



Woodburn School District Volunteer Handbook



Revised 05/2023

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Welcome to the Woodburn School District!

The Woodburn School District encourages and appreciates the involvement of parents and community members who volunteer in our schools. There are many opportunities throughout the district, including helping in classrooms and school offices, mentoring students, chaperoning field trips and school events, coaching team activities, working with school committees, and helping with before and after school programs.

The safety and welfare of our students is of primary importance. The school district conducts criminal history checks on all employees, volunteers, high school and college students who work with our students. All volunteers must complete Volunteer Training and a Criminal History Verification Information Form before they can volunteer in our schools.

Volunteer Procedures

Signing up to become a volunteer for the Woodburn School District is easy – and once you are “cleared”, you are approved to volunteer for three years. **Approval of your application can take up to two weeks, so be sure to apply well before the activity for which you wish to volunteer.**

There are two steps you will take through our online system to become a volunteer.

1. Read this **Volunteer Handbook**.
2. Complete the **Volunteer Application, Volunteer Training**, and a **Criminal History Verification Information Form**.

All information will be handled in a professional and confidential manner. **The Woodburn School District reserves the right to deny permission to volunteer.**

District Phone Numbers and Addresses

503-980-6185

Success- Alt Ed
1316 Meridian Dr
Woodburn, OR 97071

503-980-6250

Woodburn High School
1785 N. Front St.
Woodburn, OR 9707

503-983-3531

Bridges
1495 Aztec St. Woodburn,
OR 97071

503-983-3550

French Prairie
1025 N. Boones Ferry
Woodburn, OR 97071

503-981-2750

Valor Middle School 450
Parr Rd.
Woodburn, OR 97071

503-981-2600

Heritage Elementary
440 Parr Rd.
Woodburn, OR 97071

503-982-4300

Nellie Muir Elementary
1800 Hayes St.
Woodburn, OR 97071

503-981-2825

Lincoln Elementary 1041
N. Boones Ferry Rd.
Woodburn, OR 97071

503-983-3050

Washington Elementary
777 E. Lincoln St.
Woodburn, OR 97071

503-982-4290

Welcome Center
1390 Meridian Drive
Woodburn, OR 97071

503-980-6135

Creative Learning Center
1785 N. Front St.
Woodburn, OR 97071

971-983-3043

Cipriano Ferrel Ed. Center
Nuevo Amanecer
1274 5th St.
Woodburn, OR 97071

503-982-4278

Woodburn Schools - ITS
1081 Newberg Hwy
Woodburn, OR 97071

503-981-0597

Woodburn Schools
Maintenance
1091 Newberg Hwy
Woodburn, OR 97071

503-981-9555

Woodburn School
Central Office
1390 Meridian Dr.
Woodburn, OR 97071

Volunteer Handbook Introduction

It is the intent of the Woodburn School District to utilize volunteers to enhance our educational programs. As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible educational experiences for each child in the school. So that you can be more effective, you may want to better understand your role and how your volunteer tasks relate to the Woodburn School District system. Volunteers work under the direction and guidance of school personnel. They will not replace salaried staff, nor will their presence mean that fewer staff members will be needed.

A volunteer provides many things: an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, a bridge between the instructional program and the community. We cannot buy what volunteers give our schools!

Why Volunteer?

There are as many different reasons for volunteering, as there are volunteers. Understanding your goals for volunteering will allow you to use your talents most effectively. Some of these reasons are:

- To experience the satisfaction of helping someone
- To have an opportunity for personal growth
- To develop new skills
- To meet new people
- To learn about your community
- To explore career options
- To use time in a meaningful way
- To remain active and productive in the community after retirement
- To pursue a personal interest or hobby
- To create a closer tie with your child's school

Orientation Highlights

CONFIDENTIALITY

Volunteers must protect the teachers and students' rights to privacy. Remember that some of the information you will encounter while volunteering in the schools, will be of a highly confidential nature. Respect the confidential nature of anything you see or hear. Share any concerns you may have only with those in authority at the school. A student's behavior, academic progress, or personal information, must remain in the classroom. If parents and friends ask about your work at the school, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the child, the teacher or the school. If you have a specific concern, please consult privately with the classroom teacher or the building administrator.

