



Every Student Matters, Every Moment Counts

Morton School District #214

PO Box 1219

Morton, WA, 98356

P: 360-496-5300 F: 360-496-5399

www.morton.k12.wa.us

Morton Jr/Sr High School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

Morton Intermediate School

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

Morton Elementary School

400 Main Avenue

P: 360-496-5143 F: 360-496-0327

Policy: 4217F Effective Communication Form

Section:

- ☐ 0000 Planning ☐ 1000 Board of Directors ☐ 2000 Instruction ☐ 3000 Students ☒ 4000 Community Relations ☐ 5000 Personnel ☐ 6000 Management

Form - Effective Communication

Morton School District

EFFECTIVE COMMUNICATION REQUEST FORM

Please note: The district needs as much advanced notice as possible to ensure that reasonable accommodations are met. Reasonable efforts will be made to accommodate requests made less than 48 hours in advance of a scheduled program, activity or event. If aids or services are needed for a meeting of the Board of Directors, please contact the office of the Superintendent directly at: 360-496-5300.

Date of request: _____

Request Type: (Please check all that apply)

- ☐ Assistive Listening Aid or Service
☐ Assistive Vision Aid or Service
☐ Assistive Speech Aid or Service
☐ Other _____

Contact Persons:

	Name	Email, Phone or Website (preferred communication)
Individual making request		
Building manager (Principal) where event will take place		
Event Contact Person		

Event Details: Please attach any relevant supporting information (i.e., event flyer or brochure).

Event Name:	
Event Date:	
Start and End Time:	
Event Description (i.e., lecture, seminar, meeting, sports event):	
Location (i.e., building, facility, off-campus)	

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

school-sponsored activity):	
Other relevant details:	

Please return this completed form to:

John Hannah
PO Box 1219
152 Westlake Avenue

Adoption Date:

Classification:

Revised Dates: ; 03.16; 12.23