**

The safety of St. Mary's Academy students is our highest priority. We are a community that fosters strong, independent young women, and our students must be able to learn and thrive in an environment in which they are safe and supported. Our students have a right to a life and educational environment free of abuse, misconduct, and harassment and in which appropriate adult-student boundaries are respected and maintained.

This handbook sets forth the rights and expectations for all St. Mary's students, employees (faculty, staff, and coaches), families, contractors, volunteers, and agents (other third parties) regarding the important issues of student safety, including child abuse, sexual misconduct, appropriate boundaries, sexual harassment, harassment, and teen dating/domestic violence. Specifically, this handbook sets out the expectations regarding each of these issues, establishes how members of the St. Mary's Academy community should report concerns, describes how St. Mary's Academy will follow up on any concerns, and provides information about where members of the community can go with questions or for additional support. This handbook remains in effect during periods of distance learning.

St. Mary's Academy strongly encourages all members of the St. Mary's community to immediately report any concerns about student safety as described in this Handbook. Anyone who reports concerns will receive support from St. Mary's, and retaliation for reporting concerns is strictly prohibited.

St. Mary's Academy prohibits and will not tolerate child abuse, sexual misconduct, sexual harassment, harassment, or dating/domestic violence and requires that all adults affiliated in any way with St. Mary's Academy maintain appropriate adult-student boundaries with St. Mary's Academy students.

Employees, volunteers, contractors, and agents are required to read and be familiar with this handbook, and students and parents are strongly encouraged to read this handbook.

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GENERAL INFORMATION FOR STUDENTS, PARENTS, EMPLOYEES, VOLUNTEERS, AND CONTRACTORS

For Students: As stated above, you have a right to an environment free of child abuse, sexual misconduct, sexual harassment, harassment, and dating/domestic violence and in which appropriate boundaries are respected and maintained. We want to give you the support and knowledge you need to protect this right, both as a St. Mary's Academy student and throughout your life. This handbook provides important information and resources, and you can and should turn to trusted adults for support. Any questions you may have should be addressed to the Vice Principal of Student Life or the Principal. Please read this handbook in its entirety and pay special attention to the sections specifically for **students** (highlighted in blue).

For Parents: The safety of your child is our highest priority. We want to work with you as partners to educate your child and provide a safe and supportive environment. We count on you to report any concerns in accordance with this handbook. Any questions you may have should be addressed to the Vice Principal of Student Life or the Principal.

For Employees: As adults who work with students, each of us is responsible for helping to ensure the safety of students by maintaining appropriate conduct with students and immediately reporting when there is a reasonable suspicion of child abuse, sexual misconduct, inappropriate boundaries, sexual harassment, harassment, or dating/domestic violence or any other safety concerns. This handbook provides important information about legal requirements related to child abuse, sexual misconduct, appropriate boundaries, and sexual harassment. Every St. Mary's Academy employee, volunteer, contractor, and agent is required to read and be familiar with this handbook and to comply with its policies. In addition, St. Mary's Academy will provide regular, required training to employees about these important issues. Questions should be addressed to the Human Resources Director, the Principal, or the President. Please note that this Handbook is focused primarily on student safety; employees are also protected against harassment, including sexual harassment. Information about employee policies and procedures are addressed in the Employee Handbook.

For Volunteers: Volunteers are a key part of the St. Mary's Academy community and share responsibility for the safety of our students. In accordance with this handbook, volunteers are responsible for ensuring the safety of students by maintaining appropriate conduct with students and immediately reporting when there is a reasonable suspicion of child abuse, sexual misconduct, or an issue with inappropriate boundaries. This handbook provides important information about legal requirements related to child abuse, sexual misconduct, and appropriate boundaries. Every St. Mary's Academy volunteer is required to read and be familiar with this handbook. Questions should be addressed to the Human Resources Director, the Principal, or the President.