COMMUNICATION

You are responsible for communicating your needs to the school volunteer coordinator or the staff. Please discuss your expectations with the staff before starting your assignment and whenever clarification is needed. Concerns you have with staff or other parents/volunteers should be taken to them directly or to the school volunteer coordinator. Before you contact the Community Involvement Coordinator, make sure that you have tried to discuss your concern with the person most directly affected. Mutual respect between staff and volunteers is expected. We recognize that there is always room for improvement. If you have a creative solution or constructive criticism...tell us! We welcome your comments and encourage your ideas.

DEPENDABILITY

Volunteers are responsible for maintaining a professional attitude. Take your volunteering seriously – the kids you serve do! Remember that you are included in the day's lesson plan – the staff and students count on you to be there. If illness or any emergency arises, please call the office of the school where you volunteer as soon as possible. Ask the secretary to inform the teacher you will not be there or leave it on the teacher's voice mail. The plans of at least one teacher and the learning of several children may be interrupted if you are not where you're expected at the scheduled time.

SIGN-IN/OUT AND ID

Every person in the school building must be identified if the school is to be a safe learning environment for the students. Please sign-in each time you come into the building. It is also important for you to sign-out when you leave the school. We must have a record of your having been in the school. In the event of an emergency, the staff must be able to immediately identify who is in the building. While you are in the building, always wear your volunteer badge. By wearing a badge designated for volunteers, you will be immediately recognized as a person whose specific purpose is helping staff and students. Your volunteer badge will enable staff to recognize you as a registered volunteer and an important part of the school's educational team.

SAFETY

Within this handbook, you will find a section titled "Volunteer Responsibilities" and one titled "Staff Responsibilities." The roles and responsibilities of the two are very different. Among those differences is the issue of discipline. Discipline is not your responsibility. With the exception of a case of immediate danger, you should refer all disciplinary issues to a staff member.

The physical and emotional safety of our children is of utmost importance. Please do not ever put yourself in the position of working one-on-one with a student in an unsupervised area. You should be visible to staff members at all times. We need to protect our children from assuming that it is always okay to be alone with a volunteer. You also need to protect yourself from the possibility of a student's misinterpretation of circumstances. For your safety, as well as that of our student's, it is required that when working with a child you must be within sight and sound of school staff. At no time are you allowed to be alone with a child.

Any electronic communications with students by a volunteer, for the district, will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use district e-mail, using mailing lists and/or other internet messaging, to a group of student rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited.

As a caring adult in the lives of children, children are likely to open up to you and share information about themselves and their families. Should you feel uncomfortable or concerned about any of the information children share with you, please share this information with the child's teacher immediately. Oregon state law mandates that teachers must make reports if they have reasonable cause to suspect abuse or neglect of a child. Oregon law also states that all citizens have a responsibility to protect those who cannot protect themselves and that members of the general public may report suspected abuse and neglect if they choose.

Make certain that all personal possessions are out of the reach of children. Ask staff members where you can safely store these items while in the building. It is important to remember that items that we carry and consider harmless or helpful, can be extremely dangerous to others. For example, those of us who carry medications or mace must be especially cautious and make certain that these are kept out of reach of children. Leave pocketknives or self-defense weapons locked in your car.

It is a sign of the times that we must be concerned with blood-borne pathogens. All staff members have a "kit" within their classrooms and thus they are prepared to assist children safely. As a volunteer, we ask that you do not assist or provide first aid, or handle any body fluid spills. Accidents involving bodily fluids should be immediately referred to the office or custodial staff.

In a further effort to protect our children and maintain the safety of our school environments, Woodburn School District requires that all adult volunteer applicants complete a criminal history check. Applications are available on your website.

