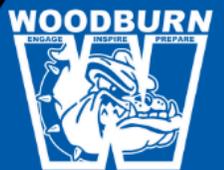


Woodburn School District

# Student-Parent Handbook



#WeAreWoodburn  
*Engage. Inspire. Prepare.*



2025 - 2026



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# Welcome to the Woodburn School District!

The Woodburn community expects our schools to provide the best education possible in a positive and safe learning environment. The policies and procedures outlined in this document will help us do that. These policies and procedures are designed to promote an atmosphere for learning while keeping all our students and school personnel safe.

The School Board may change, revise and update District policies throughout the school year. For current WSD policy please refer to: <http://policy.osba.org/woodburn/index.asp> Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Many board policies have been linked throughout the handbook for your reference. There may be other board policies that relate to the topic, especially administrative rules (-AR) that may not be listed, but also pertain to the content of listed policy. Please refer to the website for a complete list of board policies.

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, negotiated agreement or individual school building policy. Material contained herein may therefore be superseded by such Board policy, administrative regulation, negotiated agreement or individual school building policy. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Please read this document carefully. If you have any questions, feel free to contact your building principal or the district office. We encourage students, parents and other community members to be familiar with this information and to help us implement these procedures so all our students can be safe while learning.

This Student-Parent Handbook complies with Oregon Revised Statutes (ORS 339.240) and is revised yearly.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the Woodburn School District office for additional information and/or compliance issues:

- Michelle Murer: Student Services Director for: Special Education, Title II & Section 504 (503) 982-4279; 1320 Meridian Drive, Woodburn, OR 97071
- Nikki Tucker, Director of Human Resources and Title IX Coordinator, 503-981-2711; 1390 Meridian Drive, Woodburn, OR 97071

Procedure for filing a complaint can be found on the district's website at: [Complaint Process](#)

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information.

## Notice of Nondiscrimination

The Woodburn School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual’s perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans’ status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI, and Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; and the Americans with Disabilities Act Amendments Act of 2008,; and Title II of the Genetic Information Nondiscrimination act of 2008.

The following person has been designated to handle inquiries regarding discrimination: Nikki Tucker, Director of Human Services and Title IX Coordinator, [nikki.tucker@woodburnsd.org](mailto:nikki.tucker@woodburnsd.org), 503-981-2711 | 1390 Meridian Drive, Woodburn, OR 97071.

## Woodburn School Board

The board typically meets on the second and fourth Tuesday of each month at 5:45 PM. Regular meetings are held in the evening at the District Office, 1390 Meridian Drive, Oregon; in the boardroom, unless otherwise noted. Board meetings are open to the public and provide an opportunity for public input. Agendas for Board meetings are posted on the district website.

**Michael Vasquez**

**Debbie Ballweber**

**Anabel  
Hernandez-Mejia**

**Rosie Burkoff**

**Ryan Beyer**



Board Vice-Chair  
Position 1

Board Chair  
Position 2

Board Member  
Position 3

Board Member  
Position 4

Board Member  
Position 5

## Board Policies and Administrative Regulations

Our district is governed by a set of Policies adopted by the Board of Directors, and Administrative Regulations (ARs), which serve to implement Board Policies. This handbook is intended to provide and summarize information of general interest to students and their families. For more detailed information, please refer to the specific Policies and ARs found on our [website](#).

# Our Mission and Vision

The Woodburn School District is a diverse, multilingual, and equitable community of learners where each student is supported and prepared to succeed. Our promise is to engage, inspire, and prepare each student to learn, lead and contribute towards an equitable community, both local and global.

## Goals and Objectives

<p><b>Post graduation college and career readiness</b></p>		<p>Each student will:</p> <ul style="list-style-type: none"> <li>• Demonstrate proficiency in all state academic areas.</li> <li>• Have the opportunity to become bilingual and biliterate.</li> <li>• Have a clear understanding, exploration of, and support for all post-secondary pathways</li> <li>• Have support to employ problem solving strategies and social emotional skills.</li> <li>• Be prepared to successfully apply their learning to civic opportunities.</li> </ul>
<p><b>Foster our culture of engagement and partnerships</b></p>		<ul style="list-style-type: none"> <li>• Students will be prepared to build community relationships for service learning that align with their academic and life goals.</li> <li>• Staff will collaborate with families and community to support students' growth.</li> <li>• Families and community members will actively participate in school activities and decision-making.</li> <li>• Each student will take ownership of their social, emotional, and educational growth with support.</li> <li>• Students and staff will foster a culturally inclusive school community.</li> </ul>
<p><b>Strengthen our stewardship of public resources and community trust</b></p>		<p>Each student will:</p> <ul style="list-style-type: none"> <li>• Ensure quality district facilities for current enrollment, anticipated future growth, and educational needs.</li> <li>• Allocate financial and human resources with transparency and integrity, aligning expenditures equitably to support district's mission, vision, values, and goals.</li> <li>• Be a leader in recruiting, hiring, developing, and retaining quality staff, reflective and supportive of our student community.</li> </ul>

## Our Core Values

- Accountability
- Cultural Diversity
- Equity
- Family and Community Partnerships
- Civic Responsibility
- Lifelong Learning
- Multilingualism

