



DIVERSE IN CULTURE;  
UNIFIED IN MISSION

2020-2021

# WOODBURN SCHOOL DISTRICT STAFF HANDBOOK

Department of Human Resources  
Woodburn School District



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The Woodburn School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Woodburn School District to comply with state and federal laws and promote nondiscrimination and an environment free of harassment of individuals or groups based on race, color, religion, gender, sexual orientation, national origin, marital status, age, or disability in any educational programs, activities or employment.

Additionally, the Woodburn School District 103 complies with provisions of the various civil rights laws, such as the Fair Employment Practices Act, the Americans with Disabilities Act, Title IX Regulations and section 504 of PL 93.112 in employment, educational programs and activities.

**Contact:**

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# WELCOME

Welcome to the Woodburn School District. You have joined a team of dedicated professionals that work together to prepare Woodburn's young people for a bright future. The Board of Directors and the administration are committed to supporting students and employees as they achieve challenging goals and aspirations and contribute to a diverse world.

The material covered in this staff handbook is not exhaustive, but is intended as a general guide to the rules, regulations, rights and responsibilities of Woodburn employees. A comprehensive publication of board policies and regulations are provided in the School Board Policy Handbook, Sections A-L, which is available online at [www.woodburnsd.org](http://www.woodburnsd.org).

**This staff handbook may be superseded by official board policy, state or federal law and a collective bargaining agreement. In addition, your supervisor may develop and implement additional workplace rules or clarifications that you will be required to follow.**

For your convenience the district administrators are listed below.

## Administrators

### District Office

Superintendent	Oscar Morales Gilson
Director of Business	Sarah Bishop
Director of Safety & Operations	Casey Woolley
Director of Instructional Services	Sonia Kool
Director of Student Services	Dana Christie
Director of Teaching & Proficiency Learning	Chrissy Chapman
Director of School Performance	Juan Larios
Talent Acquisition and Staff Retention	Alma Morales Galicia

### Principals – High School

AIS	Dulce Nash
Success/ Post Secondary Pathways Prog. Admin.	Laurie Cooper
WAAST	Ricardo Marquez
WACA	Desiree Kiesel
WeBSS	Joseph Jensen

### Principals – Middle & Elementary Schools

French Prairie Middle School	Yolanda Lopez
Valor Middle School	Jeff Taylor
Heritage Elementary School	Sherrilynn Rawson
Heritage Elementary School	Claudia Kis
Lincoln Elementary School	Sarah Flynn
Nellie Muir Elementary School	Oscar Belanger
Washington Elementary School	Alfredo Belanger



# WOODBURN SCHOOL DISTRICT BOARD OF DIRECTORS

## Board Members and Responsibilities (BBA)<sup>1</sup>

The Woodburn School District Board of Directors <sup>2</sup> is made up of five members, elected by the voters of the district to staggered four-year terms. The role of the Board is to establish policies. Purposes, programs and procedures which will best achieve the goals of the strategic plan. The Board is also charged with responsible fiscal management of the district. In governing, the Board seeks to:

- Concentrate its collective effort on policy-making and planning responsibilities;
- Formulate policies that best serve each student's educational interests;
- Provide the superintendent with sufficient guidelines for implementing Board policies;
- Maintain effective communication with the public, staff and students to maintain awareness of attitudes, opinions and desires;
- Conduct Board business openly, soliciting and encouraging broad-based public involvement.

## Board Meetings and Communication to Employees (BD, BDA)<sup>3</sup>

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. "Meeting" means the convening of a quorum of the Board as the district's governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

The Board will give public notice, reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for regular meetings and of the principal subjects to be considered.

### **Regular Meetings**

All regular and special meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state statutes. All Board meetings will be held within the district boundaries. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, age or national origin is practiced.

An interpreter for Spanish-speaking individuals will be provided at each regular board meeting. If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing impaired persons and speakers of other languages when possible. Such other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

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<sup>1</sup> Woodburn School Board Policy BBA

<sup>2</sup> Go to [www.woodburnsd.org](http://www.woodburnsd.org) for current board members

<sup>3</sup> Woodburn School Board Policy BD,BDA

Regular meetings of the Board shall be held on the third Tuesday of every month at 5:45 p.m. in the Woodburn School District Office Conference Center unless changed by the Board with proper notice. Dates of regular Board meetings will be provided to district employees, interested members of the public and the news media.

Members of the public may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. Legitimate concerns about individual personnel should be addressed to building principals and supervisors.

All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators.

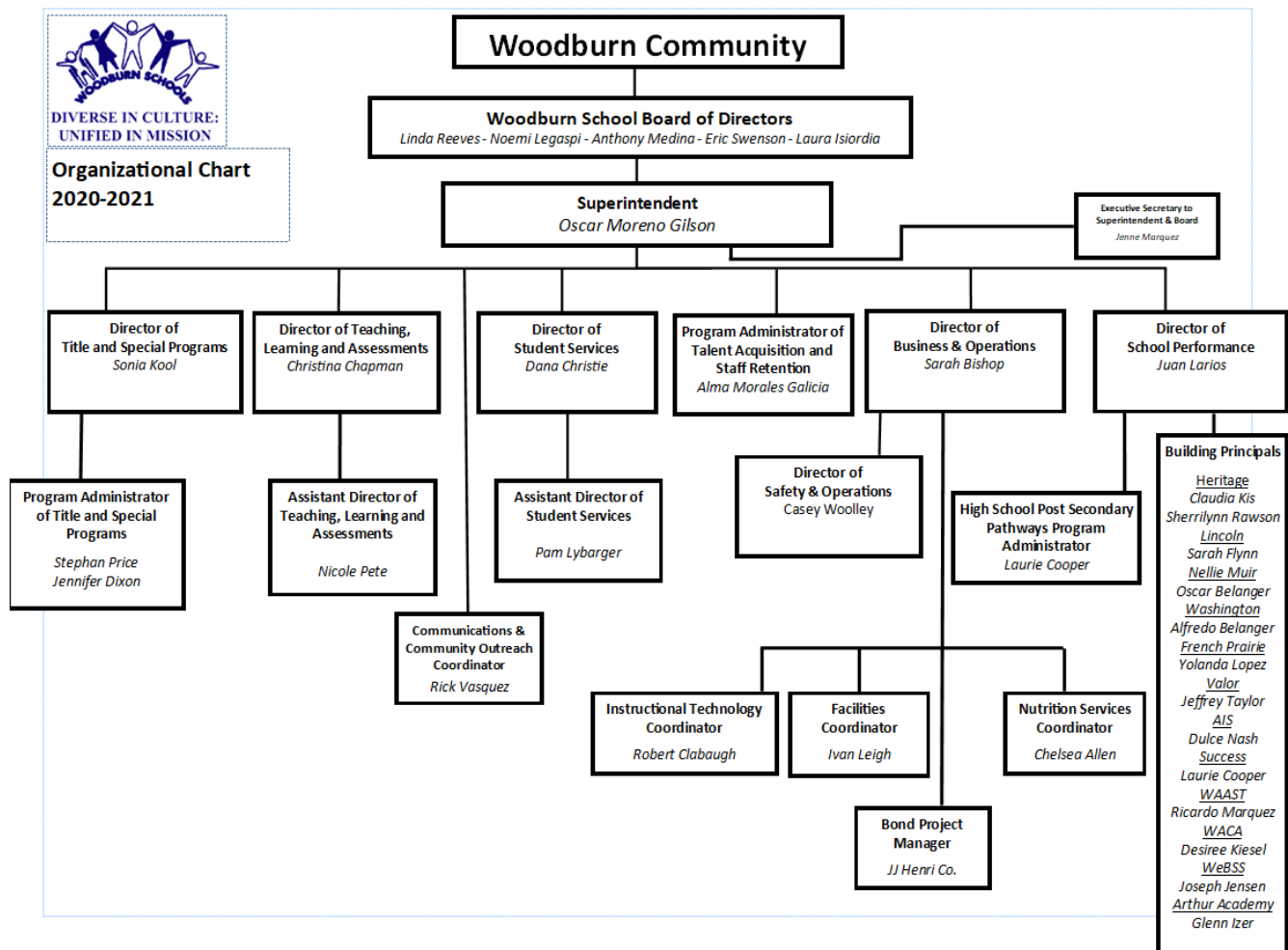
All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

# WOODBURN SCHOOL DISTRICT ORGANIZATIONAL CHART

For the most current organizational chart, go to:

[https://www.woodburnsd.org/apps/pages/index.jsp?uREC\\_ID=1729708&type=d&pREC\\_ID=1903532](https://www.woodburnsd.org/apps/pages/index.jsp?uREC_ID=1729708&type=d&pREC_ID=1903532)

## Organizational Chart



# THE STRATEGIC PLAN

The Strategic Plan<sup>4</sup> is the driving force behind all that we do in the Woodburn School District. It described who we are, what we believe in and what we hope to accomplish. At the heart of the plan is a strongly held belief that with the force of our common efforts we can make a difference for our students. Each of you is an integral part of this collective energy and, therefore, plays a critical role as we strive toward the achievement of our mission.

## Our Mission. . .

Our promise is to engage, inspire, and prepare all students to learn, lead, and contribute toward a just community, both local and global.

## Our Vision. . .

Woodburn School District is an exceptional, equitable, and multilingual district, where all student s are motivated, empowered, and prepared to succeed.

## We Value. . .

- Accountability
- Civic Responsibility
- Cultural Diversity
- Equality
- Family and Community Partnership
- Learning
- Multilingualism
- Safety

## Goals & Objectives

All students will graduate ready to pursue college, career options sand success in life

- All students will be proficient in skills that serve them for success on life
- All students will be proficient in reading, writing and math
- All students will have the opportunity to achieve bi-literacy
- All students will have pathways to complete post-secondary level course work prior to graduation
- All students will have pathways to complete career and technical education course work, aligned with entry level certifications prior to graduation
- All students are empowered and prepared through experience to successfully apply learning to civic challenges

Strengthen our culture of engagement, centered in equity

- All students will practice ownership of their social, emotional, and educational growth through cultivating relationships
- All staff will foster positive and supportive relationships to facilitate student growth and provide meaningful and equitable opportunities to engage meaningfully to support social, emotional, and educational growth of students
- All students will have access to resources to support their (academic, life) goals

Further strengthen our stewardship of public resources and community trust

- WSD will improve and maximize support services
- WSD will ensure quality district facilities for current enrollment and anticipated future growth
- WSD will be a leader in hiring, developing, and retaining quality staff, reflective and supportive of our student community

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<sup>4</sup> Woodburn School District Strategic Plan - [www.woodburnsd.org](http://www.woodburnsd.org)

# STAFF HEALTH & SAFETY

## Attendance/Absences/Punctuality

Staff members are expected to report to work on time and fit for duty every scheduled workday. Staff is expected to maintain regular attendance, missing no more than one day per month on average due to sickness, and using no more than those leave days provided for in the collective bargaining agreement or provided by law. Sick leave, professional leave, bereavement leave, personal leave or leave that qualify under the Oregon Family Medical Leave Act or Family Medical Leave Act are addressed in the OSEA or WEA Collective Bargaining Agreements.