For Contractors and Agents: Contractors and agents provide important services for the St. Mary's Academy community and share responsibility for the safety of our students. In accordance with this handbook, contractors and agents are responsible for ensuring the safety of students by maintaining appropriate conduct with students and immediately reporting when there is a reasonable suspicion of child abuse, sexual misconduct, or an issue with inappropriate boundaries. This handbook provides important information about legal requirements related to child abuse, sexual misconduct, and appropriate boundaries. In most circumstances, no contractor or agent should have direct, unsupervised contact with students. If a contractor or

agent finds themselves in a situation in which he or she is having direct, unsupervised contact

with students, he or she should leave the situation and report to the front office. Every St. Mary's Academy contractor or agent is required to read and be familiar with this handbook. Questions should be addressed to the Human Resources Director, the Principal, or the President.

St. Mary's Academy conducts background checks on any contractor or agent who has unsupervised contact with students. The law also requires St. Mary's Academy to confirm with state agencies, prior to accepting the services of a contractor or agent, that the agency does not have an investigation or substantiated report relating to conduct by the contractor or agent that may constitute sexual misconduct. The state agencies are the Teachers Standards and Practices Commission ("TSPC") for anyone licensed by TSPC, and the Oregon Department of Education ("ODE") for any other contractor or agent.

Retaliation: St. Mary's Academy strictly prohibits any retaliation against anyone making a report regarding a student safety issue, or against anyone who participates in an investigation of such a report. St. Mary's Academy encourages anyone with concerns about retaliation to report those concerns immediately to the Vice Principal of Student Life, Principal, President, or Human Resources Director, St. Mary's Academy will follow up immediately on any concerns of retaliation.

False Reports: Anyone who knowingly makes a false report of child abuse will be subject to appropriate consequences. Please note that a report of child abuse is not considered "false" simply because the allegation is not proven.

How does this handbook apply during periods of distance learning?

This handbook remains in effect during periods of distance learning. Conduct that could constitute child abuse, sexual misconduct, inappropriate boundaries, sexual harassment, harassment, and dating/domestic violence can occur entirely online and through video, telephone, or electronic communications. All St. Mary's Academy employees, volunteers, contractors, and agents continue to be responsible for helping to ensure the safety of students by maintaining appropriate conduct with students and immediately reporting when there is a reasonable suspicion of child abuse, sexual misconduct, inappropriate boundaries, or dating/domestic violence. This handbook provides important information about conduct that could arise during distance learning in online environments.

CHILD ABUSE REPORTING

What is child abuse?

Child abuse is a crime under Oregon law. The law establishes several categories of child abuse. These include:

- Physical abuse
- Mental injury
- Sexual abuse
- Sexual exploitation, including (1) sexually explicit digital images or recordings, and (2) prostitution
- Neglect
- Threatened harm
- Buying or selling a child
- Allowing a child to be present in an area where methamphetamines are being manufactured
- Allowing a child to be exposed to a controlled substance in a manner that subjects a child to a substantial risk or harm to the child's health or safety

Child abuse can include written or electronic communications or digital images, even when no physical or in-person contact has occurred.

For Students: What should I do if I believe I am a victim of child abuse?

If you believe you are a victim of child abuse, we are here to help you. Students can make a report to the Principal, the Vice Principal of Student Life, the counselors, or any trusted adult in the building. Students can also report child abuse themselves at the number listed below. Other than reporting the information to Child Protective Services (CPS) or local law enforcement, St. Mary's Academy will keep the information you report confidential to the greatest extent permitted by the law. **We are here to help and support you**.

To report abuse yourself: CPS: (855) 503- SAFE (7233)

For additional support, visit the National Center for Victims of Crime: http://victimsofcrime.org/

What should I do if I suspect child abuse has occurred or is occurring?

All St. Mary's Academy employees, regardless of employee classification, are mandatory child abuse reporters. Under Oregon law, this means that any St. Mary's Academy employee having reasonable cause to believe that any child with whom the employee comes in contact has

suffered abuse or that any person with whom the employee comes in contact has abused a child must immediately report the abuse. "Contact" with such child or person includes electronic communications. Employees should be aware that this obligation applies 24-hours a day, seven days a week. If an employee becomes aware of child abuse in his or her private time, the employee is required to report.