# School Contact Information

<p><b>Woodburn School District</b>          1390 Meridian Drive, Woodburn, OR 97071          Fax: 503-981-8018  <a href="http://www.woodburn.org">www.woodburn.org</a>  <a href="https://www.facebook.com/WSD103/">www.facebook.com/WSD103/</a>          Juan Larios, Superintendent</p>	<p>Ph: 503-981-9555</p> 
<p><b>Woodburn High School</b>          1785 N Front Street; Woodburn, OR 97071          Monday - Friday: 8:30am — 3:30pm          Dulce Nash, Principal          Chad Waples, Assistant Principal          Amanda Sasaki-Skopp, Assistant Principal          Ricardo Marquez, Assistant Principal          Duane Sinn, Assistant Principal</p>	<p>Ph:503-980-6250</p>  <p><b>Woodburn Success, Woodburn Online School, and Alternative Programs</b>          1316 Meridian Drive; Woodburn, OR 97071          Monday - Friday: 8:30am — 3:30pm          Jennifer Dixon, Assistant Principal</p>  <p>Ph:503-980-6185</p>
<p><b>French Prairie Middle School</b>          1025 N Boones Ferry Road; Woodburn, OR 97071          Monday - Friday: 8:20am — 3:15pm          Aaron Kerns, Principal          Art Houghtaling, Assistant Principal</p>	<p>Ph:971-983-3550</p>  <p><b>Valor Middle School</b>          450 Parr Road; Woodburn, OR 97071          Monday - Friday: 8:20am — 3:15pm          Ana Hansen, Principal          Vacant, Assistant Principal</p>  <p>Ph:503-981-2750</p>
<p><b>Lincoln Elementary School</b>          1041 N Boones Ferry Road; Woodburn, OR 97071          Monday - Friday: 7:50am — 2:20pm          Teresa Alfaro, Principal          Alejandra Garcia, Assistant Principal</p>	<p>Ph:503-981-2825</p>  <p><b>Heritage Elementary School</b>          440 Parr Road; Woodburn, OR 97071          Monday - Friday: 7:55am — 2:20pm          Sherrilynn Rawson, Principal          Amy Solis Gonzalez, Assistant Principal</p>  <p>Ph:503-981-2600</p>
<p><b>Nellie Muir Elementary School</b>          1800 W Hayes Street; Woodburn, OR 97071          Monday - Friday: 7:50am — 2:20pm          Peter McDougal, Principal          Alejandra Mateos, Assistant Principal</p>	<p>Ph:503-982-4300</p>  <p><b>Washington Elementary School</b>          777 E Lincoln Street; Woodburn, OR 97071          Monday - Friday: 7:50am — 2:20pm          Alfredo Belanger, Principal          Antonio Ramos, Assistant Principal</p>  <p>Ph:971-983-3050</p>

# Starting School

## Assignment of Students to Schools and Classes

WSD offers a variety of educational options for students. The school district is responsible for identifying students who qualify for specific district programs. Programs and qualifications will be explained at the Welcome Center. School and class assignments may be made based on parent selected program offerings. The selection of students shall comply with federal and state laws and reflect the program goals. [Board Policy JECD](#), [JECC](#)

Parents may request a transfer of their student to another school in the district in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends. The transfer must be to a safe school. Additionally, requests to transfer to another school in the district for other reasons or to a school outside the district may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

## Central Enrollment and Registration Information

To enroll, students or their parent/guardian are asked to complete enrollment forms and provide proof of age, parent/legal guardian names, addresses, proof of immunization or exemption; and emergency contact information. [Board Policy JEC](#)

The district may deny regular school admission to a student who has become a resident student and who is under expulsion from another school district for reasons other than a weapons policy violation. [Board Policy JECA](#), [JECB](#)

## Grade Classification, Reduction/Credit Denial

Punctual and regular attendance is essential to the academic success of students. District staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability, or an excused absence, as determined by district policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons. [Board Policy IKAD](#)

Promotion and retention of students is an individualized decision and will not be taken lightly. Referrals for promotion or retention will be made to the building principal. After the 9<sup>th</sup> grade, students are classified by grade level according to the number of credits earned toward graduation. The grade equivalents are: (see General Policies for more on Graduation) [Board Policy IKE](#)

- Freshman 0-6 credits
- Sophomore 7-12 credits
- Junior 13-18 credits
- Senior 19-24 credits

## Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious, philosophical beliefs and/or medical exemption, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met immunization requirements. The student's parent or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request. [Board Policy JHCA/JHCB](#)

## Kindergarten Enrollment

WSD offers free full-day kindergarten at all of its elementary schools. To enroll, please bring the items outlined in General Enrollment Information above to the Welcome Center in the Woodburn School District office. Children attending kindergarten for the first time must be 5 years of age on or before September 1 of the school year for which they are registering. Families seeking early entry to Kindergarten are asked to contact the Welcome Center.