Responsibilities of the Volunteer

Volunteers are responsible for maintaining a professional attitude of mutual respect and confidence. Their cooperative attitude expressed in the willingness to provide services is highly valued and appreciated.

Volunteers should also:

- Attend orientation prior to beginning volunteer work at the school.
- Follow a "hands-off" policy.
- Avoid being alone with students in unsupervised locations.
- Do not write personal notes to students.
- Avoid conversations (or jokes) that involve private or sexual matters.
- Wear volunteer ID nametag while volunteering at school.
- Be punctual and reliable. -Notify the school in case of an absence.
- Sign-in and out and record volunteer hours on the time sheet provided.
- Practice the professional ethics of confidentiality (not discussing teachers, students or school affairs at any time).
- Follow Oregon laws regarding the reporting of abuse and neglect.
- Be willing to offer supportive and supplemental service under professional supervision and direction.
- Be capable of adjusting to each teacher's individual style and following his/her directions.
- Be willing to have short conferences periodically to allow for a more rewarding volunteer experience.

- Set a good example of appearance and behavior for students.
- Contact the school's volunteer coordinator if they are not satisfied with their placement or are having other difficulties regarding their role as volunteer.

Staff Responsibilities

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers always work under the supervision of the professional staff.

Perks of Volunteering

In addition to knowing your efforts are helping our students find success, other benefits go with volunteering.

Teacher Certification

College credit can be earned for those wishing to renew or reinstate Oregon Teaching certificates. It is recommended those wishing to use this benefit, ascertain exact requirements from the Oregon Teachers Standards and Practices Commission or University advisor. You would also be well advised to keep track of your own individual hours in addition to using the sign-in sheet in the school.

Tax Deduction

You may be eligible to claim your mileage to and from a volunteer assignment as a tax deduction.

Transferable Work Skills

Keep an accurate and updated record of the skills and experiences you develop while volunteering. Many corporations accept volunteer work as bonafide work experience. In addition, administrators and staff are usually happy to provide references or letters of recommendation.

Working With Students - Effective Ways to Work with Children

- Be warm and friendly – learn the children’s names and show interest in what they are doing and saying – you are very important as a listener.
- When working with children, encourage them to do their own thinking – give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
- If you don’t know an answer or are unsure of what to do, admit it to the children and try to work it out together – always feel free to ask the teacher of the children for help when you need it.
- Use tact and positive comments – encourage children – look for something worthy of a compliment, especially when children are having difficulties.
- Accept each child as she or he is – you do not need to feel responsible for judging a child’s abilities, progress or behavior.
- Respect a child’s privacy – confidentiality is essential to our school. Information gathered or impressions made about a child must remain confidential.
- Maintain a sense of humor and be flexible. No two days or children are alike.
- Be consistent with the teacher’s rules for classroom behavior, schedule and atmosphere.
- Wear comfortable clothes and don’t hesitate to get down to a child’s level.
- Keep your commitment; the children will expect you and look forward to you coming. If you know you will be gone, tell them in advance. Keep all promises and make none that you cannot keep – children will not forget.

Is There Anything Volunteers Should Not Do?

Yes! The professional staff at your school is responsible for everything that goes on in your building including student instruction, safety and discipline. Volunteers supplement and support the program, but may not:

- Discipline students
- Have access to materials in students’ permanent record files
- Diagnose student needs
- Evaluate achievements
- Counsel students
- Discuss student progress with parents
- A volunteer is never considered a substitute for a member of the school staff

Don’t Forget...

1. Sign-in and out at the school office each time you volunteer.
2. Wear your ID badge.
3. If you have constructive criticism...tell us! We welcome your comments.
4. If you are unhappy with the assignments or are having a problem concerning them...tell us!

Frequently Asked Questions

Why do I have a volunteer badge? The teacher knows who I am.