Any student, parent, or volunteer who has reasonable suspicion to believe that child abuse has occurred or is occurring should report that information immediately to the appropriate authorities as described below.

Each instance of suspected abuse must be reported. If an employee has made repeated reports about a student and has concerns or questions about CPS's response, the employee should contact the Principal or President to discuss follow-up with CPS.

If any employee, student, parent, volunteer, contractor, or agent thinks a child is hurt or in danger, call 911 immediately to report the information to local law enforcement. Make the other reports required by this policy and law after calling 911.

What is "reasonable cause to believe" that child abuse has occurred?

Mandatory reporters do not have to – and must not – wait to make "certain" that child abuse occurred before making a report. "Reasonable cause" is not defined in the law but is generally considered to be equivalent to "reasonable suspicion." If you have a suspicion or reason to believe that child abuse may have occurred, you must report it. You must not conduct additional "investigation" on your own before reporting your concern, as doing so could interfere with the ability of the appropriate agency to do so.

If you are not sure whether you should report, you can call CPS, describe the situation, and ask them if you should report. They will assist with next steps, if necessary. When in doubt, always err on the side of reporting.

How should mandatory reporters evaluate child abuse during distance learning?

Mandatory reporters are required to report child abuse even during distance learning, and St. Mary's Academy employees, volunteers, contractors, and agents continue to be responsible for helping to ensure the safety of students by maintaining appropriate conduct with students and immediately reporting when there is a reasonable suspicion of child abuse.

In addition to the traditional methods for evaluating whether you have suspicion or reason to believe that child abuse may have occurred, the Oregon Department of Human Services prepared the following guide for educators to reference when communicating with caregivers and students to evaluate students' well-being during distance learning:
https://www.oregon.gov/dhs/CHILDREN/Documents/FamilyWellbeingAssessment.pdf

How do I report child abuse?

Anyone can call CPS or local law enforcement to report suspected child abuse.

Mandatory reporters (including St. Mary's Academy employees) are required to call CPS or

local law enforcement immediately to report child abuse.

CPS Multnomah County: (855) 503-SAFE

When making a child abuse reporting call, the following information should be provided to the extent the reporter has such information: the names and addresses of the child and the parents of the child or other persons responsible for the care of the child, the child's age, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse and any other information that the person making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

Reports to CPS must be made immediately. If an employee, volunteer, contractor, or agent is in the middle of duties that involve the supervision of students and needs to make a report, he/she should work with his/her supervisor or the front office to arrange for coverage in order to make the report. An employee, volunteer, contractor, or agent should be accompanied by a counselor, the Vice Principal of Student Life, or the Principal while making the report, but the employee, volunteer, contractor, or agent is required to make the report directly to ensure accurate information is provided to CPS or local law enforcement. NOTE: If the person submitting a sexual misconduct report form is an employee but is not a designated licensed administrator for the school, the law requires that you report suspected sexual misconduct to a designated licensed administrator (the Principal) for your school/school district. ORS 339.388(1).

If an employee, volunteer, contractor, or agent makes a report of child abuse involving a St. Mary's Academy student, the employee, volunteer, contractor, or agent is required to submit a written, detailed account of the call to the Vice Principal of Student Life who keeps a log of such calls. The Vice Principal of Student Life will notify the Principal immediately when a CPS call is made. The Vice Principal of Student Life will provide the Principal with an electronic copy of the call log at the end of each school year for school records.

Once a report is made, the reporter should not discuss it with anyone except the Vice Principal of Student Life and/or the Principal. Employees are not permitted to disclose to the student's parents or the person suspected of abuse that a report was made.

More Information

The following manual from Child Protective Services provides guidance and answers many questions about child abuse reporting: https://apps.state.or.us/Forms/Served/de9061.pdf

SEXUAL MISCONDUCT

What is sexual misconduct?

Oregon law prohibits sexual conduct between school employees and students, and violations of this law can constitute criminal child abuse. Sexual misconduct can occur between people of the same or different sexes or gender identities.