[Board Policy JEBA](#)

## School Meals

The district believes that all children need healthy meals to help them learn. The Woodburn School District Nutrition Services offers students delicious, healthy, nutrient-rich meals every school day for both breakfast and lunch at no charge to students. The district participates in the National School Lunch program and several federal school meal programs (including Oregon Fresh Fruit and Vegetable Program, Oregon Farm to School Program, after-school meals and snacks, and Summer Food Service Program). [Board Policy EFAA](#)

Woodburn is now a Community Eligibility Provision (CEP) district. All **first** meals at breakfast and lunch for all students will be available at **NO CHARGE**. Federal regulations do not allow a second meal at no charge. Meal prices for the second meal are as follows:

Breakfast \$1.50; Lunch \$2.00  
Milk/Juice (a la carte) - \$0.40

As part of the Local Wellness Program, students may be encouraged or required to participate in physical activity or receive instruction on nutrition or maintaining healthy lifestyles. [Board Policy EFA](#)

## School Schedules

The school district calendar is designed to meet the instructional hour requirements set by the Oregon legislature. Calendars are reviewed and approved by the school board. Emergency make up days are built into the schedule in the event of missed days due to weather or other closures. [Calendars](#) for the current school year are available on the district website.

## School Supplies

For the 2025-26 school year, school supplies will be provided to each student.

## Student Fees

Woodburn schools recognize the need for student fees to fund certain school activities which are not funded by local, state or federal resources. It also recognizes that some students may not be able to pay these fees. No student will be denied an education because of their inability to pay supplementary charges. However, no student is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

Materials that are part of the basic educational program are provided without charge to a student. A student may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrument rental and uniform maintenance;
8. Fees for damaged library books;
9. Lock or locker deposits/fees;
10. Field trips considered optional to the District's regular school program;
11. Admission fees for certain extracurricular activities.

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines, and damages owed. Notice will include the reason the student owes money to the district; an itemization of the fees, fines, or damages owed; and the right of the parent to request a hearing. Students will not be permitted to participate in end of the year activities, including graduation, until all fees and/or repayment agreement is made with the building administrator. [Board Policy JN](#)

## Students Navigating Homelessness

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student who is homeless will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the student who is unhoused is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act.

For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Maricela Fernandez, the district's liaison for students who are unhoused at the Welcome Center 503-982-4291. [Board Policy JECBD](#)

## Translation and Interpretation

Our schools communicate information to parents/guardians in a language they can understand about any program, service, or activity. Please call the district office for more information at 503-981-9555.

## Transportation of Students

It is the intent of the Woodburn School District to provide safe transportation to and from school, within District resources, for those students who are eligible according to the policies established by the School Board. Bus service to/from school is provided for students living one mile or more from their elementary boundary school and 1.5 miles from their boundary middle or high school. Bus services are provided by First Student. You may contact the school secretary about bus schedules. [Board Policy EEA](#)

Registration is required if you wish to have your student ride the bus. Students on district provided transportation are required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action (see Student Behavior & Conduct section of handbook). The state regulations [OAR 581-053-0010] governing students riding school buses is as follows:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students shall use the emergency door only in the case of an emergency;
4. Students shall be on time for the bus both morning and afternoon;
5. Students shall not bring animals, firearms, weapons or other potentially hazardous materials on the bus;
6. Students shall remain seated while bus is in motion;
7. Students may be assigned seats by the bus driver;
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver;
9. Students shall not extend their hands, arms or head through the bus windows;
10. Students shall have written permission to leave the bus other than at home or school;
11. Students shall converse in normal tones; loud or vulgar language is prohibited;
12. Students shall not open or close windows without the permission of the bus driver;
13. Students shall keep the bus clean and must refrain from damaging it;
14. Students shall be courteous to the driver, to fellow students and passers-by;
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus. [Board Policy EEACC](#)

The school district, as a part of the district's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, may utilize video cameras on any school vehicles transporting students to and from curricular and extracurricular activities. [Board Policy EEACCA](#)

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of students with disabilities.

[Board Policy JGDA](#)

## Visitors and Volunteers

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. [Board Policy KK](#)

# School Health and Safety

## Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. [Board Policy EB](#)

The management plan is available for public inspection in the district office.

The Safety and Operations Director serves as the district's asbestos program manager and may be reached at the district office for additional information.

## Building Security and Visitors

To ensure that the school building remains a safe and secure place for your student to learn, the following procedures will be enforced. Your cooperation and understanding are greatly appreciated.

1. All visitors must check in with the office. Visitor tags will be issued and must be worn to allow students and staff to recognize authorized visitors.
2. High school students and middle school students are required to wear their ID badge while on Middle School or any Woodburn High School Campus.
3. Unknown persons on school property may be questioned by staff if they do not have a visitor's tag
4. Visitors, including parents, may be denied access to school property if their conduct, in the judgment of the Superintendent, building principal or designee, is disruptive and interferes with the educational process.

We recognize that these procedures may cause some inconvenience, but the safety of the students is our main concern. [Board Policy KK,](#)

## Closed Campus

All school campuses are closed and students are expected to remain on school grounds from their arrival time to dismissal at the end of the school day. [Board Policy JEFA](#)

## Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the physician, physician assistant, nurse practitioner, local health department nurse, or school nurse that the disease is no longer communicable to others in the school setting. See this ["Too Sick for School" Guidance](#) from the Oregon Department of Education.

The following restriction may be removed by a school nurse: chicken pox, cholera, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis, and pandemic flu.