Unpaid or non-paid leave is not allowed unless approved in advance by the Talent Acquisition and Staff Retention Administrator.

Sick leave may be used for personal illness or injury and may be used for the illness of your child living in your household. Sick leave does not include leave for the care of a spouse or other family member unless it qualifies under OFLA/FMLA.

Personal leave may be used at the discretion of the employee. Personal leave must be pre-approved by the building administrator in the time frames outline in the respective collective bargaining agreements, except in emergency circumstances. Personal leave may be taken at the beginning or end of a holiday or vacation period only by prior approval of the Superintendent or his designee.

An absence report form must be completed and returned to the building Head Secretary for all staff absences including absences due to school or district related activities. Forms are available at each school office.

Employees will provide a letter from an attending physician for sick leave that extends for more than five consecutive days. Employees using excessive amounts of sick leave may be asked to provide a letter from an attending physician to document the need for leave.

Staff members unable to report to work for any reason must notify the AESOP substitute and leave system either online or by phone by 6:30 AM.

AESOP by phone: 1-800-942-3767

AESOP online: [www.aesoponline.com](http://www.aesoponline.com)

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification of the building principal.

Substitutes, when needed, will be assigned on a daily basis unless a longer duration is specified in order to facilitate continuity during absences. Licensed staff members unable to return to their duties the following day are to contact AESOP by 2:30. Whenever possible, and as appropriate, the same substitute will be retained during the course of your absence.

Staff members may set up their preferred substitute list in AESOP. Requests that a particular substitute not be called may be made in advance, through the use of the Sub Report Form. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or temporary absences from their duties.

## Comp Time and Flex Time

Comp time is covered in both the Classified and Certified Collective Bargaining Agreements and by state and federal law.



### For Classified Staff:

All classified employees who work more than 8 hours in a single day are entitled to overtime compensation at time-and-a-half rate. Employees may not work more than 8-hours in one day unless approved in advance by their supervisor.

An employee may, on a voluntary basis and by mutual agreement, flex his/her schedule so long as the work does not exceed the same total number of weekly hours as are normally worked within a work week by that employee. All flexing of time must be within the same week.

Employees will not be allowed to take flex time during regular student contact hours. Personal or sick leave is to be used during student contact time for personal errands, medical appointments, etc.

### For Certified Staff:

Teachers are expected to attend open houses, parent conferences and other school activities outside the regular work day and may receive comp time on an hour-for-hour basis. Comp time does not carry over year to year.

Voluntary activities (paid or non-paid) do not earn comp time. For an activity to qualify for comp time it must be required, fall outside the regular school day and be pre-approved by an administrator. If an activity is not subject to comp time, it is voluntary and there will be no reprisal for non-attendance. Site Counsel is voluntary and not subject to comp time.

The scheduling of when comp time is taken must be arranged with the building principal.

## Mandatory and Suggested Trainings (GBE)<sup>5</sup>

In an effort to provide for the health and safety of all employees while engaging in the performance of their duties, Woodburn School District required that all employees complete mandatory training through the online training tool, SafeSchools<sup>6</sup>.

All new employees must complete the mandatory trainings before their hire date.

Each school year, all staff will complete all mandatory trainings by October 31<sup>st</sup>.

Department supervisors may require staff to complete additional trainings which are department specific.

## Incident/Injury Report (EBBB)<sup>7</sup>

All incident/injuries occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal immediately. Report will cover property damage as well as personal injury.

A completed Incident/Injury form must be submitted to the Human Resources Office within 24 hours or the next scheduled district workday, as appropriate.

In the event of a work related accident or injury resulting in overnight hospitalization whereby medical treatment other than first aid is provided, the building principal will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law.

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<sup>5</sup> Woodburn School District Policy GBE

<sup>6</sup> <https://woodburn-or.safeschools.com>

<sup>7</sup> Woodburn School District Policy EBBB

All incident/Injuries will be promptly investigated and corrective measures implemented as appropriate.

## Bloodborne Pathogens/HIV Training and Immunizations (EBBAB)<sup>8</sup>

If you have any questions regarding Bloodborne Pathogen Exposure Prevention, contact your principal/designee or the Site Safety Officer.

The Exposure Control Plan is located in the Right to Know area of your site. All staff members who may incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the district will receive annual Bloodborne Pathogens Training.

All staff are expected to report any occupational exposure to bloodborne pathogens to the building principal or designee. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical evaluation and follow-up.<sup>9</sup>

Additionally, Hepatitis B vaccination (HBV) will be made available within 10 days of initial assignment to all staff that have been identified by the district as having occupational exposure. A copy of the HBV consent/waiver form<sup>10</sup> may be viewed at Appendix A.

The Woodburn School District subscribes to the practice of Universal Precautions.

## Communicable Disease/Bloodborne Pathogens/Infection Control Procedures (GBEB, EBBAA)<sup>11</sup>

The district shall provide reasonable protection against the risk of exposure to communicable disease for employees while engaged in the performance of their duties. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided for in Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and Oregon Health Authority (OHA).

All staff shall comply with measures adopted by the district and with all rules set by the Oregon State Health Division and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

## Criminal Records Checks/Fingerprinting (GCDA/GDDA)<sup>12</sup>

All newly licensed educators and those applying for renewal of a license are required to submit to a nationwide criminal records check and fingerprinting in accordance with the rules established by a Teacher Standards and Practices Commission (TSPC).

This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personal specialist who has not submitted to a criminal records check within the previous year.

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<sup>8</sup> Woodburn School Board Policy EBBA

<sup>9</sup> Exposure Control Plan – Located in the building Right-to-Know area

<sup>10</sup> HBV Consent/Waiver Form – Exposure Control Plan page 44

<sup>11</sup> Woodburn School Board Policies GBEB, EBBAA

<sup>12</sup> Woodburn School Board Policy GCDA/GDDA

Additionally, all non-licensed staff newly hired into a position having direct, unsupervised contact with students are required to submit to a nationwide criminal records check and fingerprinting as required by Board policy and law.

The district has determined that all non-licensed employees and substitutes shall be fingerprinted. This also includes extracurricular activity staff, coaches, athletic trainers, and club, organization or other extracurricular advisors who do not hold a license from TSPC.

Current staff members transferring into such positions voluntarily or involuntarily are subject to such checks.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

Fees for all subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual.

Newly hired staff members not requiring licensure may request that the required fees be withheld from their paychecks.

All newly licensed educators and those applying for reinstatement of a license that has expired for more than three years are required to submit to nationwide criminal records check and fingerprinting in accordance with rules and procedures as set forth by the Teacher Standards and Practices Commission. In addition the District may conduct additional background checks as determined by policy and regulations.

The following procedures will be used for all newly hired non-licensed employees subject to criminal records checks and/or fingerprinting.

### Processing/Reporting

1. The individual shall, as part of the application process, complete a Fingerprint Based Criminal History as provided by the ODE.
2. An individual subject to fingerprinting will report to an authorized finger printer for fingerprinting as directed by the district. Fingerprints may be collected by district staff, contract agent of the district or local or state law enforcement agency, as determined by the district. The individual subject to fingerprinting, shall be subject only after the acceptance of an offer of employment or contract.
3. Any expenses for fingerprint collection shall be the responsibility of the individual.
4. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
5. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then notify the district of said results and any subject individual it believes has knowingly made a false statement as to conviction of a crime prohibiting employment, contract or volunteer.
6. A copy of the fingerprinting results will be kept by the district.

### Termination of Employment

1. Any individual required to submit a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be considered for termination of employment by the superintendent immediately upon the following:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or

- b. Notification by the Superintendent of Public Instruction or his/her designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

## Appeals

A non-licensed individual may appeal a determination which prevents their employment or eligibility to contract with the district to the Oregon Superintendent of Public Instruction. Individuals' eligible to appeal as a contested case will be so notified in writing by the Oregon Department of Education.

## Alcohol and Controlled Substance Use (GBCBA)<sup>13</sup>

In order to provide a healthy working environment for students and staff, the use of alcohol or other controlled substances is prohibited in all district buildings, in district owned vehicles and in areas where students are present.

The following conduct is strictly prohibited and will subject an employee to immediate discipline, up to and including termination:

1. The buying, selling, transportation, possession, provision or use of intoxicants, including alcohol and any controlled substance as defined by law, while on district property, during working hours, (including meal periods), while assigned to extra duty or special projects, including those held after or in addition to regular school hours and while driving between work sites during the work day in either a district supplied vehicle or a vehicle supplied by the employee is strictly prohibited.
2. Reporting to work under the influence of alcohol, intoxicants or any controlled substance is strictly prohibited. An individual is considered to be "under the influence of alcohol, intoxicants and/or a controlled substance" when, in the district's determination based upon testing conducted by and interpreted by trained medical personnel, the controlled substance, alcohol or intoxicant is at a level that it may impair the individual's ability to safely and/or efficiently perform assigned work OR prevent the employee from presenting a positive role model to students.

If the district has reasonable grounds to believe that an employee is under the influence of intoxicants, including alcohol or any controlled substance, the district may require the employee to submit to immediate testing by trained medical personnel. Refusal to submit immediately to such tests may result in disciplinary action, up to and including dismissal. "Reasonable grounds" may include, but are not limited to, such things as slurred speech, dilated pupils, peculiar odors and unsteady balance.