Sexual conduct can include written or electronic communications, even when no physical or in-person contact has occurred.

Sexual conduct does not include:

- (a) touching that is necessitated by the nature of the school employee's job duties or the services provided by the volunteer, contractor, or agent and for which there is no sexual intent
- (b)verbal, written, or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the school.
- (c) conduct or communications described in paragraph (a) if the school employee, contractor, agent, or volunteer is also a student and the conduct or communications:
    - (i) Arise out of a consensual relationship between students;
    - (ii) Do not create an intimidating or hostile educational environment; and
    - (iii) Are not prohibited by law, any policies of the education provider or any applicable employment agreements.

What are the expectations of St. Mary's Academy employees, volunteers, contractors, and agents regarding sexual misconduct?

St. Mary's Academy employees, volunteers, contractors, and agents are strictly prohibited from engaging in any sexual conduct at any time with St. Mary's Academy students. Sexual conduct is also prohibited with former St. Mary's Academy students who are under the age of 19, or who left St. Mary's or graduated within 90 days prior to the sexual conduct, whichever is later.

St. Mary's Academy takes allegations of sexual misconduct with students extremely seriously and will investigate any allegations of sexual misconduct.

Violations of this handbook will result in discipline, up to and including termination or loss of volunteer privileges. St. Mary's Academy will also report concerns about sexual misconduct to authorities as appropriate, including law enforcement, Child Protective Services, and/or the Teachers Standards and Practices Commission ("TSPC"). All St. Mary's Academy employees, volunteers, contractors, and agents should avoid any conduct that could create even the perception of sexual misconduct.

What should I do if I have a concern about or have heard a rumor of sexual misconduct between a St. Mary's Academy employee, volunteer, contractor, or agent and a student?

All St. Mary's Academy employees must immediately report concerns about or rumors of sexual misconduct to the Human Resources Director, the Principal, or the President. If the conduct rises

to the level of child abuse, the employee is also required to report to Child Protective Services.

Any student, parent, volunteer, contractor, or agent with a concern about sexual conduct between a St. Mary's Academy employee and a student should immediately report the concern to the Human Resources Director, the Principal, or the President. St. Mary's Academy takes all such reports extremely seriously and will investigate the concern. This applies to "rumors" as well, and any rumor of sexual misconduct should be reported.

If St. Mary's Academy receives a report of sexual misconduct or abuse by a volunteer, contractor, or agent, St. Mary's Academy will immediately prohibit the person from providing services until the outcome of the investigation.

Employees, volunteers, contractors, and agents should be aware that under Oregon law, a law enforcement agency or a state agency must complete an investigation of reported abuse or sexual conduct. This investigation will occur regardless of any changes in the relationship or duties of the person about whom the report was made. For instance, if the employee about whom a report of abuse or sexual conduct is made then resigns or is terminated, or a volunteer stops providing services to the school, the law enforcement or agency will still complete the investigation.

For Students: What should I do if I believe I am a victim of sexual misconduct?

If you believe you are a victim of sexual misconduct, you should report and seek help immediately. Students can make a report to the Principal, the Vice Principal of Student Life, the counselors, or any trusted adult in the building. Even if you suspect but don't know if you were a victim of sexual misconduct, don't suffer in silence. St. Mary's Academy will keep the information confidential to the greatest extent permitted by the law. We are here to help and support you.
Retaliation against you for making a report is strictly prohibited.

SAFE AND HEALTHY BOUNDARIES

The strong and supportive relationships between St. Mary's Academy staff and students are a hallmark of a St. Mary's Academy education. St. Mary's Academy employees, volunteers, contractors, and agents provide invaluable mentorship and support to our students, and these relationships establish a strong foundation for our students as they grow into young adults.

At the same time, it is never acceptable for these relationships to cross a boundary into one of an overly familiar, personal, romantic, or sexual nature. Employees, volunteers, contractors, and agents are required to exercise sound professional judgment with regard to boundaries at all times and to err on the side of protecting boundaries and student safety.

