

Addenda to the Employee and Student & Family Handbooks

St. Andrew Nativity School

March 2022

- I. Teen Dating Violence and Domestic Violence Policy
- II. Sexual Harassment Policy Addendum

Teen Dating Violence and Domestic Violence Policy

Pursuant to ORS 339.366 and 339.368

Teen dating violence is unacceptable and prohibited at St. Andrew Nativity School. Each student has the right to a safe learning environment. St. Andrew Nativity School will comply with all current requirements (including those in Oregon law) for educating 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, on school-provided transportation.

Education and Training

Students in all grades will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at St. Andrew Nativity School annually. These trainings are integrated into the Cura Personalis and Religion curricula.

School faculty and staff, including agents, contractors, and volunteers at St. Andrew Nativity School will receive training on the topic of teen dating violence and domestic violence annually. These topics will be integrated into Safe Environment, mandatory reporting, and child abuse prevention training.

St. Andrew Nativity School will post a poster that contains information, in both English and Spanish, regarding domestic violence, including at least one toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posting of posters will be in clearly visible locations on the school campus.

Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or president.

Procedures for employees reporting incidents of teen dating violence that takes place on school grounds, at school-sponsored activities, on school-provided transportation include:

- Completing “Reporting Red Flag Behavior” Documentation Form (Filed with other forms in the main office)
- Notify the principal of the incident of teen dating violence that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the president. Complaints against the president shall be filed with the chairperson of the board of trustees. Complaints against the board chair shall be filed with the Provincials Assistant for Secondary Education of Jesuits West.

- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

The principal has responsibility for investigations concerning incidents of teen dating violence.

Notification of Policies

St. Andrew Nativity School shall make the policy:

- Annually available to parents, guardians, school employees, and students in the Student/Family Handbook and Employee Handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives in the school office and in the Student/Family Handbook on the school website.

The school principal at St. Andrew Nativity School is responsible for ensuring the policy is implemented.

Definitions

“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 in ORS 107.705 (Definitions for ORS 107.700 to 107.735) between family and household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735)

Definitions for ORS 107.700 to 107.735

(1) “Abuse” means the occurrence of one or more of the following acts between family or household members:

- (a) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury.
- (b) Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury.
- (c) Causing another to engage in involuntary sexual relations by force or threat of force.

(2) “Child” means an unmarried person who is under 18 years of age.

(3) “Declaration under penalty of perjury” means a declaration under penalty of perjury in the form required by ORCP 1 E.

(4) “Family or household members” means any of the following:

- (a) Spouses.

- (b) Former spouses.
 - (c) Adult persons related by blood, marriage or adoption.
 - (d) Persons who are cohabiting or who have cohabited with each other.
 - (e) Persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing by one of them of a petition under [ORS 107.710 \(Petition to circuit court for relief\)](#).
 - (f) Unmarried parents of a child.
- (5) “Interfere” means to interpose in a manner that would reasonably be expected to hinder or impede a person in the petitioner’s situation.
- (6) “Intimidate” means to act in a manner that would reasonably be expected to threaten a person in the petitioner’s situation, thereby compelling or deterring conduct on the part of the person.
- (7) “Menace” means to act in a manner that would reasonably be expected to threaten a person in the petitioner’s situation.
- (8) “Molest” means to act, with hostile intent or injurious effect, in a manner that would reasonably be expected to annoy, disturb or persecute a person in the petitioner’s position. [1977 c.845 §5; 1979 c.161 §1; 1981 c.780 §1; 1985 c.629 §1; 1987 c.331 §3; 1987 c.805 §1; 1993 c.643 §1; 1995 c.637 §2; 1997 c.863 §8; 1999 c.617 §6; 1999 c.1052 §12; 2015 c.121 §12]
- “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.

Sexual Harassment Policy Addendum
Pursuant to ORS 342.704

St. Andrew Nativity School is committed to providing a safe environment for all its staff and students free from discrimination on any ground and from harassment at school or school-sponsored activities including sexual harassment. St. Andrew Nativity School will treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from St. Andrew Nativity School. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

St. Andrew Nativity School has certain standards of performance in the workplace and rules of conduct that apply to all employees and students. Conduct that interferes with our ministry, discredits the school, or is offensive to coworkers or others may result in disciplinary action, up to and including termination.

Sexual Harassment Policies apply to all staff members and students as well as any persons who:

- Are on or immediately adjacent to school grounds or school property
- Are at any school-sponsored activity or program
- Are off school property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored activity or program.

Education and Training

Students in grades 7 and 8 will receive age-appropriate education about sexual harassment in the curricular program at St. Andrew Nativity School annually.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:

- Virtus Online (grades 7 and 8)
 - Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
 - Lesson 3: Boundaries, You have Rights

School faculty and staff, including agents, contractors, and volunteers at St. Andrew Nativity School will receive training on sexual harassment annually.

St. Andrew Nativity School will provide training for all faculty, staff, agents, contractors and volunteers at the school including,

- Review of SB 197
- Review and discussion of Safe Environment, mandatory reporting, and policies laid forth in employee handbook

St. Andrew Nativity School has adopted a poster that contains information, in both English and Spanish, regarding domestic violence, including a toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters are in clearly visible locations on the school campus.

Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of sexual harassment that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Complete “Reporting Sexual Harassment Behavior” Form (Filed with other forms in the main office)
- Notify the principal of the incident of sexual harassment that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the president. Complaints against the president shall be filed with the chair of the board of trustees.

- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal has the responsibility for investigations concerning incidents of sexual harassment.
- Take action necessary to ensure the student is protected and promote a non hostile learning environment, including:
 - Provide resources for support measures to the student
 - Take any actions that are necessary to remove potential future impact on the student, but that are not retaliatory against the student or the staff member who reported to the principal

Notification of Policies

At a minimum, St. Andrew Nativity School shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at the St. Andrew Nativity School office.

The school principal at St. Andrew Nativity School is responsible for ensuring the policy is implemented.

Definitions

Sexual Harassment is defined as . . .

- 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 creates an intimidating, offensive or hostile environment
- Assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.