## Emergency Closures (EBCD)<sup>14</sup>

In case of hazardous or emergency conditions, the superintendent may alter school and transportation schedules as are appropriate to the particular emergency. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

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<sup>13</sup> Woodburn School Board Policy GBCBA

<sup>14</sup> Woodburn School Board Policy EBCD

The district utilizes [www.Flashalert.net](http://www.Flashalert.net) to assist in notifying staff and the community of closures. In addition to Flashalert, the following radio and television stations regularly report delayed openings and school closures:

<b>Radio Stations</b>		<b>Radio Stations</b>		<b>TV Stations</b>	
KPOJ	620 AM	KOPB	91.5 FM	KATU	Channel 2
KPAM	860 AM	KGON	92.3 FM	KOIN	Channel 6
KWIP(Spanish)	880 AM	KSND	95.1 FM	KGW	Channel 8
KWBY(Spanish)	940 AM	KYCH	97.1 FM	KPTV	Channel 12
KEX	1190 AM	KUPL	98.7 FM	WCAT	Channel 5
		KWJJ	99.5 FM		
		KKRZ	100.3 FM	Wave	Channel 15
		KXL	101.1 FM	Broadband	(Woodburn Only)
				Cable TV	

Staff members should refer to their negotiated agreements if there are questions about whether they are required to report to work on school closure days.

## Emergency Procedures and Disaster Plans (EDB/EBCA)<sup>15</sup>

Copies of the district's Emergency Response Plan detailing staff responsibilities in the event of an emergency will be available in the school or District office in the Right To Know area. Staff are expected to make themselves aware of basic evacuation and lockdown procedures for their areas of responsibility.

<sup>15</sup> Woodburn School Board Policy EDB/EBCA

# Federal Family Medical Leave Act (FMLA) / Oregon Family Medical Leave Act (OFLA) (GCBDA/GDBDA)<sup>16</sup>

## EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintroduction briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

<sup>16</sup> Woodburn School Board Policy GCBDA/GDBDA



# BUREAU OF LABOR AND INDUSTRIES



## Oregon

Brad Avakian, Commissioner



# FAMILY LEAVE ACT

## NOTICE TO EMPLOYERS AND EMPLOYEES

The Oregon Family Leave Act (OFLA) requires employers of 25 or more employees to provide eligible workers with protected leave to care for themselves or family members in cases of death, illness, injury, childbirth and adoption.

ORS 659A.150 to 659A.186

### When can an Employee take Family Leave?

Employees can take family leave for the following reasons:

- ⇒ **Parental Leave** during the year following the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older if incapable of self-care because of a mental or physical disability. Parental leave includes leave to effectuate the legal process required for foster placement or adoption.
- ⇒ **Serious health condition leave** for the employee's own serious health condition, or to care for a spouse, parent, child, parent-in-law, grandparent, grandchild or same gender domestic partner with a serious health condition.  
NOTE: Does not include an employee unable to work due to a compensable Workers Compensation injury.
- ⇒ **Pregnancy disability leave** (a form of serious health condition leave) taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care.
- ⇒ **Sick child leave** taken to care for an employee's child with an illness or injury that requires home care but is not a serious health condition.
- ⇒ **Bereavement leave** to deal with the death of a family member.
- ⇒ **Oregon Military Family Leave** is taken by the spouse or same gender domestic partner of a service member who has been called to active duty or notified of an impending call to active duty or is on leave from active duty during a period of military conflict.

### Who is Eligible?

To be eligible for leave, workers must be employed for the 180 day calendar period immediately preceding the leave and have worked at least an average of 25 hours per week during the 180-day period.

**Exception 1:** For parental leave, workers are eligible after being employed for 180 calendar days, without regard to the number of hours worked.

**Exception 2:** For Oregon Military Family Leave, workers are eligible if they have worked at least an average of 20 hours per week, without regard to the duration of employment.

### How much Leave can an Employee take?

- ⇒ Employees are generally entitled to a maximum of 12 weeks of family leave within the employer's 12-month leave year.
- ⇒ A woman using pregnancy disability leave is entitled to 12 additional weeks of leave in the same leave year for any qualifying OFLA purpose.
- ⇒ A man or woman using a full 12 weeks of parental leave is entitled to take up to 12 additional weeks for the purpose of sick child leave.
- ⇒ Employees are entitled to 2 weeks of bereavement leave to be taken within 60 days of the death of a covered family member.
- ⇒ A spouse or same gender domestic partner of a service member is entitled to a total of 14 days of leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment and when the military spouse is on leave from deployment.

### What Notice is Required?

Employees are required to give 30 days notice in advance of leave, unless the leave is taken for an emergency. Employers may require that notice is given in writing. In an emergency, employees must give verbal notice within 24 hours of starting a leave.

### Is Family Leave Paid or Unpaid?

Although Family Leave is unpaid, employees are entitled to use any accrued paid vacation, sick or other paid leave.

### How is an Employee's job Protected?

Employers must return employees to their former jobs or to equivalent jobs if the former position no longer exists. However, employees on OFLA leave are still subject to nondiscriminatory employment actions such as layoff or discipline that would have been taken without regard to the employee's leave.

### FOR ADDITIONAL INFORMATION:

Employer Assistance . . . 971-673-0824  
Portland . . . . . 971-673-0761  
Eugene . . . . . 541-686-7623  
Salem . . . . . 503-378-3292

[www.oregon.gov/BOLI](http://www.oregon.gov/BOLI)

BOLI  
Civil Rights Division  
800 NE Oregon, #1045  
Portland, OR 97232

[bolita@boli.state.or.us](mailto:bolita@boli.state.or.us)

This is a summary of laws relating to Oregon Family Leave Act.  
It is not a complete text of the law.

December 2013

**Employees who have been denied available leave, disciplined or retaliated against for requesting or taking leave, or have been denied reinstatement to the same or equivalent position when they returned from leave, may file a complaint with BOLI's Civil Rights Division.**

**THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION**

## Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. See Appendix B page 85.

## Length/Purpose of Leave

Employees eligible for FMLA leave under federal law and/or OFLA leave under state law are entitled to take 12 work weeks of leave within a 12 month period for the:

1. Birth of the employee's child
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a spouse, child or parent with a serious health condition; or
4. The staff member's own serious health condition

Additionally, an employee eligible for OFLA leave is entitled to such leave to care for a parent-in-law with a serious health condition and for the care of a sick or injured child who requires home care but who is not suffering from a serious health condition. An additional 12 work weeks leave within any one year period is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties.

Contact the Human Resources Office for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and OFLA leave.

A serious health condition is defined differently under federal and state law. Contact the HR Office for details.

Employees with absences qualifying under OFLA/FMLA are required to submit requested forms and cooperate with all district accounting and documenting procedures.

## Calculating the 12-month period for leave

The district will use the same method for calculating the 12-month period in which the 12-work week FMLA and OFLA leave entitlement occurs for all employees. The 12-month period measured forward from the date the employee's leave begins.

## Paid/Unpaid Leave

Family leave under federal and state law is generally unpaid. The district requires the employee to use any accrued sick leave, vacation or personal leave days (or other paid time established by Board policy(ies) and/or negotiated agreements) in that order before taking FMLA and/or OFLA leave without pay for the leave period.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.



When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

## Application

Staff members requesting FMLA and/or OFLA leave shall submit to the district a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable based on planned medical treatment. The notice shall include the anticipated starting and ending dates of the requested leave and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of the district.

If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. “As soon as practicable” means at least oral notification within one or two business days of when the leave becomes known to the employee.

Failure to provide the required notice for FMLA leave may result in the district delaying the staff member’s leave for up to 30 days after notice is ultimately given.

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realized that there may be circumstances when it is not possible to provide a 24-hour oral notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time. In either case, proper documentation must be submitted within three working days of the employee’s return to work.

Failure to provide the required notice for OFLA leave may result in the district deducting up to three weeks from the staff member’s leave period.

## Medical Certification

If the staff member provides 30 days or more notice when applying for FMLA and/or OFLA leave, he/she shall be required to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within three working days of the staff member’s request for leave. If the staff member provides less than 30 days notice, he/she is required to submit such medical certification no later than 15 calendar days after receipt of the district’s notification that medical certification is required.

Under federal law, a second medical opinion at the district’s expense may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the district. The health care provider shall not be an individual employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and the employee will mutually agree on the selection of the health care provider for the third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for the staff member to obtain such opinions will be paid for by the district.

Under state law, the district may require a second opinion and designate the health care provider. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for the staff member to obtain such opinions will be paid for by the district.

If the leave is for the purpose of an employee's own serious health condition, he/she must also provide a fitness for duty medical release from the health care provider before returning to work.

The district may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of sick leave in one-year period. The district will pay the cost of the medical certification not covered by insurance or other benefit plans.

### Continuation of Health Insurance Benefits

Under FMLA and OFLA leave, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The district will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

At the end of the FMLA/OFLA period, insurance benefits cease, unless the employee returns to work. The employee may be eligible for COBRA continuation of coverage at their own expense.

### Return to Work

Following a FMLA or OFLA leave, a staff member is generally entitled to be returned to his/her former position or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment, with certain exceptions. See the Human Resources Office for details of this or any other provision of FMLA or OFLA leave.

### Short-Term Disability - Classified

Classified Staff working 20 hours per week or more have as part of your benefit package through OEGB and is provided by The Standard Insurance Company. The rules for payment of Short-Term Disability benefits are as follows:

1. Employees are responsible for filing short-term disability claims.
2. An employee's sick leave does not have to be exhausted in order for them to file a claim.
3. If your claim is approved by The Standard, STD benefits become payable after the 7 day benefit waiting period.
4. Your weekly STD benefit is 60% of your pre-disability earnings. This amount is then reduced by other income you receive or are eligible to receive while STD benefits are payable. For example paid leave or SAIF time-loss payments.
5. Maximum STD weekly benefit: \$1500  
Minimum STD weekly benefit: \$15
6. Maximum benefit period is 90 days

### COBRA Rights

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

Cobra is guaranteed continuation of your previous OEGB coverage, administered by BenefitHelp Solutions (BHS). Regardless of your health status, COBRA law allows eligible parties losing OEGB coverage to continue that same coverage for at least 18 months

At the time of your enrollment in an OEBB group health plan, you received an “Initial Notice of COBRA Rights.” This notice informed you and your eligible dependents of your COBRA rights if, in the future, coverage is lost through the group health plan.

COBRA coverage is not automatic. If you want to receive this coverage, you must elect it. When OEBB receives notice that an event qualifying you or your family for COBRA coverage has occurred OEBB’s third part administrator, Benefit Help Solutions (BHS), will send you and your affected family members a written notice advising you of your election rights and the deadline for making your election. You will have at least 60 days from the date your coverage is lost to make your election. **If COBRA coverage is not elected within the time allowed, group health insurance coverage for you and your family will end on the date you no longer qualify for group coverage.**

For a full explanation of COBRA rights, please contact the Business Office.

## Sexual Harassment/Other Forms of Harassment (GBN/JBA)

All forms of harassment are strictly prohibited on district property or on non-district property while employees are at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business. Harassment may include harassment of students of staff by other students, staff, Board members, volunteers, parents, service providers or others.