All St. Mary's Academy employees, volunteers, contractors, and agents are expected to maintain safe and healthy boundaries with all students. St. Mary's Academy takes this requirement very seriously, and requires employees, volunteers, contractors, and agents to avoid any interaction that could create even the perception of a boundary violation or inappropriate contact with a student.

These expectations are in effect and remain especially important during all periods of distance learning. St. Mary's Academy employees, volunteers, contractors, and agents are expected to continue to maintain safe and healthy boundaries with students during online instruction and electronic communications.

If an employee or a volunteer has any questions about appropriate boundaries, the employee should contact the Vice Principal of Student Life, the Principal, or Human Resources Director for guidance. Violations of the policies outlined in this handbook may result in disciplinary action up to and including dismissal or loss of volunteer privileges. St. Mary's Academy will report issues of inappropriate boundaries to authorities as appropriate, including law enforcement, Child Protective Services, and/or the Teachers Standards and Practices Commission ("TSPC").

What are examples of conduct that create inappropriate boundaries?

The following are examples of inappropriate behavior and conduct in interactions with students:

- Invading the personal space of a student
- Engaging in, participating in, or condoning in any way the use of alcohol, tobacco, marijuana, or illegal drugs by students
- Engaging in sexual, romantic, or overly familiar communications with students directly in person or indirectly through the use of email, social media, telephone, St. Mary's Academy Web Portal applications, or other electronic communications
- Forming online relationships with students on personal social media sites, through text messaging, St. Mary's Academy Web Portal applications, or other electronic communications
- Having excessive electronic communications with students that could give the perception of a personal relationship
- Using a personal email address or personal text message not via the Remind or Team Snap apps to communicate with students
- Conversing with students in an overly familiar manner about details of your personal

life not related to the educational experience
- Revealing details of your own sexual lives or romantic relationships to students, or in any way making a student your "confidant"
- Engaging in gossip about St. Mary's Academy and members of its community
- Disclosing any information concerning a student to any person not authorized to receive such information. This includes, but is not limited to, information concerning educational assessments, test scores, grades, behavior, mental or physical health, and family background or finances
- Commenting on students' bodies or appearance in a familiar, sexual manner or sexually suggestive manner
- Spending time with students outside of school or family activities, including spending one-on-one time with a student off campus or through a video, phone, or electronic messaging meetings or discussions using other electronic communications
- Giving inappropriate attention to a particular student, including the exchange of romantic communication or giving gifts
- Engaging in overly familiar banter or gossip with students
- Engaging in any type of behavior that might have the appearance of impropriety if observed by others
- Spending time with students that could be perceived as an inappropriate adult/student relationship
- Initiating or participating in secretive behavior with a student or students
- Acting as a personal counselor to a student (teachers should direct students with personal concerns to the appropriate St. Mary's counselor)
- Sending a personal image or video of yourself to a student or soliciting a personal image or video of a student using e-mail, text message, social media, or other electronic communications

The following are additional examples of inappropriate behavior and conduct in interactions with students that pertain specifically to online instruction:

- Communicating with a student electronically at times outside of a normal school day, such as late at night or on weekends
- Communicating with a student using personal devices or accounts for e-mail or social media sites
- Conducting one-on-one meetings or discussions with students using video, phone, or other electronic messaging for a non-school purpose or that includes discussion unrelated to the educational experience
- Conducting video instruction or meetings with students in an unprofessional setting, such as a bedroom or other intimate place
- Wearing inadequate clothing or unprofessional clothing during video instruction or meetings with students, including intimate clothing, sleepwear, bathrobes, and similar clothing
- Conducting video instruction or meetings with students with inappropriate images or objects visible in the background, or any image, sign, phrase, or object not aligned with the mission and values of St. Mary's Academy visible in the background

- Conducting video instruction with people or pets visible in the background, except for brief and infrequent occurrences

If a student initiates contact or shows behavior that may cross a boundary, the employees, volunteers, contractors, and agents should kindly but firmly reject the contact and model appropriate professional behavior. In such a circumstance, the employees, volunteers, contractors, and agents must notify an administrator no later than the end of the school day in which the situation occurred.