It is true! Your child's teacher knows you, but other teachers may not. By wearing a volunteer badge, you will be immediately recognized as a person whose specific purpose is helping staff and students. Your volunteer badge will enable staff to recognize you as a registered volunteer and an important part of the school's educational team.

Why do volunteers sign-in?

For security reasons, and in case of an emergency, it is important for staff to know who is in the school and why. The district requires everyone who works in the building, either paid or volunteer. In addition, a record of volunteer hours enables the school to evaluate its volunteer program and recognize volunteers for their contribution of time. The hours spent volunteering are an example of the commitment to quality education in our school district.

What if I can only come in twice a month? Classroom teachers schedule volunteers according to their individual needs.

I have younger children; can I bring them when I volunteer? Unfortunately, no. Arrange child-care. Activities are designed for WSD students, only.

What if something happens and I can't make my scheduled time to volunteer?

Dependability is important, but unexpected schedule changes occur. If illness or any emergency arises, please call the office of the school where you volunteer as soon as possible. Ask the secretary to inform the teacher you will not be there or leave it on the teacher's voice mail. The plans of at least one teacher and the learning of several children may be interrupted if you are not where you are expected at the scheduled time.

What if I have more than one child and want to work in each of their classrooms?

Each classroom has different schedules and volunteer needs. Work individually with each teacher.

What do I do if I don't enjoy correcting papers and that is all the teacher gives me to do? Tell the teacher! No teacher wants you doing something you don't enjoy, but please remember that part of being a volunteer requires flexibility and a willingness to help where help is needed.

What should I do if I start volunteering at school and find that I don't like it or it becomes a hardship for me? Please let the teacher or volunteer coordinator know. We want to have you here at school, but we don't want you "sticking with it" because you would be too embarrassed to quit. We will encourage you to try a different volunteer activity, but recognize that volunteering is not for everyone. If you find that it is not for you, we will understand.

Should I tell my neighbor if I see her child misbehaving at school? Adults in the school environment have the responsibility to maintain the child's confidentiality. Sharing tidbits about a child's behavior or academic progress at school can be detrimental to a child who is still learning to control him or herself. Even sharing "good stuff," can be damaging.

What if I observe something about which I am concerned? Do I tell the parents? Absolutely not. It is not a volunteer's job to contact the parents about anything occurring in the classroom. Let the teacher know your concerns. Teachers are governed by multiple legal obligations and restraints. The teacher's responsibility is to decide when it is necessary to take further action.

What if I have questions about my child? Please arrange for a separate time to conference with your child's teacher. Volunteer time is valuable and is often tightly scheduled.

Reporting Suspected Child Abuse & Maintaining Appropriate Staff/Student Boundaries

Maintaining Appropriate Staff/Student Boundaries

Positive relationships between adults and students are crucial to student success. However, Woodburn School District employees and volunteers must understand the difference between appropriate and inappropriate interactions with students at all times and avoid any interactions with students that could appear inappropriate.

Appropriate interactions create a safe environment for students to learn, grow, seek help in problem solving and conflicts, and develop social skills.

Inappropriate interactions cross the boundaries separating student from adults needs and create relationships that become peer-to-peer rather than adult-to-child. Offenders may be judged by students and others to be the "best" staff members, are often popular with students and parents, and are frequently recognized for contributions.

Staff or volunteers who have frequent one-to-one contact with students or who work in co-curricular activities, can be more at risk for inappropriate interactions or a student's allegations of inappropriate interactions.