Harassment may include, but is not limited to, harassment because of a person’s race, religion, national origin, age, parental or marital status or disability.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. The student of staff member’s submission to the conduct or communication is made a condition of employment, grades, or other forms of assignment or advancement.
2. The conduct or communication has the purpose or effect of substantially interfering with an individual’s work or school performance.
3. The conduct or communication has the effect of creating an intimidating, hostile or offensive working or school environment.

Sexual harassment may include jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean individuals and groups. The offending conduct need not be intentional. It need not be directed at a particular individual, but may occur in a group.

A staff member who is subject to, or knows of, conduct that would fit the definition of sexual or other harassment must immediately notify the building Principal, the Talent Acquisition & Staff Retention Administrator or the Superintendent. The district will investigate all reports of sexual and other harassment. Employees should not discuss reports of sexual harassment with anyone other than a designated district administrator prior to an investigation. There will be no retaliation by the district against any person who, in good faith, reports harassment.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

If a complaint about sexual or other forms of harassment is not settled satisfactorily, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3362, Seattle, WA 98174-1009.

## Identification Badges

All employees are to wear their ID badges while at work. This assists students and staff members to identify those adults who belong on campus and those who may need to be directed to the school office. Damaged or lost badges may be replaced at a charge of \$5. Badges are issued and replaced in the Business Office.

## Infection Control Procedures (EBBA-AR)<sup>17</sup>

The following procedures are precautionary measures against the transmission of diseases and intended as a review for all staff and students of appropriate hygienic and sanitation practices. Prudent actions are to be employed by all members of the staff and students. These actions should focus primarily on steps that employees can take to ensure their own well-being.

1. Universal precautions are to be followed at all time. Universal precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV and/or bloodborne pathogens.
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage.
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit.
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials.
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible.
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental

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<sup>17</sup> Woodburn School Board Regulation EBBA-AR

Protection Agency (EPA) \*\* approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used for physical education and athletic events) toys or changing tables.

8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closeable, puncture-resistant, leak-proof containers that are appropriately labeled or color-coded.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood.
14. If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

- \* HIV – Human Immunodeficiency Virus
- AIDS – Acquired Immune Deficiency Syndrome
- HBV – Hepatitis B Virus

\*\* Disinfectants which can be used include are those approved by the District Maintenance Department in accordance with EPA standards.

## Safe Practices (GBE)<sup>18</sup>

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

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<sup>18</sup> Woodburn School Board Policy GBE

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building as necessary and readily available to any staff member who must handle such materials or who may have been exposed to such products.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district.
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative.
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts.
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job.
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function.
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory)
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored.
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker.
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken.
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings.
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury.
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer.
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger.
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions.
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards.
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding

between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous.

12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition.
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

## Safety Committee (EBAC<sup>19</sup>, EBAC-AR)<sup>20</sup>

A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the building principal.

## Tobacco-Free Environment (GBK/KGC)<sup>21</sup>

To be consistent with Oregon law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on district premises, in any building or facility, on district grounds, including parking lots, in any vehicle owned, leased, rented or chartered by the district, school or public charter school and at all school-sponsored activities.

For the purpose of this policy "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff, in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation products or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Violation of this policy by staff may result in discipline up to and including dismissal.

Violation of this policy by the public may result in the individual's removal from district property. The district reserves the right to restrict access to district property by individuals who are repeat offenders.

This policy shall be enforced at all times.

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<sup>19</sup> Woodburn School Board Policy EBAC

<sup>20</sup> Woodburn School Board Regulation EBAC-AR

<sup>21</sup> Woodburn School Board Policy GBK/KGC



# STUDENT HEALTH & SAFETY



## Administering Medicines to Students (JHCD, JHCDA<sup>22</sup>/JHCDA-AR<sup>23</sup>)

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student must carry medication on his/her person during the school day. Employees administering medications must be trained to do so by the school nurse.

Generally, medication for students in grades K-8 will be administered by the head secretary or designated trained staff. Each time medication is administered a record noting date, time, amount and name of the staff member administering the medication must be made. In the event a student must carry an inhaler on his/her person during the school day, a statement signed by the physician and the parent must be provided to the office authorizing such use.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

The building principal, in consultation with the school nurse, may allow students to self-medicate. All such decisions are based on the appropriateness of the student to self-medicate and the general safety of other students. Students in grades 9-12 are generally permitted to self-administer medications in accordance with the following procedures:

1. Any prescription and/or over-the-counter medications required for use longer than two weeks may be permitted only upon written request from the parent.
2. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent.
3. All medication must be in its original container. Prescription labels are to specify the name of the medication, dosage and frequency. The instruction “p.r.n.” (as needed) must include information as to the maximum dosage.
4. The student should only have the amount of medication needed for that school day.
5. All medication is to be kept with the student or stored in his/her locked locker.
6. Sharing or borrowing of medications is strictly prohibited.

The right to self-administer medication may be revoked by the building principal if there are any abuses of these procedures.

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<sup>22</sup> Woodburn School Board Policy JHCD, JHCDA

<sup>23</sup> Woodburn School Board Regulation JHCDA-AR

## Abuse Reporting (JHFE<sup>24</sup>, JHFE-AR<sup>25</sup>)

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Service for Children and Families (SCF) or local law enforcement agency. The building principal is also to be immediately informed.

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office.

Oregon law recognizes these types of abuse:

1. Physical
2. Neglect
3. Mental injury
4. Threat of Harm
5. Sexual abuse and sexual exploitation
6. Domestic violence (children witnesses or subjected to)

Failure to report a suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

## Communicable Diseases/Students with HIV, HBV, AIDS (JHCCA)<sup>26</sup>

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. Services generally will not be provided to students excluded unless otherwise required by law.

Parents of a student six years of older, who is infected with HIV or HBV and not a special risk student as defined by the Oregon Health Division, are not required by law to report their condition to the district. These students also, as provided by law, have a right to continue school.

Parents of a special risk student as defined by the Oregon Health Division, who is HIV positive as well as all students with AIDS, are required to notify the district superintendent of the student's condition for continued educational services, following evaluation by the Oregon Health Division or local health department of the student's risk to others, including any restrictions which may be required. With written parental permission, a planning team is convened to address the nature, duration and severity of risk as well as any modification of activities needed.

See Appendix A.

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<sup>24</sup> Woodburn School Board Policy JHFE

<sup>25</sup> Woodburn School Board Regulation JHFE-AR(1)

<sup>26</sup> Woodburn School Board Policy JHCCA

## Corporal Punishment (JGA)<sup>27</sup>

The use of corporal punishment, in any form, is strictly prohibited by the district.

Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

A staff member is authorized to employ reasonable physical force when, in his/her professional judgment, the reasonable physical force is necessary to maintain order or to prevent a student from harming himself/herself, others or doing harm to district property.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student.
2. Recreational activity voluntarily engaged in by a student.
3. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects.
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individual education program which has been discussed with the parents and is carried out according to district procedures.

## Drug and Alcohol Prevention (IGAEB, JFCH)<sup>28</sup>

The district will not tolerate the possession, sale, use or influence of alcohol, tobacco and other illegal and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances) in the schools, on school property, on a school bus or while participating in any school-sponsored activity, whether on school property or at sites off school property.

## Emergency Drills (EBCB)<sup>29</sup>

All teachers grades K-8 are required to provide instruction on fire and earthquake dangers and drills for at least 30 minutes each school month in accordance with the requirements of law.

At least one fire drill will be conducted each month for grades K-12.

At least two drills on earthquakes will be conducted each year for grades K-12.

At least two Lock Down drills will be conducted each year for grades K-12. One the first semester and one the second semester. See Appendix B.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way.

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<sup>27</sup> Woodburn School Board Policy JGA

<sup>28</sup> Woodburn School Board Policies IGAEB, JFCH

<sup>29</sup> Woodburn School Board Policy EBCB

2. Close windows, turn off lights, and lock doors.
3. Take roll book.
4. Escort class to at least 50 feet from the building and take roll. Report any unaccounted students to the building principal.
5. Upon “all clear” signal, escort students directly back to class, check roll.

In the event of an earthquake, teachers are required to:

1. Immediately direct all students to “duck, cover and hold”. Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside wall, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects.
2. Wait until shaking stops.
3. Evacuate building following established evacuation procedures.
4. Take roll and report any unaccounted students to the administration.
5. Upon “all clear” signal announced by administration, (not bell/alarm signal) escort students back to class.
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

## Weapons on Campus (JFCJ)<sup>30</sup>

The Woodburn School District has a zero-tolerance policy against bringing a dangerous or deadly weapon that can be used or threaten to be used to inflict death or serious physical injury, onto school grounds.

Any school district employee who has reasonable cause to believe a student or other person had brought a dangerous or deadly weapon onto school grounds must promptly notify a school district administrator or law enforcement officer.

A student who is found to have violated the district’s dangerous or deadly weapon policy is subject to expulsion for a period of one year in accordance with Oregon state law.

## Media Access to Students (JOA)<sup>31</sup>

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

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<sup>30</sup> Woodburn School Board Policy JFCJ

<sup>31</sup> Woodburn School Board Policy JOA

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## Resuscitation

No staff member may comply with any directive from parents or other, written or verbal, that denies life-sustaining emergency care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

## Student Transportation in Private Vehicles (EEAE)<sup>32</sup>

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees and other designated adult may be permitted to use private vehicles to transport student other than their own on field trips or other school activities only with prior building principal approval.

No student is to be permitted to perform district business with his/her own vehicle without written permission from a parent or guardian and proof of insurance.

## Supervision of Students (JHFA)<sup>33</sup>

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

During school hours, or while engaged in school-sponsored activities staff members may not leave their assigned group unsupervised unless appropriate supervision arrangements have been made to take care of an emergency. Staff members supervising a co-curricular activity will remain at the activity until all students have been released into the custody of parents or other authorized persons.

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<sup>32</sup> Woodburn School Board Policy EEAE

<sup>33</sup> Woodburn School Board Policy JHFA

## Tobacco-Free Environment (JFCG)<sup>34</sup>

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and district-owned vehicles.

Student possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

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<sup>34</sup> Woodburn School Board Policies JFCG

# STAFF OPERATIONS

## Breaks/Lunch (OSEA)<sup>35</sup>

Scheduled breaks are provided to all classified employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work three or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks.

A non-paid meal period of no less than thirty (30) minutes in duration or greater than one (1) hour in duration shall be allowed for all employees who work more than five (5) hours per day.