What are some best practices for maintaining appropriate boundaries?

The following are examples of required appropriate practices in order to maintain appropriate boundaries:

- Ensure that all one-on-one meetings between an employee/volunteer and a student occur in a public place or in an office with the door fully open or a classroom in view of the window/door.
- Avoid paying special attention to any specific student, including providing gifts or other favors.
- Avoid discussions with students of a sexual nature, including discussing the details of the student's or the employee's sexual or romantic lives. There are limited exceptions for trained counselors or staff who may be providing guidance to a student for educational or safety related reasons. In such circumstances, the counselor or staff who engages in such a conversation with a student should inform the Vice Principal of Student Life or the Principal.
- Avoid engaging in physical contact with students. In limited and infrequent occasions, a pat on the shoulder or back may be appropriate but should never include contact with the student's private areas. If a student initiates contact with a staff person, such as a hug, the employee can respond with a pat on the shoulder or back as described above, but should not allow further contact.
- Avoid spending time with students outside of school or school-sponsored activities, and do not develop independent "friendships" with students. We understand that St. Mary's Academy is a small community, and an employees, volunteers, contractors, and agents may be personal friends with families that include St. Mary's Academy students. In such circumstances, the employees, volunteers, contractors, and agents are still obligated to maintain appropriate boundaries at all times and should consult with a school administrator if questions arise.

Again, these are only examples of appropriate practices, and all employees, volunteers, contractors, and agents must avoid even the appearance of a boundary violation or inappropriate contact with a student whether in person or during online instruction.

What should I do if I have a concern about or have heard a rumor of inappropriate boundaries between a St. Mary's Academy employee/volunteer and a student?

Any employee, parent, or volunteer with a concern about inappropriate boundaries between a St. Mary's Academy employee/volunteer and a student should immediately report the concern to

the Human Resources Director, the Principal, or the President. St. Mary's Academy takes all such reports extremely seriously and may initiate an investigation. This applies to "rumors" as well; rumors of inappropriate boundaries should be reported so that St. Mary's Academy can initiate an investigation.

All St. Mary's Academy employees, volunteers, contractors, and agents must immediately report concerns about or rumors of inappropriate boundaries to the Human Resources Director, the Principal, or the President, the Principal. If the conduct rises to the level of child abuse, the employee is also required to report in accordance with the Child Abuse Reporter requirements.

For Students: What should I do if I believe that I am a victim of inappropriate boundaries or have a concern about inappropriate boundaries between a St. Mary's Academy employee/volunteer and a student?

If you believe you are a victim of inappropriate boundaries or have a concern about inappropriate boundaries between a St. Mary's employee/volunteer and a student, you should report and seek help immediately. Students should report to the Principal, the Vice Principal of Student Life, the counselors, or a trusted adult in the building. St. Mary's Academy will keep the information confidential to the greatest extent permitted by the law. We are here to help and support you. Retaliation against you for making a report is strictly prohibited.

More Information

All St. Mary's Academy employees who are licensed through TSPC are required to read and be familiar with the TSPC guidance on the Ethical Educator, a two-page overview that includes expectations about maintaining appropriate boundaries with students. Ethical Educator Brochure. Ethical Educator Brochure PDF.

SEXUAL HARASSMENT

What is sexual harassment?

Sexual harassment is harassment based on sex. As defined in Oregon law, sexual harassment includes a demand or request for sexual favors in exchange for benefits; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; and/or assault when sexual contact occurs without a student's consent. "Without consent" means an act performed without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

St. Mary's prohibits all forms of sexual harassment. All complaints of sexual harassment shall be investigated.

What should I do if I have a concern about or have heard a rumor of sexual harassment?
Any employee, parent, volunteer, or agent with a concern about sexual harassment should immediately report the concern to the Human Resources Director, the Principal, or the President. St. Mary's Academy takes all such reports extremely seriously and will initiate an investigation. This applies to "rumors" as well; rumors of sexual harassment should be reported so that St. Mary's Academy can initiate an investigation.