Parents with questions should contact the school office. [Board Policy EBBA. WSD Exposure Control Plan.](#)

## Counseling

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol, or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

## Drug-, Alcohol-, and Tobacco-Free Environment and Prevention Program

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products, and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location, and while being transported on district-provided transportation. Students in violation of the district's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. [Board Policy JFCG/JFCH/JFCI](#)

Since drug, alcohol, and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol, and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol, and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol, and tobacco prevention curriculum will be taught annually to all students. [Board Policy IGAEB](#)

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically, and/or legally as a result of illegal drug, alcohol, and tobacco use.

Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need. [Board Policy IGAEB](#)

## Emergency Medical Treatment

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment. [Board Policy EBBA](#)

## Emergency Procedures

Instruction on fire, earthquake, safety threats, and drills for students and staff is conducted for at least 30 minutes each school month. At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. The first emergency evacuation drill will be conducted within the first 10 days of the school year.

At least two drills on earthquakes and two drills for school safety threats will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety. [Board Policy EBCB](#)

Our district uses the following procedures:

### Fire Drills

**Always evacuate when the fire alarm sounds, unless under a Shelter in Place;**

1. If smoke or fire is present, activate nearest fire alarm;
2. Evacuate building immediately, turning off all lights and closing all doors;
3. Decisions for re-entry or re-location will be given by administration.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

### Earthquake Drills

#### **If Indoors:**

1. Take cover under tables, desks or against weight-bearing walls;
2. Cover head with hands and face away from all windows;
3. Wait for 60 seconds after tremors cease;
4. Evacuate building immediately following fire evacuation map;
5. Decision for re-entry or re-location will be given by administration.

#### **If Outdoors:**

1. Move away from buildings, trees or overhead wires;
2. Stay in place for 60 seconds after tremors cease;
3. Report to designated evacuation site, if safe to do so;
4. Decision for re-entry or re-location will be given by administration.

### Standard Operating Procedure (Formally Referred to as 'Lockdowns')

In an ongoing effort to provide a safe and secure learning environment for all students, staff, volunteers and visitors the school district has implemented a Standard Operating Procedure that includes the following actions based on situations that may arise at school or within the community:

- **Hold** is followed by the Directive: "In Your Room or Area" and is the protocol used when hallways need to be kept clear of occupants.
- **Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self-protection.

Throughout the school year each school will conduct a variety of practice drills so that students and staff have an opportunity to learn and practice the correct protocols during an emergency situation. Depending on the nature of the practice drill or the actual emergency situation parents, guardians and visitors may have limited access to the school building during the drill and/or emergency. <http://iloveguys.org> (Visit the website for more information).

If you have questions or concerns about safety drills or practices, please contact your student's school principal.

## Health Screenings

The Woodburn School District will follow the requirements of the law to provide the following health services and screenings. [Board Policy JHCA/JHCB](#)

### Services Available

**Fluoride:** Elementary schools offer a daily fluoride supplement program. Parents can choose to have their students participate.

**Dental Sealants:** Screenings are offered for families that choose to participate for dental health and sealants for grades K,1,2,6.

**Children's Program:** Any student without dental insurance can get dental care through the Children's Program. This is especially useful for students with dental pain. Usually students in pain are seen quickly, within days. Preventive dental care may take a few weeks to get scheduled.

**Tooth Taxi:** The Tooth Taxi comes to the High School campus and occasionally the middle schools. This is not an annual program. It is offered on a less consistent basis.

### Annual Screenings

**Vision Screens:** For Pre-K, 1,3 and 6th graders. Students with glasses should wear them for the screen. Children with glasses need an annual eye exam with the eye doctor. You will get a letter if follow-up is needed.

**Hearing Screens:** For K,1,2 and 7th graders. Parents will be informed of screens that need follow-up with a letter from the school office.

## Insurance

All students who participate in interscholastic athletics in the District must either purchase the student accident insurance or have some other medical insurance plan through the home.

At the beginning of the school year, the District will make available to students and parents a student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the District office. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

In lieu of this insurance, a waiver furnished by the school and signed by parents stating that the student is covered by family insurance must be on file at the student's school.

## Medicine at School

The district recognizes that administering a medication to a student and/or permitting a student to administer their own medication, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hypoglycemia, asthma, or diabetes.

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary in accordance with Board policy, administrative regulations, and the following. [Board Policy JHCD/JHCDA](#)

### **District Administered Medication**

Requests for the District to administer medication shall be made by the parent in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instruction from the physician, if the information above is included.

Written instructions of the parent which includes the information above are required for all requests to administer nonprescription medication. Manufacturer's dosing needs to be followed on Non-prescribed medication.

All medication to be administered by the District is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the District. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication. It is also the parent's responsibility to provide doctors written directions to ensure that the school is informed in writing of any changes in medication instructions.

In the event a student refuses medication, the parent will be notified immediately.

Any error in administration of medication will be reported to the parent immediately and documentation made on the District's Student Medication Incident Report form.

Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the District.

In situations when a licensed health care professional is not immediately available, trained personnel, designated by the district may administer epinephrine, glucagon, or other medications to a student as prescribed and/or allowed by Oregon law.

## **Self-Medication**

Grades K-12: Self-medication of prescription and nonprescription medication may be allowed subject to the following.

A parent/guardian permission form must be submitted for self-medication of all prescription medications. In the case of prescription medications, permission from the prescriber or RN is also required. Such permission may be indicated on the prescription label. Building principal permission is required for all self-medication requests.

Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required.

All prescription and nonprescription medication must be kept in its appropriately labeled, original container.

Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instructions including student permission to self-medicate. Nonprescription medication must have the student's name affixed to the original container.

The student may have in his/her possession only the amount of medication needed for that school day. Sharing and/or borrowing of medication with another student is strictly prohibited.

Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-Injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

## **Release of Students from School**

Students are to remain under the supervision of school staff during regular school hours. A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of their parent or as otherwise provided by law. [Board Policy JEDB](#)

## **Restraint or Seclusion**

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically. [Board Policy JGAB](#)

## Safety and School Closure Notifications

In case of hazardous or emergency conditions, the Superintendent may alter District and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Parents will be notified of closure. You can also find information on Flash Alert,

<http://www.flashalert.net/news.html?id=213> [Board Policy EBCD](#)

## SafeOregon

The Woodburn School District is participating in Safe Oregon, a program created for students, parents, guardians, staff, community members and law enforcement to report and respond to threats to student safety. The goal is to improve student safety by providing schools and communities with a relevant tool for reporting potential threats. All personal information is optional and confidential and all tips go immediately to a tip line technician 24 hours a day, every day of the year. Tips are analyzed and forwarded to designated school staff who can help resolve reported incidents.

If you know of someone who is in immediate danger, dial 911.

For non-emergency safety concerns, submit a tip in one of the following ways:

- **Email:** [tip@safeoregon.com](mailto:tip@safeoregon.com)
- **Phone or text:** 844-472-3367
- **Mobile App:** get it on iTunes or Google Play
- **Submit a form online at:** <https://app.safeoregon.com/>

## Threats, Harassment, Intimidation, Bullying, Violence, etc.

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass, or intimidate another. Additionally, false threats to damage school property will not be tolerated.

Students in violation of the district's Board policy JFCM – Threats of Violence will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability. [Board Policy JFCM](#).

**Hazing, harassment, intimidation, bullying, menacing, cyberbullying, teen dating or domestic violence**, by students, staff, or third parties toward students is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation, bullying, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial

action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy JFCF and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials. [Board Policy JFCF, GBNA,](#)

## Instruction

### Alternative Education Programs

Alternative education program options have been established and approved by the Board to meet the individual needs of students. Students, after consultation with a parent or guardian, may be placed in an alternative education program if the district determines that the placement serves the student's educational needs and interests, and assists the student in achieving district and state academic content standards. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district will also consider and propose alternative education programs for students prior to expulsion or leaving school as required by law. [Board Policy IGBHA](#)

### **In-District Alternative Education Programs**

Examples of alternative education program options are not limited to, but could include:

- Success alternative high school program
- GED program
- Credit recovery at high schools
- Tutorial instruction
- Online courses approved by the district
- Willamette Career Academy
- Expanded Options Program
- Counseling and guidance
- Cooperative work experience and/or supervised work experience, in accordance with the student's educational goals
- Instructional activities provided by institutions accredited by the Northwest Accreditation Commission
- Independent study
- Others as approved by the district

Parents/guardians may request additional in-district alternative education programs by submitting written requests to the building administrator.

### **Non-District Alternative Education Programs**

- Instructional activities provided by other accredited institutions
- Community Service Consortium
- Correspondence and Internet courses
- Others as approved by the district

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent/guardian receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student and/or parent/guardian, there is no obligation to propose or fund a second program.

### **Establishment of Alternative Education Programs**

Proposals from parents/guardians or students for the establishment of an alternative education program shall be submitted in writing to the Superintendent or designee. "Alternative Education Program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs could include the following:

- Goals
- Criteria for enrollment
- Proposed budget
- Staffing
- Location
- Assurance of nondiscrimination

Proposals must be submitted to the Superintendent or designee prior to December 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building administrator or district office for additional information on submitting proposals, the evaluation, and approval process. Individual notification to students and parents/guardians regarding the availability of alternative education programs will be provided when one of the above conditions exists. [Board Policy IGBHB](#)

## Dual Language Immersion

The Woodburn School District mission and vision are central to the implementation of the Dual Language programs in WSD as the District uses multilingualism to provide both opportunities for academic advancement and viable second language learning opportunities to all students in the WSD community. At WSD, our Dual Language system includes a Two-Way Bilingual Immersion program in Spanish and Russian Language Heritage Program. The WSD multi-site Two-Way Bilingual Immersion programs (English/Spanish) and the Russian Language Heritage Program nurture a vibrant Pre-K-12 learning community in which students from diverse backgrounds speak, read and write in Spanish, Russian and

English while participating in multicultural studies and experiences as part of their education.

The program's goals for students are:

- Bilingualism and biliteracy
- High academic achievement in two languages
- Cross-cultural understanding & development of prosocial skills

Students who are not enrolled in one of the dual language programs still have a pathway to bilingualism through the world language pathways in middle and high school. All classrooms, regardless of language of instruction, use instructional practices that develop students' academic skills and academic language. Teachers understand and use instructional strategies that teach for biliteracy. Classrooms, regardless of language instruction, provide ample opportunity for student practice using academic language in the language of instruction. Emergent bilingual students who qualify for English learner services also have access to English Language Development (ELD) The goal of ELD is to grow students' proficiency in English and to provide meaningful access to grade level-content. Students will learn the language they need not only for academics, but also for productive classroom participation and for real-life interactions.