Employees are not to engage in work-related activities while on duty-free lunch or scheduled breaks.

Classified employees are expected to adhere to the break schedule established by the building principal or supervisor. Deviation from the regularly scheduled break or lunch period requires prior supervisor approval.

## Care/Use of District Property

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, typewriters and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal.

Certain district-owned equipment, including computers, may be checked-out by staff and district patrons. Such equipment may not be used for personal financial gain. An equipment use form must be submitted and approved. Forms are available in the office.

In the event of loss or damage, due to neglect or misuse while under the employee's responsibility, a fee may be assessed by the district according to the repair or replacement cost.

## Cash in District Buildings (DM)<sup>36</sup>

Money collected within school buildings will be taken to the district's designated depository when the sum accumulated in any one day by a class, a teacher or others at any school exceeds \$100, excluding petty cash accounts. No substantial amount of money will be kept overnight in school buildings and at no time will money be held during holidays or for long periods of time.

Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

## Classroom Security

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

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<sup>35</sup> OSEA Collective Bargaining Agreement – Article 16

<sup>36</sup> Woodburn School Board Policy DM



All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home.

As classrooms may be scheduled outside regular building hours, all staff are encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property.

## Contracts and Compensation (WEA<sup>37</sup>, OSEA<sup>38</sup>)

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreements.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the Human Resources Office in accordance with timelines established by the district and negotiated agreements.

## Investment Options

### Supplemental Retirement Saving Opportunity – The 403(b) and 457 (b) TSA Plan

Woodburn offers two excellent voluntary programs through which you may elect to contribute a portion of income into supplemental retirement savings accounts: the 403(b) and 457(b) Plans. Woodburn has contracted with Carruth Compliance Consulting ("CCC"), a Third Party Administrator (TPA), to provide information and support for the 403(b) and 457(b) Plans.

*All part-time and full-time employees are eligible to contribute.*

You may begin, change, and/or cancel contributions in the 403(b) Plan and/or the 457(b) Plan at any time, subject to payroll deadlines and 457(b) requirements that deferral agreements must be submitted before the month deferrals are to begin. You may begin contributions in the 403(b) Plan by following the '403(b) Enrollment Procedures' on the CCC website.

In addition to traditional pre-tax 403(b) and 457(b) supplemental retirement savings opportunities, Woodburn offers after-tax Roth 457(b) contributions.

### 403(b) Contribution Limits for 2021

- Elective Deferral Limit: **\$19,500.00\***
- Age 50 Catch-up: An additional **\$6,500.00**, for a total of **\$26,000.00\*** (*Applies to Employees Age 50 or over by 12/31/2021*)
- 403(b) Special 15 Years of Service Catch-up: Up to an additional **\$3,000\*\***

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<sup>37</sup> Woodburn Education Association – Article 22

<sup>38</sup> Oregon School Employees Association – Appendix A, B, C and Section 9 through 15

## 457(b) Contribution Limits for 2021

- Elective Deferral Limit: **\$19,500.00\***
- Age 50 Catch-up: An additional **\$6,500.00**, for a total of **\$26,000.00\*** (*Applies to Employees Age 50 or over by 12/31/2021*)
- 457(b) Special 3 Year Catch-up: If 2021 is one of the last three years preceding the calendar year of your normal retirement age, you may be eligible\*\* to contribute up to **\$39,000.00\*** (twice the basic limit)

*\*Note: Contributions to the plans above cannot exceed employees' total compensation.*

**\*\*Please contact CCC to verify eligibility and limits available under Special Catch-ups.**

## Participant Responsibilities

- Participants are responsible for monitoring account activity regularly for accuracy (e.g., deposits of your contributions), updating contact and beneficiary information.
- Contribution limits are specific to you, the taxpayer. If you participate in another organization's retirement plan in addition to participating in the Woodburn Plan, please note:
  - 403(b) Elective Deferral Limits described above apply to your total deferrals to all 403(b), 401(k), and SARSEP plans in which you participate.
  - If you control an organization sponsoring a qualified defined contribution plan, all contributions made to that plan on your behalf must be aggregated with any 403(b) contributions at Woodburn for the IRC 415(c) limit (this applies to the aggregate of elective deferrals and employer contributions, the limit is \$58,000.00 in 2021, those Age 50 may defer an additional \$6,500.00).
  - Note: 457(b) contributions do not need to be aggregated with 403(b) contributions for limit consideration.
- If a problem exists or if you have questions, you should contact CCC or your employer as soon as possible.

**Comprehensive information is available online via CCC's website, [www.ncompliance.com](http://www.ncompliance.com).**

**Please contact CCC with any questions at 503-968-8961 or Toll-Free at 877-222-3090 or via the "Contact Us" page.**

## Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

## Fair Labor Standards Act-Work Hours (GBAA<sup>39</sup>, FLSA<sup>40</sup>)

Regular working hours for all classified staff will be set by the building principal. Classified staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal.

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<sup>39</sup> Woodburn School Board Policy GBAA

<sup>40</sup> Fair Labor Standards Act - [www.dol.gov/whd/flsa](http://www.dol.gov/whd/flsa)

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and negotiated agreements.

All hours worked that are in excess of eight (8) in one day or forty (40) in the designated work week shall be paid at one-and-one-half (1 ½ ) times the employee's regular rate of pay. The designated work week is Sunday through Saturday. The District recognizes that the provisions of the Fair Labor Standards Act (FLSA) apply to all employees.

Overtime will be compensated at not less than one and one-half times the employee's rate of pay.

## Fund Raising (IGDF, DM) <sup>41</sup>

All fund raising must be approved by the principal and supervised by the appropriate advisor.

Fund-raising projects involving the sale of products must be approved by the activity sponsor and by the principal before the activity is initiated. Solicitation of funds is expressly prohibited without the superintendent's consent.

Fund raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal or designee prior to the activity being initiated.

Fund raising request must include an explanation or justification for the proposal consistent with building and/or district goals. Fund raising must not interfere with or disrupt school.

All money raised must be receipted and deposited with the district.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

## Gifts and Solicitations (GBC<sup>42</sup>, GBC-AR<sup>43</sup>, JL<sup>44</sup>)

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

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<sup>41</sup> Woodburn School Board Policies IGDF, DM

<sup>42</sup> Woodburn School Board Policy GBC

<sup>43</sup> Woodburn School Board Regulation GBC-AR

<sup>44</sup> Woodburn School Board Policy JL

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$50 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without district office approval. Any solicitation should be reported at once to the building principal.

## Keys

Keys are issued to staff by the building principal or designee. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key control procedures:

1. The duplication of keys is prohibited
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to “run errands”, “unlock/lock” doors, etc.
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery or the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed.
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours.
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued in the amount that it costs the District to rekey the applicable building or area.

## Leaving the Building

Teachers may leave the building and district grounds during lunch as desired. Departures during preparation periods must be approved by the building principal or assistant principal.

Classified staff are permitted to leave the building and district grounds during their lunch break.

All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

## License Requirements (GCA)<sup>45</sup>

Licensed staff are required to submit copies of all license endorsements to Human Resources. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are

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<sup>45</sup> Woodburn School Board Policy GCA

cautioned that failure to maintain license and current endorsements may invalidate their contract with the district.

## Mail, Email and Delivery Services (WEA<sup>46</sup>, OSEA<sup>47</sup>)

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff.

Recognized collective bargaining units may use the service in accordance with the terms of their negotiated agreements and Board policy.

All staff are to check their mailboxes before school, noon and after each working day and remove mail daily. Students should not pick up mail from staff mailboxes.

District mailing and postage may be used for school district business only.

All regular District employees have a District email address and are responsible for information sent to their address.

## Materials Distribution (KJA)<sup>48</sup>

Requests for staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the Superintendent or designee. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## Meetings

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure.

All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

## Personnel Records (GBL)<sup>49</sup>

An official personnel file is established for each person employed by the district.

A staff member's personnel file may contain such information as applications for employment, records relative to compensation, evaluations, complaints and written disciplinary actions.

All records containing medical condition information such as worker's compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records.

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<sup>46</sup> Woodburn Education Association – Article 3 - E

<sup>47</sup> Oregon School Employees Association – Article 4, Section 9

<sup>48</sup> Woodburn School Board Policy KJA

<sup>49</sup> Woodburn School Board Policy GBL

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the Human Resources Office to inspect the contents of his/her personnel file on any day the Human Resources Office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the Human Resources Office;
8. Attorneys for the district or the district's designated representative on matters of district business;
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record;
10. Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.

The superintendent may permit persons other than those specified above to use and to inspect personnel records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

## Petty Cash (DJB)<sup>50</sup>

Designated staff members may purchase items costing less than \$25 with prior approval from the building principal. The principal will submit a request for establishing such a fund, not to exceed \$100, to the Director of Business. Money expended from the fund will be replaced as needed.

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<sup>50</sup> Woodburn School Board Policy DJB

Petty cash funds will not be used to circumvent established purchasing procedures, but will be used as a convenience for immediate purchases of low-cost goods and services.

Records will be kept of all expenditures from the petty cash fund and receipts will be furnished for all money expended. Expenses will be assigned the proper budget account.

## Purchase Orders

No expenditure may be incurred by any staff member unless it has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy and approved by the building principal or program director.

No purchase, with the exception of a petty cash and p-card purchases will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services more than \$5000. All other purchases are subject to the Board's policy governing Bidding Requirements and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the Director of Business for details.

## Release of General Staff Information

A staff member's address and personal phone number may be released by the district. Such information will not be disclosed if a staff member provides evidence that disclosure would cause danger to the staff member or to other members of his/her family. The district may consider such evidence as: 1) the employee and/or family has been a victim of domestic violence, 2) has contacted law enforcement officials involving domestic violence or other physical abuse, and 3) has obtained a temporary restraining order or other no contact order or has filed criminal or civil legal proceedings regarding physical protection.

The district may also disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer
2. Disclosure of information is upon the request of the former staff member
3. The information is related to job performance
4. The disclosure is presumed to be in good faith

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.

## Research/Copyrights and Patents (GCQB, GCQBA)<sup>51</sup>

Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the Superintendent.

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<sup>51</sup> Woodburn School Board Policies GCQB, GCQBA



For the protection of all concerned, privacy rights of students or other individuals involved in the research projects must be protected.

Publications, instructional materials, articles, models and other devices prepared by staff members for district use with district time, money and facilities as part of the employee's job responsibilities remain the property of the district.