How to Report

You must report directly to your administrative supervisor, building administrator, or superintendent and call one of the following:

DHS/Child Welfare: 503-378-6704 or 1-800-854-3508

Woodburn Police Department: 503-982-2345

If a child is at risk of imminent harm, call...9-1-1

Child Abuse & Sexual Misconduct Definitions

Required information for employees (ORS 339.372) Child abuse includes: Assault; mental injury; rape and sexual abuse; sexual exploitation; negligent treatment or maltreatment; threatened harm caused by cruelty; buying or selling a child; permitting a child to enter or remain in a location where methamphetamines are being manufactured; exposure of a child to controlled substances that create a risk of harm to the child. (JHFE)

Sexual misconduct includes any verbal or physical conduct by a school district employee that is sexual in nature, is directed toward a student, has the effect of unreasonably interfering with a student's educational performance, and creates an intimidating, hostile, or offensive education environment. Examples listed under the "Inappropriate Interaction" sections of this poster could constitute sexual misconduct. (JHFF)

If an employee is found to have abused a child or engaged in sexual misconduct towards a student, disciplinary records will be released in accordance with ORS 339.388.

Report Suspected Child Abuse or Sexual Misconduct

All Woodburn School District employees are mandated by law to report suspected child abuse or sexual misconduct immediately to local law enforcement or the Department of Human Services/Child Welfare (DHS) (ORS 419B.010) (JHFE). Reporting obligations are in effect at all times.

Concerns involving suspected child abuse and/or sexual misconduct by district employees must be reported immediately to his/her administrative supervisor, principal or superintendent (ORS 339.372); (JHFE and JHFF). However, reporting to a supervisor alone does not fulfill your legal obligation; suspected child abuse must also be reported to law enforcement or DHS.

After reporting suspected child abuse either by phone or in person, employees must complete the Child Abuse Report form.

For unique child abuse reporting situations, please refer to JHFE and JHFE-AR(1)

Volunteers who suspect child abuse or sexual misconduct should report their concerns directly to the building administrator immediately.

Examples of Appropriate/Inappropriate Interactions

Physical Contact

Appropriate Interaction

- Occasionally patting a student on the back, shoulder or arm
- Exercising good judgment on whether to touch students and/or under what circumstances; being sensitive to individual preferences and cultural norms

Inappropriate Interaction

- Invading personal space; being too close in physical proximity
- Giving shoulder massages, lingering touches, squeezes, requesting affection, or touching private parts of a student
- Touching students who may misinterpret the touch due to individual circumstances, cultural standards, or developmental stage

Communication

Appropriate Interaction

- Maintaining personal space and reasonable eye contact\dialoguing about the academic environment and school activities
- Having a conversation that supports a student's learning and growth where the student's perspective is the focus of conversation

Inappropriate Interaction

- Maintaining intense eye contact
- Making comments that are physical in nature (e.g. "you have great legs," "you should wear that sweater more often") or may have sexual overtones
- Discussing or condoning inappropriate topics and/or making comments with sexual overtones or flirting
- Communicating to the student with implied, inside messages that are unknown by the general population
- Sharing personal and confidential information in which the adult becomes the focus on the conversation
- Having any dialogue that makes the student feel uncomfortable

Relationships

Appropriate Interaction

- Conducting student conferences in a manner consistent with educational purpose
- Having staff/student relationships centered on academics, school events, and activities
- Notifying administration if a student is suspected of having romantic feelings toward a staff member
- Maintaining fair and equal treatment of all students with occasional exceptions
- Referring serious student problems to the appropriately trained professional

Inappropriate Interaction

- Spending time alone with a student in conferences beyond educational expectations
- Meeting with students off-campus
- Transporting a child alone and/or in a private vehicle when it is not a regular function of the employee's assigned job duties
- Receiving or writing personal communication from/to student and or giving gifts
- A pattern of covering or providing excuses for particular students, and/or writing passes repeatedly for favored students to cover tardies or absences
- A pattern of giving special privileges or showing favoritism to a particular student
- Extracurricular and co-curricular activity leaders encouraging or condoning an atmosphere of loose and inappropriate boundaries around gender and harassment issues
- Acting as helpers for serious student problems where appropriate training in effective advising or counseling is warranted
- Failing to notify administration if a student is suspected of having romantic feelings toward a staff member

Staying Within Appropriate Boundaries of the Staff/Student Relationship

1. Establish and maintain the parameters and nature of the relationship.
2. Be prepared to develop a specific plan for addressing student needs and involve other adults in implementing the plan.
3. Understand your own emotional needs.
Staff members should be aware of their own emotional needs and how those needs might affect the staff/student relationship
4. Understand propriety issues related to helping relationships.
Professional and personal boundaries become blurred when staff members take students to lunch off campus; write and receive personal notes or make physical contact.
5. Understand the emotional and physical development of students.
Students who believe no one listens to them often transfer feelings of affection to the staff member. Refer students in these situations to the school counselor or school administrator.