A student or family with questions about these programs should contact the building administrator or a district Language Program Coordinator (LPC). [Board Policy IGBI](#)

## Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures. [Board Policy IGAI](#)

## Expanded Options

The district values the different learning needs of students and offers some online learning options. Students apply to take online, eligible post-secondary courses through the district's Expanded Options Program. If a student wishes to receive credit toward graduation, the student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Expanded Options Program. [Board Policy IGBHE](#)

## Program Exemptions

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. All such requests should be directed to the building administrator by the parent/guardian in writing and include the reason for the request.

On written application of parents/guardians, students may be excused from planned instruction. An alternative program or learning activity may be provided to the excused student. [Board Policy IGBHD](#)

## Special Education

A continuum of services and options have been developed to meet the unique educational needs of students with disabilities. Special education is specifically designed for students may require specially designed instruction, curriculum, and instructional modifications, or other accommodations in order to benefit from school. If you are concerned about your student having difficulty learning in the same way as their peers, talk with the teacher, counselor, or your school principal. [Board Policy IGBAJ](#)

### Child Find

Woodburn School District is responsible for locating, evaluating and serving children who have needs in the area of cognitive, motor, social, behavior, speech/language, hearing or vision from birth through 21 years of age. For children birth to five years old suspected of having needs in one or more of the areas listed above, contact Willamette Education Service District at 503-363-5787. For children already enrolled in Woodburn Public Schools, please contact your school counselor if you suspect your child has a need in one of these areas.

If you know of any child who may have needs in the above areas, or if you have other questions about services, contact the Director of Student Services, at 503-982-4279.

[Board Policy IGBA, IGBAH](#)

### Services

Each school has a team to address the needs of students with disabilities, whether the student qualifies for an IEP (Special Education) or a 504 Plan. A plan is developed to identify the characteristics of the disability and establish ways to address the needs of the student. The team is required to meet annually, but may need to meet more frequently depending on the student. [Board Policy IGBAF](#)

### Complaints

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district's services, activities, or programs to a student, should be directed to the Director of Student Services at 503-982-4279. [Board Policy ACA, IGBAG](#)

# Special Programs

## **Title I Services**

All schools in our district provide special services for learners under Title I. Families are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notifications will be provided of meetings held to inform parents of the school's participation in the requirements of Title IA. All schools will provide information and proper notice as required by law. Students or parents with questions should contact a building administrator [Board Policy IGBC](#)

## **Talented & Gifted Program**

### **Identification of Talented and Gifted Students**

The district is committed to an educational program that recognizes, identifies and serves the unique strengths and needs of students identified as talented and gifted. Talented and gifted students demonstrate exceptional performance when compared to applicable developmental or learning progressions, with consideration given for variations in student's opportunity to learn and to culturally relevant indicators of ability. A parent may appeal the identification process and/or placement of their student in the district's TAG program. The district's TAG program and service options will be developed and based on the individual needs of the student. Questions or concerns regarding TAG identification and/or services should be directed to building administration or TAG coordinator. [Board Policy IGBB](#), [IGBBA](#), and [IGBBC](#)

# General Policies

## Assessment Program

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure students' academic growth and achievement on academic content standards.

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the students and families. The district shall provide supervised study time for students who opt-out of participating in the assessment. [Board Policy IL](#)

## Damage to District Property

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the district will notify the student and parent/guardian. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed. In accordance with the law and with Board policy, certain restrictions and/or penalties may be imposed. [Board Policy ECAB](#)

## Distribution of Material

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and building administrator. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a nonstudent without the approval of the administration. If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. A nonapproval may be appealed to the superintendent. If the material is not approved by the superintendent within three days is considered nonapproved. This nonapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint. [Board Policy IB, IGDB, KJA](#)

## Graduation Requirements

The Board establishes graduation requirements for the awarding of a standard high school diploma, a modified diploma, an extended diploma, certificate of attendance, which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, certificate of attendance, or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma, or certificate of attendance is contingent on the IEP team determining the student's continued eligibility and special education services are needed. [Board Policy IKF](#)

## Parental Involvement

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the district asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The superintendent newsletter published monthly, district website, building newsletters, parent/family nights, conferences, and site council meetings provide opportunities for learning more about the district;
3. Become a district volunteer. For further information, contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.
5. Engage in opportunities to share your perspective through various committees, surveys, etc. The district is committed to reaching and listening to student and community voice.

## Parental Rights

The Board recognizes the importance of promoting parent/guardian input in decision making related to student health and general well-being, in determining district and student needs for educational services, in program development, and district operations. The district affirms the right of parents/guardians, upon request, to inspect the following: surveys created by third parties, instructional materials used by the district as part of the educational curriculum, or any instrument used in the collection of personal information from students.

As provided by law, parents/guardians of district students will also, upon request, be permitted to excuse their student from "covered activities" as defined by ESSA. The rights provided to parents/guardians, transfer to the student when the student turns 18 years old, or is an emancipated minor under applicable state law. [Board Policy KAB](#)

# Student Education Records

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and district official responsible for education records.