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

## Resignation of Staff (GCPB)<sup>52</sup>

A resigning staff member is expected to deliver a written and signed notice of resignation to the Human Resources Office. The superintendent may accept a written or otherwise communicated resignation, effective the day it is received.

A licensed staff member who wishes to resign for his/her position with the district must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to suspend the teacher's license for the remainder of the school year. Exceptions, due to emergency or other extenuating circumstances, may be considered by the Board.

A classified employee is expected to submit a written and signed notice for resignation at least two weeks prior to the date he/she wishes to leave district employment.

The superintendent is authorized to accept resignations of classified employees effective the day they are received.

## Retirement

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

## Site Council (IFCA)<sup>53</sup>

In an effort to encourage community involvement in shared decision-making and to foster the collaborative efforts of staff, students, parents and community members, a 21<sup>st</sup> Century Schools Council has been established.

The 21<sup>st</sup> Century Schools Council responsibilities include: the development of plans to improve the professional growth of staff, the improvement of the school's instructional program and the coordination of

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<sup>52</sup> Woodburn School Board Policy GCPB

<sup>53</sup> Woodburn School Board Policy IFCA



plans for the implementation of programs at the school site and for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules.

All council decisions are subject to superintendent and Board review. Council decisions may not abrogate any provision of district labor agreements or law.

Meeting times and location will be announced through the office and will follow the notice, meeting and recordkeeping requirements of the Public Meetings Law.

Membership selection information may be obtained by contacting the building principal. All staff are invited to attend 21<sup>st</sup> Century Schools Council meetings.

## Special Interest Materials (IIAD<sup>54</sup>)

Supplementary materials from non-school sources require building principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, educational films and all video rentals secured from or through commercial sources will be approved by the principal prior to their use in the schools.

## Student Withdrawal from School

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known. The list is to be submitted to the office.

In accordance with law and district policy, certain education records may be withheld if fees and fines are not paid.

## Telephones & Cell Phones (EGACA<sup>55</sup>, GBC-AR<sup>56</sup>)

Telephones are available throughout the building for district business and emergency use. Employees will not use district equipment for personal use, unless it is available to a significant segment of the general public.

## Tutoring (For Profit) (GCQAB/IGBG)<sup>57</sup>

No tutoring for which a staff member receives a fee is permitted in district schools or on school time and no district-owned materials or equipment may be used except as follows:

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum may be given for remuneration outside of school time and away from school buildings.

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<sup>54</sup> Woodburn School Board Policy IIAD

<sup>55</sup> Woodburn School Board Policy EGACA

<sup>56</sup> Woodburn School Board Regulation GBC-AR

<sup>57</sup> Woodburn School Board Policies GCQAB, IGBG

2. Teachers may tutor for remuneration, outside of normal school hours, students eligible for homebound services according to district procedures.
3. District authorized and/or sponsored programs.

## Use of Private Vehicles for District Business (EEBB, DLC)<sup>58</sup>

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.

## Vacancies/Transfers (OSEA<sup>59</sup>, WEA<sup>60</sup>)

Announced vacancies for licensed and classified positions are posted at work sites and/or on the District's website, in accordance with collective bargaining agreements.

Voluntary and involuntary transfers of staff members may be authorized by the Human Resource Director based on district personnel needs and in accordance with district procedures and negotiated agreements.

## Visitors (KK)<sup>61</sup>

To help protect student and district property and to prevent disruptive activity, school officials must know if any persons who are not members of the staff or student body are inside the building or on the grounds.

Visitors are permitted on school premises so long as their presence is for constructive, not disruptive purposes and school officials are aware of their visit.

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to remind all visitors and volunteers to report directly to the main office upon entering the building to sign in and receive an identification badge. Staff members are expected to report any unauthorized person on school property to the building principal.

A visitor who displays inappropriate behavior, including, but not limited to harassment, threats, and inappropriate physical contact with students or staff, should be reported immediately to a building administrator. A visitor who is engaged in such activity will be asked to leave. In situations where there is noncompliance, the visitor should be notified that he/she is trespassing and the police should be called.

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<sup>58</sup> Woodburn School Board Policy EEBB

<sup>59</sup> Oregon School Employees Association – Article 5

<sup>60</sup> Woodburn Education Association – Article 11

<sup>61</sup> Woodburn School Board Policy KK

## Volunteers (IICC)<sup>62</sup>

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the building principal.

All volunteers must be recommended by the principal or area supervisor. Only after having passed a background check may a volunteer be utilized. The District Office will inform the school or department of approval.

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<sup>62</sup> Woodburn School Board Policy IICC

# CURRICULUM & INSTRUCTION

## Contests for Students (IGDH)<sup>63</sup>

The district cooperates with individual, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added work load on staff. All such contests must consistent with the purposes and educational aims of the district. Participation by students in contests must be approved by the principal with prior review by the superintendent.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work.

The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services. Materials or activities initiated by private sources are to be referred to the building principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

## Copyright (GCQBA, EGAAA)<sup>64</sup>

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

"Fair use" guidelines are as follows.

### Fair Use Printed Materials

**Permissible uses** – District employees may:

1. Make a single copy of the following for use in teaching or in preparation to teach a class:
  - a. A chapter from a book
  - b. An article from a periodical or newspaper
  - c. A short story, short essay or short poem, whether or not from a collective work
  - d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper
2. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
  - a. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length

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<sup>63</sup> Woodburn School Board Policy IGDH

<sup>64</sup> Woodburn School Board Policies GCQBA, EGAAA

- b. A complete article, story or essay of less than 2500 words
- c. Prose excerpts not to exceed 10 percent of whole or 1000 words, whichever is less
- d. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical
- e. An excerpt from a children's book containing up to 10 percent of the words found in the text

All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information.

**Prohibited uses** – District employees may not:

- 1. Copy more than one work or two excerpts from a single author during one class term.
- 2. Copy more than three works from a collective work or periodical volume during one class term.
- 3. Copy more than nine sets of multiple copies for distribution to students in one class term
- 4. Copy to create or replace or substitute for anthologies or collective works.
- 5. Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets.
- 6. Copy the same work from term to term.
- 7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.

All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

## Sheet and Recorded Music

**Permissible Uses** – District employees may:

- 1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course.
- 2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case more than 10 percent of the whole work.
- 3. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print of the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class.
- 4. Edit or simplify printed copies which have been purchases provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
- 5. Copy complete works which are out of print or unavailable except in large works and used for teaching purposes.

6. Making a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes.
7. Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

**Prohibited uses** - District employees may not:

1. Copy to create or replace or substitute for anthologies, compilations or collective works.
2. Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests and answer sheets.
3. Copy for the purpose of performance, except as noted above (A. 1) in emergencies.
4. Copy to substitute for purchase of music except as noted above (A. 1, 2 and 3).
5. Copy without inclusion of the copyright notice on the copy.

### Television-Off-the-Air Taping

**Permissible uses** – District employees may:

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite re-transmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the library/media specialists, at the conclusion of the retention period, all off-air recording shall be erased or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Video Taping” form to the library/media specialists for each program videotaped. The library/media specialist will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders.
3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat only when instructional reinforcement is necessary and only within the first ten consecutive school days of the 45-consecutive calendar day retention period.
4. Use off-air recordings for evaluation purposes only, after the first ten consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum.

5. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels
6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program.
7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

**Prohibited Uses** – District employees may not:

1. Tape off-air programs in anticipation of an educator's requests.
2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast.
3. Use the recording for instruction after 45-consecutive calendar days.
4. Hold the recording for weeks or indefinitely because:
  - a. Units needing the program concepts are not taught within the 45-day use period
  - b. An interruption or technical problems delayed its use
  - c. Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind.
6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety.
7. Exchange program(s) with other schools in the district or other school districts without the approval of the building principal.

Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.

8. Use the recording for public or commercial viewing.
9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

"Pay" programs received via satellite dish are also subject to these prohibitions.



## Rental, Purchase and Use of Videotapes

**Permissible uses** – District employees may:

1. Use purchased or rented videotapes such as feature films as part of a systematic course or instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction.
2. Use only rented lawfully-made videotapes.
3. Arrange for the local school to transmit videotapes over their closed circuit television systems for direct instruction.
4. Use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and district policy.

**Prohibited uses** – District employees may not:

1. Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation.
2. Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

## Computer Software

**Permissible uses** – District employees may:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy of the original may be retained in archives. Only one, either the original or the copy, may be used at any one time.
2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner.
3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed.
4. Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provide its use is permitted (not excluded) by the terms of the sales agreement.
5. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer.
6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement.
7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

**Prohibited uses** – District employees may not:

1. Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so.
  2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so.
  3. Make or use illegal copies of copyrighted programs on district equipment.
  4. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board.
  5. Make copies of software provided by a software publisher for preview or approval.
  6. Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or district.
  7. Make replacement copies from an archival or back-up copy.
  8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users.
  9. Make multiple copies of the printed documentation that accompanies copyrighted software.
- \* With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

**Reproduction of Works for Libraries/Media Centers**

**Permissible uses:** - District employees may:

1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of work.
2. Make for requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material.
3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes a property of the student for private study, scholarship or research.
4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price.
5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes.
6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

**Prohibited uses** – District employees may not:

1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually.
2. Copy without including a notice of copyright on the reproduced material.

## Performances

**Permissible uses** – District employees must:

1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

## Evaluation of Staff (GCN<sup>65</sup>, WEA<sup>66</sup>)

Copies of the district's evaluation procedures are available on the district website. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements and Oregon Revised Statutes.

## Feature Films/Videos (IIABB<sup>67</sup>, IIABB-AR)<sup>68</sup>

Building principal approval is required prior to showing a feature film/video at students in district classrooms. Only films/videos rated G, in K-5, and PG or PG-13, in 6-12, may be authorized for classroom use.

Requests are to be submitted to the building principal at least five days prior to the proposed showing. Forms are available in the office.

The following information should be included:

1. Title and brief description
2. Purpose for the showing
3. Match with course objective
4. Proposed date of showing
5. When and how parents will be notified, or if necessary grant consent
6. Audience rating

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

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<sup>65</sup> Woodburn School Board Policy GCN

<sup>66</sup> Woodburn Education Association – Article 7

<sup>67</sup> Woodburn School Board Policy IIABB

<sup>68</sup> Woodburn School Board Regulation IIABB-AR

Parents should be provided the opportunity to preview a feature film/video, whenever possible.