All St. Mary's Academy employees, volunteers, contractors, and agents must immediately report concerns about or rumors of sexual harassment to the Human Resources Director, the Principal, or the President. If the conduct rises to the level of child abuse, the employee is also required to report in accordance with the Child Abuse Reporter requirements.

For Students: What should I do if I believe that I am a victim of sexual harassment or have a concern about sexual harassment?

If you believe you are a victim of sexual harassment or have a concern about sexual harassment, you should report and seek help immediately. Students should report to the Principal, the Vice Principal of Student Life, the counselors, or a trusted adult in the building. St. Mary's Academy will keep the information confidential to the greatest extent permitted by the law. We are here to help and support you.

What about sexual harassment of third parties?
St. Mary's also prohibits sexual harassment by students or employees against third parties, including persons who are on or immediately adjacent to the St. Mary's campus or at any school sponsored event, or third parties who are off school or district property, if a student or employee acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program. As defined in Oregon law, sexual harassment of third parties is a demand or request for sexual favors in exchange for benefit; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and assault when sexual contact occurs without a person's consent. "Without consent" means an act performed without the knowing,

voluntary and clear agreement by all parties to participate in the specific act; or when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act..

What will St. Mary's do following a report of sexual harassment?

When sexual harassment is reported, St. Mary's will take any action necessary to ensure the reporting person is protected and to promote a non-hostile environment, including providing support measures for the reporting person and taking any actions that are necessary to remove future impact on the reporting person, but that are not retaliatory to the reporting person or the person who is the potential subject of the sexual harassment. The person who initiates a complaint, and, if applicable, the student's parents, shall be notified when the investigation is initiated and concluded, and be notified as to whether a violation of the policy was found to have occurred, to the extent that information is allowed to be disclosed under state and federal laws.

When a student or parent files a complaint of sexual harassment, the student and parent will receive a written notification that informs them of (1) their rights under this policy, (2) information about the complaint process as outlined in this Handbook and other school procedures, (3) that civil and criminal remedies that are not provided by the school may be available through the legal system and those remedies may be subject to various statutes of limitation, (4) school services available to support the student, (5) the privacy rights available to the student and limits to such rights, (5) contact information for community-based services available for individuals who have experienced sexual harassment; and (6) notice that students who report information about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the school's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

In the event of reports of sexual harassment against a third party as described above by a St. Mary's employee or student, St. Mary's will take appropriate efforts to ensure the third person who was subjected to the behavior is protected and to promote a non-hostile environment including providing information about appropriate support resources and taking any actions that are necessary to remove future impact on the reporting person, but that are not retaliatory to the reporting person or the person who is the potential subject of the sexual harassment.

HARASSMENT

What is Harassment?

Harassment means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race (including physical characteristics associated with race such as hair texture, skin color, or certain facial features and hairstyles such as braids, locs and twists), creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment. (Source: adapted from www.doi.gov)

For Students: What should I do if I have witnessed or been subjected to conduct that constitutes harassment by another student?

If you believe you have witnessed or have been subjected to harassment, you should:

Communicate Directly: If students feel comfortable and safe, they are encouraged to communicate directly to express concerns if they (or someone they know) is subjected to harassment.

Seek Advice: At any time, students are encouraged to consult a trusted adult in the building, such as a counselor, TA advisor, or an administrator to seek advice.

Initiate a Formal Complaint: If direct communication does not resolve the problem or if a student chooses not to approach the individual directly, students may also initiate a formal complaint to their counselor, the Vice Principal of Student Life, the Vice Principal, or the Principal.

SEXUAL ASSAULT OR RAPE

What is Sexual Assault?

The term sexual assault refers to sexual contact or behavior that occurs without explicit consent of the victim. Some forms of sexual assault include:

- Attempted rape
- Fondling or unwanted sexual touching
- Forcing a victim to perform sexual acts, such as oral sex or penetrating the perpetrator's body (Source: www.RAINN.org)
- Note that sexual assault and rape may also fall within the definition of sexual harassment, defined above.