"Education records" are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker. [Board Policy JO/IGBAB, JOA, JOB](#)

## **Access/Release of Education Records**

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age, unless the district is provided evidence that there is a court order or parental plan, state statute or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 years of age or older), may inspect and review education records during regular district hours. [Board Policy JECAC/GBH](#)

## **Provision for Hearing to Challenge Content of Education Records**

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The principal or designated representative;
  - b. A member chosen by the eligible student or student's parent(s); and
  - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses, and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed, or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records Board policy and administrative regulation may be obtained by contacting the office.

## **Requests for Education Records**

The district shall, within 10 days of a student seeking initial enrollment or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education record.

## **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any Education Service District (ESD) records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

# Student Searches

District officials may search the student, their personal property, and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, school rule, or Student/Parent Handbook may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate. [Board Policy JFG](#)

## Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the building administrator or designee will be present, when possible. An effort will be made to notify the parent/guardian of the situation.

Parents/guardians are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents/guardians. [Board Policy KN, JHFE](#)

# Student Behavior and Conduct

## Attendance and Absences

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the building administrator will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12<sup>th</sup> grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine. [Board Policy JEA](#)

### Absences and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Student is a dependent of a member of the U.S. Armed Forces<sup>1</sup> who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments. Confirmation of appointments may be required;
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible. [Board Policy JED](#)

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations. [Board Policy JEFB, IGBHD](#)

A student who must leave school during the day, must bring a note from their parent. A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The school nurse or designee will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening.

## **Truancy**

A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, and/or ineligibility to participate in athletics or other activities and/or privileges. [Board Policy JEDA](#)

## Community Use of District Facilities

Private groups and organizations may be permitted to use district facilities and equipment in a manner that is not in conflict with Oregon Revised Statutes or with regular use of the district programs and services, and which is fiscally possible. School-sponsored activities shall have first priority. Approval of use of a facility by an organization for non-school purposes will not constitute endorsement of the organization by the district, nor does it constitute approval or endorsement by the district of the beliefs or purposes espoused by the organization. [Board Policy KG](#)

## Computer Use

Students may be permitted to use the district's electronic communications system for personal use, in addition to official district business consistent with Board policy, the general use prohibitions/guideline/etiquette, and other applicable provisions set forth in administrative regulations. [Board Policy IIBGA](#)

The district's electronic communications system meets the federal Children's Internet Protection Act (CIPA) requirements.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized

purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law; school administrators may routinely review user files and communications. Files and other information, including e-mail, sent, received, generated, or stored on district servers are not private and may be subject to monitoring.

By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Families must read and agree to assist my child in understanding and abiding by Woodburn School District's Acceptable Use Agreement. Please see the district's Responsible User Agreement on the district website or through the following address:  
<https://tinyurl.com/ENWSDRUA>

The District provides information to third parties under COPPA including Google Apps for Education. Information provided to third parties will be limited to a student's name, username, district provided email address and password, district identification number, and birthdate.

Some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the Woodburn School District to restrict access to all controversial and objectionable materials.

Improper or inappropriate use of technology equipment and the district system by students may result in revocation of their technology privileges and the imposition of school discipline, criminal penalties, or civil penalties.

Families are financially liable for misuse of the Woodburn School District equipment and technology system.

## Conduct

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

### **Student Code of Conduct**

The district has authority and control over a student at school during the regular school day, including during any school-related activity regardless of time or location and while being

transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion, denial, and/or loss of awards and privileges and/or referral to law enforcement officials for the following (including but not limited to):

- Assault
- Hazing, harassment, intimidation, menacing, cyberbullying, bullying, teen dating violence, or domestic violence
- Coercion
- Violent behavior or threats of violence or harm
- Disorderly conduct, false threats, and other activity causing disruption of the school environment
- Bringing, possessing, concealing, or using a weapon
- Vandalism/malicious mischief/theft, including willful damage or injury to district property, or to private property on district premises or at school-sponsored activities
- Sexual Harassment
- Possession, use, distribution, sale of tobacco products or inhalant delivery systems, alcohol, or unlawful drugs, including drug paraphernalia, on or near district grounds or while participating in school-related activities
- Use or display of profane or obscene language
- Disruption of school environment
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
- Violation of district transportation rules
- Violation of law, Board policy, administrative regulation, school, or classroom rules

Additionally, regarding weapons, under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed, or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine, and forfeiture of firearm and/or other dangerous weapon or both.

In regard to tobacco, alcohol, or drugs, and in accordance with Oregon law, any person under age 21 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.785. Any person who distributes, sells, or allows to be sold, a tobacco product in any form, a tobacco-burning device, or an inhalant delivery system, to a person under 21 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904. [Board Policy JFC, JBA/GBN, JFCF, JFCG/JFCH/JFCI, JFCJ, JFCM](#)

## **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

- The right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others
- The right to attend free public schools, the responsibility to attend school regularly, to observe school rules essential for permitting others to learn at school, and to put forth best effort to maximize learning potential
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure their rights
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights
- The right to assemble informally; the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others
- The right to privacy, which includes privacy with respect to the student's education records
- The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior [Board Policy JF/JFA](#)

## **Conduct on District Transportation**

See Transportation of Students section for additional conduct on district transportation.