## Field Trips and Special Events (IICA)<sup>69</sup>

Field trips and other student activities involving travel may be authorized by the building principal when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers. Written parental permission must be obtained for each approved trip.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Field trips requiring an overnight stay or out-of-state travel must have prior superintendent approval. An Extended Field Trip Request form must be submitted for approval 30 days in advance of the excursion. Such approval is predicated on an acceptable plan for travel arrangements, parental involvement, orientation of students and supervisors and support of the appropriate administrator(s).

## Grading (IK, IKAD)<sup>70</sup>

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices including email, telephone, PowerSchool and personal conferences as well as written grade reports to keep parents well informed.

Teachers will follow these guidelines in measuring and reporting student progress:

1. Parents will be informed regularly, at least four times a year, of their student's progress in school;
2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade;
4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;

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<sup>69</sup> Woodburn School Board Policy IICA

<sup>70</sup> Woodburn School Board Policy IK, IKAD

5. When no grades are given but the student is evaluated in terms of progress, the school staff also will provide a realistic appraisal of the student's standing in relation to his/her peers;
6. The staff will take particular care to explain to parents the meaning of marks and symbols used to reflect student performance.

At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as sole criteria for the grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents or guardian that includes the following information:

1. Identification of how attendance and class participation is related to the instructional goals of the subject or course.
2. Parents and students will be informed
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons.
4. Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons
  - b. A student's disability
  - c. An excused absence, as determined by the district's policy

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence as determined by district policy.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

## Guest Speakers/Controversial Speakers (INCA, INC)<sup>71</sup>

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curriculum or co-curriculum activity in which the participating students are involved. Teachers are expected to inform the building principal of the date, time and nature of the presentation whenever such use is planned.

Prior building principal approval is required whenever the guest speaker and/or presentation may be considered controversial.

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<sup>71</sup> Woodburn School Board Policy INCA, INC

Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

Prior to his/her participation, the speaker shall be given, in writing, and shall agree to abide by the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited
2. Smoking is not permitted while speaking to or consulting with students
3. Sexist, racial remarks or derogation of any group or individual prohibited
4. Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

## Homework

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the student. It is one means of teaching the necessary skills of independent study and learning for present and future use. It also helps develop students as independent learners and reinforces the study skills written into each curriculum area.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills, to engage parents/guardians in the learning process, or to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

## Lesson Plans

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building principal.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books. General plans, which cover the length of the course of study, should also be prepared and readily available for building principal and/or student and parent review.

## Make-Up Work

A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence.

Any student truant from school will be permitted to make up missed work at the discretion of the teacher.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty.

## Non-School Sponsored Study and Athletic Tours/Trips/Competitions (IGDK)<sup>72</sup>

The district does not sponsor, endorse or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students.

Students who raise funds for their personal participation in such activities may not raise monies for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

The counseling center may contain pamphlets, which will assist parents who have questions about selection of such activities.

## Program Expectations (IGBHD)<sup>73</sup>

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities as needed.

## Release Time for Religious Instruction (JEFB)<sup>74</sup>

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office for any students in their class so excused.

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

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<sup>72</sup> Woodburn School Board Policy IGDK

<sup>73</sup> Woodburn School Board Policy IGBHD

<sup>74</sup> Woodburn School Board Policy JEFB

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

## Retention of Students (IKE)<sup>75</sup>

In general, the Board feels that it is best for a student to be placed in the grade level for which he or she is best adjusted by reason of age, ability, maturity, language abilities and achievement. However, some students may benefit from staying another year in the same grade and some students may benefit from skipping a grade.

The Board recognizes that a decision regarding the retention or promotion of a student is one that can affect a student for a lifetime and must not be taken lightly. Therefore, before a final determination is made pertinent academic, behavioral and social information shall be reviewed thoroughly by a team established by the principal and in conference with a student's parents or guardians.

Whenever possible, referrals for retention or promotion should be submitted to the principal by the end of the first semester. See Board Policy Form IKE-AR.

## Staff Development (GCL<sup>76</sup>, WEA<sup>77</sup>, OSEA<sup>78</sup>)

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other activities.

All requests for district payment of college course work tuition require prior approval. Tuition Reimbursement Forms are available on the Human Resources "Forms" web page.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of a substitute teacher, availability of funds, consistency with district and building goals and job assignment. Requests require prior building principal approval. Conference Request Forms are available in the office.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of district funds.

## Student Performances (IGDD)<sup>79</sup>

Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals.

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<sup>75</sup> Woodburn School Board Policy IKE

<sup>76</sup> Woodburn School Board Policy GCL

<sup>77</sup> Woodburn Education Association – Article 21

<sup>78</sup> Oregon School Employees Association – Article 17

<sup>79</sup> Woodburn School Board Policy IGDD



All performances involving students must be approved by the building principal and may not interfere with other scheduled activities or classes within the school.

The extended use of one particular group of students is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities

## Teaching About Religion (IGAC)<sup>80</sup>

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

## Tuition Reimbursement (WEA)<sup>81</sup>

Licensed staff will be awarded six quarter hours of tuition reimbursement for each year of service to the district, up to a maximum of 18 quarter hours.

Licensed staff seeking reimbursement for college credits must complete the Tuition Reimbursement Form. For any and all reimbursement, the teacher must provide proof of payment of tuition and/or assessment cost and proof of successful completion. This requires passing the assessment or for courses a grade of "C" or better or a "Pass" if the class is taken on a pass/fail basis. This information must be submitted to the Human Resources Office within 45 calendar days of completion of the assessment or end date of course for fall, winter and spring terms. Teachers who take classes during the summer shall not be eligible for reimbursement until after classes have commenced for the following school year. Proof of payment and proof of successful completion for summer courses must be submitted to Human Resources Office no later than October 31.

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<sup>80</sup> Woodburn School Board Policy IGAC

<sup>81</sup> Woodburn Education Association – Article 21

# PROFESSIONAL RELATIONSHIP

# Complaints

## Student/Parent Complaints (KL<sup>82</sup>, KL-AR)<sup>83</sup>

The district recognized that complaints regarding staff performance, discipline, grades, and student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of negotiated agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and negotiated agreements regarding the handling of complaints.

## Staff Complaints (GBM<sup>84</sup>, GBM-AR<sup>85</sup>)

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the immediate supervisor for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement, nor will it be used in any instance where a negotiated agreement provides a dispute resolution procedure.

## Grievances (OSEA<sup>86</sup>, WEA<sup>87</sup>)

Staff shall refer to the appropriate bargaining agreement for the agreed upon procedures with regard to filing grievances.

## Conferences

Planned conferences between teachers and parents are essential to the district's effort to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring.

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<sup>82</sup> Woodburn School Board Policy KL

<sup>83</sup> Woodburn School Board Regulation KL-AR

<sup>84</sup> Woodburn School Policy GBM

<sup>85</sup> Woodburn School Board Regulation GBM-AR

<sup>86</sup> Oregon School Employees Association – Article 14

<sup>87</sup> Woodburn education Association – Article 6

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary.

## Staff Involvement in Community Activities

The district encourages all staff to participate in community activities which have the improvement of the general welfare of the community, state and nation as their objectives.

## Staff Involvement in Decision Making (IFCA)<sup>88</sup>

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's 21<sup>st</sup> Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning.

Contact the building principal for additional information regarding possible building and district level committee work that may be available.

## Staff/Parent Relations

The district encourages parents to be involved in their student's school experience. Teachers are expected to communicate on a regular basis with parents regarding a student's academic and behavioral progress through phone calls, email, face-to-face meetings or home visits.

Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial biological parent may receive and inspect the school records pertaining to his/her student and to consult with teachers concerning his/her student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodian parent rights with respect to particular students should contact the office.

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<sup>88</sup> Woodburn School Board Policy IFCA

# STAFF CONDUCT

## Computer/Internet Use (IIBGA<sup>89</sup>, IIBGA-AR<sup>90</sup>)

The Woodburn School District provides employees access to its electronic communication system which includes internet and e-mail access. The following are the employee regulations and understandings that govern use of the system:

1. System users have limited privacy expectations in the contents of their personal files and records of their on-line activity while on the district system:
  - \* Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the District Acceptable Use Policy. Other district policies or the law.
  - \* An individual search will be conducted if there is reasonable suspicion that a user has violated the law or district policy.
  - \* Personal files may be discoverable under ORS 192.410
  - \* Employee violations of the District Acceptable Use Policy will be handled in accordance with District policy. State and federal law and the collective bargaining agreement. Violations will subject the employee to disciplinary action, up to and including dismissal.
  - \* The District will cooperate fully with local, state and federal officials in any investigation concern, or relating to, any illegal activities conducted through the District system.
2. When using the internet for class activities, staff are expected to:
  - \* Select material that is appropriate for the age of the students and is relevant to the course objectives.
  - \* Preview the materials and sites they require students to access to determine the appropriateness of the material contained in, or access through the site.
  - \* Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
  - \* Assist the students in developing the skills to ascertain the truthfulness of the information, distinguish facts from opinion and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
  - \* Notify parents/guardians regarding district network use policies.
  - \* Require parents/guardians to sign an agreement to allow their student to use the internet. Parents may request alternative activities for their child (ren) that do not require internet access or may terminate their child's access at any time.
  - \* Provide adequate supervision for students at all times while engaged in computer network activities.
3. The following uses of the system are considered unacceptable:
  - \* Unauthorized access to the District system or to any other computer system through the district system or to go beyond your authorized access. This includes logging in through another person's account or accessing another person's files.
  - \* Deliberate attempts to disrupt the computer performance or destroy data by spreading computer viruses or by other means.

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<sup>89</sup> Woodburn School Board Policies IIBGA

<sup>90</sup> Woodburn School Board Regulation IIBGA-AR

- \* Engaging in other illegal acts.
  - \* Use of profane, obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
  - \* Engage in personal attacks, including prejudicial or discriminatory remarks.
  - \* Harassing another person through persistent annoyance. If a person is told by a person to stop sending them messages, they must stop.
  - \* Posting information that, if acted upon, could cause damage or a danger of disruption.
  - \* Knowingly or recklessly post false or defamatory information about a person or organization.
  - \* Use of the system for activities other than educational, professional or career development.
  - \* Posting chain letters or engaging in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
  - \* Using the district system to access sites that are profane or obscene such as pornography, advocate illegal or dangerous acts, or that advocate violence or discrimination towards other people, such as hate literature. Inadvertent access to such materials should immediately be reported to the building principal or District Technology Coordinator.
  - \* Infringe on the copyright of protected materials.
4. System users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no circumstances should a user provide his/her password to another person.
- \* Users will notify the District Technology Coordinator if they have identified a possible security problem.
  - \* Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures at all times.