Emergency Poster

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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Volunteer Policy

Woodburn School District 103

Code: **ICC**

Adopted: 3/16/06

Revised/Readopted: 8/15/13; 1/18/18

Orig. Code(s): ICC

Volunteers

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.

Any person authorized by the district for volunteer service into a position that will have direct, unsupervised contact with students shall be required to undergo an Oregon criminal records check.

Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Nonexempt employees¹ may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services² as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.³

The administration is responsible for the recruitment, screening, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. 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.

END OF POLICY

Legal Reference(s):

[ORS Chapter 243](#) [ORS 326.607](#) [ORS 332.107](#) [OAR 839-020-0005](#) HB 2992 (2017)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2017).

Cross Reference(s):

GCDA/GDDA - Background and Criminal Records Check and Fingerprinting

KK - Visitors to District Facilities

¹There are three types of FLSA exemptions: those for executive, administrative and professional employees.

Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50 percent of the employee's time.

²Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

³Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisers for cheerleading and other district-sponsored activities for FLSA district impact.

Abuse and Sexual Conduct Information and Reporting Requirements for School Contractors, Agents and Volunteers

Woodburn SCHOOL DISTRICT

DOES NOT TOLERATE CHILD ABUSE OR SEXUAL CONDUCT IN ANY FORM.

PREVENTION

The Woodburn School District seeks to prevent child abuse and sexual harassment by committing to:

- Teaching students about appropriate boundaries and relationships (in coordination with curriculum);
- Training all employees regarding child abuse and sexual conduct, and clearly communicating responsibilities and procedures;
- Making this training available to parents, community members, contractors and volunteers; and
- Promptly and thoroughly investigating any reports or complaints of abuse or sexual conduct.

ABUSE DEFINED

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.
- Rape of a child.
- Sexual abuse.
- Sexual exploitation, including but not limited to: Contributing to the sexual delinquency of a minor, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, sexual abuse involving a child or rape of a child, and Allowing, permitting, encouraging or hiring a child to engage in prostitution or a commercial sex act, to purchase sex with a minor or to engage in commercial sexual solicitation.
- Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.
- Buying or selling a person under 18 years of age.

PACE RISK MANAGEMENT
1-800-285-5461 • riskmanagement@sdao.com
PACE LEGAL SERVICES
503-485-4800 • pacelegal@osba.org

PACE.OSBA.ORG

- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
- Unlawful exposure to a controlled substance, or to the unlawful manufacturing of a cannabinoid extract, that subjects a child to a substantial risk of harm to the child's health or safety. ORS 419B.005(1).

SEXUAL CONDUCT DEFINED

Verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or volunteer that involve a student and that are: sexual advances or requests for sexual favors directed toward the student or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance or of creating an intimidating, hostile or offensive educational environment. Sexual conduct does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer and for which there is no sexual intent. ORS 339.370(11)(a).

STUDENT DEFINED: Any person who is in any grade from prekindergarten through grade 12 or twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution or education or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct. ORS 339.370(12).

GROOMING AND EXAMPLES OF SEXUAL CONDUCT

Sexual Conduct may include grooming behavior. This is behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse.