What is Rape?

Rape is a form of sexual assault, but not all sexual assault is rape. The term rape is often used as a legal definition to specifically include sexual penetration without consent. For its Uniform Crime Reports, the FBI defines rape as "penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim." (Source: www.RAINN.org)

For Students: What should I do if I have witnessed or been subjected to sexual assault or rape?

If you believe you are a victim of sexual assault or rape, you should report and seek help immediately. Students can make a report to the Principal, the Vice Principal of Student Life, the counselors, or any trusted adult in the building. We are here to help and support you. Retaliation against you for making a report is strictly prohibited.

If St. Mary's receives a complaint of sexual assault or rape, or otherwise has reason to believe that sexual assault or rape may have occurred, it will take steps to ensure that the matter is addressed by the administration.

Reports of sexual assault or rape may result in reporting to Child Protective Services. Once a report to CPS is made, St. Mary's follows their instructions. If a student does not wish to formally file a complaint, St. Mary's may still take action if it learns of potential assault or rape, which may include making a report to CPS.

Students are encouraged to cooperate fully in an investigation. St. Mary's will maintain confidentiality of complaints to the extent possible without compromising the school's obligation to take appropriate responsive action. St. Mary's cannot guarantee total confidentiality to anyone involved in an investigation.

Please note: While it is St. Mary's responsibility to report allegations of assault or rape to the proper authorities, in some cases, St. Mary's will not investigate allegations to determine guilt or innocence.

DATING AND DOMESTIC VIOLENCE

Teen dating violence is unacceptable and prohibited. Each student has the right to a safe learning environment. St. Mary's Academy will comply with all current requirements (including those in Oregon law) for the education of its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, and on school-provided transportation.

What is Dating and Domestic Violence?

As defined in Oregon law (SB 197), "dating" or "dating relationship" means an ongoing social relationship of a romantic or intimate nature between two persons. "Dating" or "dating relationship" does not include a casual relationship or ordinary fraternization between two persons in a business or social context. "Domestic violence" means abuse as defined between family and household members, as defined in Oregon law. "Teen dating violence" means a pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age. Teen dating violence and domestic violence is unacceptable and is prohibited. Every St. Mary's student has the right to be free from dating or domestic violence and has the right to a safe learning environment.

Students, employees, parents, and volunteers should report concerns about or rumors of dating/domestic violence to the Human Resources Director, the Principal, or the President. This includes, but is not limited to, incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities or in vehicles used for school-provided transportation. If the conduct rises to the level of child abuse, employees are also required to report in accordance with the Child Abuse Reporter requirements.

St. Mary's will provide posters regarding dating/domestic violence in clearly visible locations on the school campus.

As with the safety issues identified above, the same procedures for reporting apply and retaliation for good faith reporting is strictly prohibited.

For Students: What should I do if I have witnessed or been subjected to dating or domestic violence?

If you believe you are a victim of dating or domestic violence, you should report and seek help immediately. Students can make a report to the Principal, the Vice Principal of Student Life, the counselors, or any trusted adult in the building. We are here to help and support you. Retaliation against you for making a report is strictly prohibited.

RESOURCES

CPS Multnomah County: (503) 731-3100/(800) 509-5439 After hours or on the weekends: (855) 503- SAFE

CPS Guide on Child Abuse Reporting: https://apps.state.or.us/Forms/Served/de9061.pdf

The National Center for Victims of Crime: http://victimsofcrime.org/

The Ethical Educator: https://www.oregon.gov/tspc/Documents/Ethical_Educator_Brochure.pdf

Oregon Department of Health and Human Services Family Wellbeing Assessment: https://www.oregon.gov/dhs/CHILDREN/Documents/FamilyWellbeingAssessment.pdf

The TSPC's Ethical Guidance for Distance Learning: https://www.oregon.gov/tspc/Documents/Ethical_Guidance_for_Distance_Learning.pdf

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