## Oregon Administrative Rules-Licensed Educators

All licensed staff are expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

All staff are expected to adhere to the same ethical standards as outlined in the Teacher Standards and Practices Commission<sup>91</sup> (TSPC) Standards for Competent and Ethical Educators.

### Application of Rules (OAR 584-020-000)

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the Teacher Standards and Practices Commission in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who had held a license at any time within five years prior to issuance of the notice of charges under Oregon Revised Statutes.
3. The commission determines whether an educator’s performance is ethical or competent in light of the facts and circumstances surrounding the educator’s performance as a whole.
4. The commission will promptly investigate complaints:

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<sup>91</sup> TSPC – [www.oregon.gov/TSPC](http://www.oregon.gov/TSPC)

- a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under Oregon Revised Statutes when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator.
- b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

### Definitions (OAR 584-020-0005)

The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:

1. Administrator – Any person who holds a valid Oregon administrative license
2. Competent – Discharging required duties as set forth in these rules
3. Educator – Any licensed person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising
4. Ethical – Conforming to the professional standards of conduct set forth in these rules
5. Sexual contact – Includes:
  - a. The intentional touching of the breast or sexual or other intimate parts of a student;
  - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator; or
  - c. Sexual advances or verbal or physical conduct of a sexual nature and directed towards a student.
6. Sexual harassment – Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
7. Teacher – Any person who holds a teacher's license as provided in Oregon Revised Statutes.

### The Competent Educator (OAR 584-020-0015)

The teacher demonstrates a commitment to:

1. Recognize the worth and dignity of all persons;
2. Encourage scholarship;
3. Promote democratic citizenship;



4. Raise educational standards;
5. Use professional judgment.

### Curriculum and Instruction (OAR 584-020-0015)

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of goals as they are appropriate for each individual.

The competent teacher demonstrates:

1. Use of state and district adopted curriculum and goals
2. Skill in setting instructional goals and objectives expressed as learning outcomes
3. Use of current subject matter appropriate to the individual needs of students
4. Use of students' growth and development patterns to adjust instruction to individual needs consistent with number of students and amount of time available
5. Skill in the selection and use of teaching techniques conducive to student learning

### Supervision and Evaluation (OAR 584-020-0020)

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the district's program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities.

The competent teacher demonstrates:

1. Ways to assess progress of individual students
2. Skill in the use of assessment data to assist individual student growth
3. Procedures for evaluating curriculum and instructional goals and practices
4. Skill in the supervision of students

### Management Skills (OAR 584-020-0025)

The competent educator is a person who understands students and is able to relate to them in constructive ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students.

The competent teacher demonstrates skills in:

1. Establishing and maintaining classroom management that is conducive to learning
2. Using and maintaining district property, equipment and materials appropriately

3. Using and maintaining student records as required by district policies and procedures
4. Using district lawful and reasonable rules and regulations

### Human Relations and Communications (OAR 202-0030)

The competent educator works effectively with others – students, staff, parents and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity and judgment about educational matters, the school and the needs of students.

The competent teacher demonstrates:

1. Willingness to be flexible in cooperatively working with others
2. Skill in communicating with students, staff, parents and other patrons

### The Ethical Educator (OAR 584-020-0035)

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In doing so the ethical educator considers the needs of the students, the district and the profession.

The ethical educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it related to confidential information concerning a student and family
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues

The ethical educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment
2. Conduct professional business, including grievances, through established lawful and reasonable procedures
3. Strive for continued improvement and professional growth
4. Accept no gratuities or gifts or significance that could influence judgment in the exercise of professional duties
5. Not use the district's or school's name, property or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority

The ethical educator, in fulfilling obligations to the profession, will:

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty

2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities
3. Respond to request for evaluation of colleagues and to keep such information confidential as appropriate

### Participation in Political Activities (GBG, INB)<sup>92</sup>

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws, and regulations, choose any side of a particular issue and support their viewpoints, as they desire by vote, discussion or persuading others. Such discussion and persuasion however may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and their assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

### Staff Conduct On and Off Duty

All employees are expected to conduct themselves, off and on duty, in ways that fulfill their duty to serve as appropriate role models for students and maintain the confidence of the community in public schools.

### Staff Dress & Grooming

All staff are expected to be neat, clean, and to wear professional dress for work that is in good taste and suitable for the job at hand. Examples of dress that is inappropriate for the classroom include sweat clothes, tank tops or undershirts, mini shorts or skirts, tight or revealing clothing, tattered jeans or workpants.

As a profession, teaching demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

### Student Activity Funds (IGDG, IGDF)<sup>93</sup>

All monies raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the building principal.

All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the member of that organization and their staff adviser. Funds derived from

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<sup>92</sup> Woodburn School Board Policy GBG, INB

<sup>93</sup> Woodburn School Board Policies IGDG, IGDF

authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed so the accumulation of the funds.

### Student Detention (JGB)<sup>94</sup>

Teacher may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained student; however if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted. Students who are detained after school are not to be left unsupervised during their detention.

### Student Dismissal Precautions & Supervision (JEDB, JHFA)<sup>95</sup>

No teacher may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal or designee.

A student will not be released to any person without the approval of the parent or as provided for in Oregon Revised Statutes.

The Board expects all students to be under assigned adult supervision when they are in school, traveling under school auspices or engaging in district-sponsored activities. School personnel assigned this supervision are expected to act as prudent adults in providing for the safety of students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except in an emergency situation when other arrangements have been made.

During school hours or while engaging in district-sponsored activities, students will be released only into the custody of parents or other persons designated by the parents.

### Student/Parent Rights and Responsibilities Handbook<sup>96</sup>

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students as set forth in the Student/Parent Rights and Responsibilities Handbook and in Board policy.

Teachers are expected to review the handbook with students during the days/times designated by the building principal.

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<sup>94</sup> Woodburn School Board Policy JGB

<sup>95</sup> Woodburn School Board Policies JEDB, JHFA

<sup>96</sup> Handbook for Students and Parents – [www.woodburnsd.org](http://www.woodburnsd.org)

# TEACHER LICENSURE

Oregon Teacher Standards and Practices Commission

For up-to-date teacher licensing information contact the Oregon Teacher Standards and Practices Commission at [www.oregon.gov/tspc](http://www.oregon.gov/tspc), or call their licensure specialists at (503) 378-3586. You can view your licensure status by clicking on “Educator Lookup” and typing in your name, SSN and date of birth.

Professional Development Units (WEA)<sup>97</sup>

The following continuing education activities have been approved by the Woodburn School District Board of Directors for the specified number of Professional Development Units (PDUs) and meet the standards outlined in OAR 584-90-010:

1. **Approved College Course Work**

1 quarter hour = 20 PDUs  
1 semester hour = 30 PDUs

Courses may include undergraduate or graduate level germane to the educator’s current assignment and professional goals.
2. **Approved Workshops / Conferences**

1 hour = 1 PDU

Workshops and conferences that are germane to the educator’s current assignment and professional goals.
3. **Curriculum / Assessment Alignment to District and State Standards:**

a. Annual Work Plans1 hour = 1 PDU

b. Assessment Development1 hour = 1 PDU

c. Curriculum Backloading1 hour = 1 PDU

d. Vertical Alignment1 hour = 1 PDU

e. Program Development/Revision1 hour = 1 PDU

f. Curriculum Design1 hour = 1 PDU

(e.g. English Lang. Development, Technology, Integrated Units, Sheltered English, etc.)

Curriculum work may involve the 1) Development of annual work plans aligning lessons and units of study with district and state curriculum goals; 2) Development of district assessments to measure strategic objectives, school wide goals, and curriculum objectives; 3) Curriculum backloading that aligns district curriculum with state content and performance expectations; 4) Coordination of curriculum and assessments from grades K through 12; 5) Development and revision of instructional programs based upon research, best practices, and a thorough analysis of student needs; and 6) Designing new curriculum to meet the needs of our diverse population and identified student learning outcomes.

4. **Instructional Delivery (Requires evidence of completed work):**

a. Action ResearchMaximum 30 PDUs

b. Analysis of Instruction (video, lesson design, etc.)Maximum 10 PDUs

c. Study Groups1 hour – 1 PDU

d. Reflection JournalMaximum 10 PDUs

e. Peer Coaching1 hour – 1 PDU

<sup>97</sup> Woodburn Education Association – Article 21-B

Instructional delivery activities involve individual or small group activities that encourage educators to explore their instructional strategies through: 1) a clearly defined action research project; 2) A thorough analysis of their teaching performance; 3) A regular dialogue with colleagues that focuses on particular instructional issues; 4) A journal that demonstrates thoughtful reflection on their instructional practices and its impact on student learning; and 5) peer coaching activities where observations are conducted and pertinent information is collected, shared and discussed.

## 5. Professional Growth Activities:

a. Mentoring	1 hour = 1 PDU
b. Supervising Student Teacher	1 hour = 1 PDU
c. Professional Teaching/Presentations	1 hour = 1 PDU
d. Professional Publication (per article)	Maximum 20 PDUs
e. Strategic Planning Activities	1 hour = 1 PDU
f. Site Council Decision-making	1 hour = 1 PDU

Professional Growth Activities recognized educators who demonstrate educational leadership at the district, state or national level. The opportunities include: 1) mentoring a new teacher; 2) supervising a student teacher; 3) conducting training for colleagues in-district or presenting at a state or national education conference; 4) publishing an article in a professional education or subject matter journal; 5) actively participating in district strategic planning activities and sharing information with colleagues; and 6) actively involved in site council decision-making regarding Schoolwide Plans, Curriculum-driven budgeting, and other pertinent decisions.

## APPENDIX A



### Woodburn School District Hepatitis B Vaccination Notification

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Name: \_\_\_\_\_

Position: \_\_\_\_\_

Work Site: \_\_\_\_\_

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given an opportunity to be vaccinated with Hepatitis B vaccine, at no cost to myself. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious illness. I understand if I choose to complete the Hepatitis B Vaccine process (a series of three vaccinations) through my health care provider the district will reimburse me for any cost not covered by my insurance.

If in the future I continue to have occupational exposure to blood or potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I will contact my health care provider and follow the reimbursement process.

I understand that if I decline the Hepatitis B vaccine process, I continue to be at risk of acquiring Hepatitis B.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## EVACUATE! To the announced location.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! Hazard and safety strategy.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



## HOLD! In your classroom. Clear the halls.

### STUDENTS

Remain in the classroom until  
the "All Clear" is announced

### TEACHER

Close and lock classroom door  
Business as usual  
Take attendance



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