Sexual Conduct includes but is not limited to the following examples:

- Performing back rubs on students
- Touching students frequently
- Exchanging romantic gifts or communications with a student
- Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures and innuendos or engaging in inappropriate banter with students (e.g., discussion of student's dating behavior)
- Intentionally invading the student's privacy
- Kissing students
- Commenting on students' bodies or appearance in a sexual manner
- Videotaping or photographing a student in revealing poses
- Sharing one's own sexual exploits or marital difficulties
- Using email, text messaging or instant messaging to discuss sexual topics with individual students

OBLIGATIONS OF SCHOOL EMPLOYEES TO REPORT ABUSE AND SEXUAL CONDUCT

ALL EMPLOYEES are required to follow Policy JHFE "Reporting of Suspected Abuse of a Child" and policy JHFF/GBNAA "Reporting Requirements for Suspected Sexual Conduct with Students." These policies help ensure employees are properly reporting incidents of abuse and sexual conduct.

Policy JHFE requires employees who have a reasonable cause to believe **any child** with whom the employee has come into contact has suffered abuse, to report this to DHS or the law enforcement agency within the county where the person making the report is located at the time of the contact. It also requires employees who have a reasonable cause to believe that **any adult or student** with whom the employee is in contact has abused a child to report this to DHS or to the law enforcement agency within the county where the person making the report is located at the time of the contact. See attached district policy JHFE "Reporting Requirements for Suspected Abuse of a Child" for more detail regarding these reporting obligations.

Policy JHFF requires employees who have reasonable cause to believe that another employee, contractor, agent or volunteer has engaged in sexual conduct with a student, to immediately notify the designated licensed administrator of the conduct. The designated licensed administrator who receives the report is required to report to the Oregon Department of Education (ODE or Teacher Standards and Practices Commission (TSPC) as appropriate. See attached district policy “Reporting Requirements for Suspected Sexual Conduct with Students” for more detail regarding these reporting obligations.

INVESTIGATORY PROCESS

When the designated licensed administrator (or alternate) receives a report of sexual conduct and has reasonable cause to believe that it has occurred, the designated licensed administrator will report the alleged conduct to TSPC if the alleged perpetrator is a licensed individual, and to ODE if the alleged perpetrator is not licensed (effective July 1, 2020). TSPC or ODE will conduct an investigation and report back to the district. The district may also conduct an investigation into the alleged sexual conduct. If the designated licensed administrator (or alternate) receives a report of child abuse and has reasonable cause to believe that it has occurred, the designated licensed administrator will ensure that the report has been made to DHS and/or law enforcement for investigation. The district may also conduct an investigation into the alleged abuse. The designated licensed administrator will also report to TSPC if required by OAR 584-020-0041. A contractor, agent or volunteer may be removed from their position based on information of sexual conduct and/or child abuse.

OBLIGATIONS OF SCHOOL CONTRACTORS, AGENTS AND VOLUNTEERS TO REPORT ABUSE AND SEXUAL CONDUCT

ALL CONTRACTORS, AGENTS AND VOLUNTEERS are required to report all known or suspected incidents of abuse and sexual conduct to a school administrator. Failure to report known or suspected incidents of abuse and sexual conduct may lead to termination of your contract with the District, termination of your right to volunteer with the District, and/or trespass from all school property and events.]¹

¹ This Section is optional. The District should review contract and consult with legal counsel.

APPROPRIATE ELECTRONIC COMMUNICATIONS WITH STUDENTS

Policy JHFF/GBNAA requires that any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is **prohibited**.² See attached district policy JHFF/GBNAA Reporting Requirements for Suspected Sexual Conduct with Students for more detail regarding these reporting obligations.

ADDITIONAL PROHIBITIONS

If a school employee, contractor or agent knows or has reason to know that another school employee, contractor or agent has engaged in sexual conduct or abuse, the school employee, contractor or agent may not assist the other in obtaining a new job. This prohibition does not apply if the employee, contractor or agent knows or has reasonable cause to believe that the conduct was reported to the appropriate agency and was resolved, or the investigation remains ongoing after four years.

² Choose "strongly discouraged" or "prohibited" - whatever language that matches the language in District policy JHFF "Reporting Requirements for Suspected Sexual Conduct with Students."