## **Discipline/Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol-and/or tobacco-related offenses, or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement. [Board Policy JG](#)

## **Detention**

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, 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. [Board Policy JGB](#)

## **Discipline of Students with Disabilities**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, the time, and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others. [Board Policy JGDA/JGEA](#)

## **Expulsion**

Students may be expelled for any of the following circumstances: when a student's conduct poses a threat to the health or safety of students or employees; when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

- Nonaccidental conduct causing serious physical harm to a student or employee;
- When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
- When the expulsion is required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing, or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student, and parent rights and alternative education provisions as required by law as part of the expulsion process. [Board Policy JGE](#)

## **Suspension**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: willful violation of Board policies, administrative regulations, or school rules; willful conduct which materially and substantially disrupts the rights of others to an education; willful conduct which endangers the student, other students, or staff members; or willful conduct which damages or injures district property.

The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty. [Board Policy JGD](#)

## **Dress and Grooming**

The Woodburn School District recognizes the right to free expression and the value of diversity, including the diversity in dress and general appearance. The purpose of dress and grooming guidelines is to ensure that students are not distracted and are able to focus on learning. Students have the right to a nondisruptive, safe, and healthy educational environment at school.

Unacceptable clothing includes, but is not limited to any clothing that promotes products or activities that are considered inappropriate in the school setting; becomes a safety hazard; is unsanitary or conflicts with health considerations.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards and may be denied the opportunity to participate if those standards are not met. Failure to follow the above guidelines may result in corrective action which may include being sent home to change. [Board Policy JFCA](#)

## Gangs/Secret Societies

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities, and a student's ability to meet curriculum and attendance requirements.

A "gang" is defined as any group that identifies itself through the use of a name, unique appearance, or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations, and athletics; to discuss with staff and district officials the negative consequences of gang involvement; to seek the assistance of counselors for additional guidance and district; and to access community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (i.e., gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies. Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

[Board Policy JFCEA, JFCM](#)

## Media Access to Students

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. [Board Policy JOA](#)

## Personal Electronic Devices and Social Media

Student possession or use of personal electronic devices on district property, in district facilities during the school day and while the student is in attendance at school-sponsored activities may be permitted subject to the limitations set forth in board policy and consistent with any additional school rules as may be established by the building principal and approved by the superintendent. A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, and/or displaying information and data.

Students may not access social media websites using district equipment, while on district property, or at district-sponsored activities, unless the access is approved by a district representative.

Students permitted to possess a personal electronic device are prohibited from using the device during class time. The device shall be turned off during instructional or class time, during passing times between classes, or at any time where such use of the device would cause a disruption of school activities. Devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the building administrator or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

The district will not be liable for personal electronic devices brought to district property and district activities. The district will not be liable for information or comments posted by students on social media websites, when the student is not engaged in district activities, and not using district equipment.

Students found in violation of the personal electronic device use and possession prohibitions of Board policy, JFCEB – Personal Electronic Devices and Social Media, or any rules established by the building administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

The district will not be responsible for the loss of, or damage to, personal property. [Board Policy JFCEB](#)

The State of Oregon now requires all K–12 public schools in Oregon to prohibit the use of personal electronic devices during the instructional day. School districts must adopt policies aligned with this order by October 31, 2025, with full implementation by January 1, 2026 at the latest. Even though full implementation isn’t required until January 1, 2026, the Woodburn School District will begin implementation effective at the start of the 2025-26 school year.

Executive Order 25-09 aims to help foster student learning, well-being, and belonging by reducing distractions and promoting healthy, focused school environments. It requires school districts to adopt policies that restrict student use of personal electronic devices during the school day, with specific provisions to ensure equitable and supportive implementation.

Personal Electronic Device means any portable, electrically powered device that is capable of: making and receiving calls, making and receiving text messages, accessing the Internet independently from the school's network infrastructure. This includes devices such as cell phones, smartphones, smartwatches, and other portable, internet-enabled devices capable of texting, calling, or accessing the internet independently. Personal Electronic Devices do not include laptop computers or other technology explicitly required to support academic instruction or learning accommodations.

There may be exceptions to the policy based on medical necessity, when use is part of a care or treatment plan ordered by a licensed medical provider, an Individualized education plans (IEPs) or Section 504 plans, when use is required for access or accommodation, or for approved exemptions, based on district-developed guidelines that allow administrators to consider a student's individual needs or specific educational outcomes.

More information can be found here:

<https://www.oregon.gov/ode/educator-resources/teachingcontent/Documents/Personal%20Electronic%20Device%20Policy%20Frequently%20Asked%20Questions.pdf>

## Reports to Student and Parent/Guardian

The district feels it is important that teachers have as much accurate knowledge of student achievement as possible to assess students' needs and growth; thus, a sharing of information among parent, teacher and student is essential. Written reports of student grades and progress reports shall be issued to parents at least annually, informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Grades and progress reports will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria.

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. [Board Policy IK, IKA](#)

## Student/Parent Complaint Procedures

### Public Complaint Procedure

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The district's complaint procedure is on the district's website.

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint.

If the complaint is not resolved, within 10 working days of the meeting with the administrator, the complainant, if they wish to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint, and to hear and

evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair on behalf of the Board. Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district, or a person who resides in the district, may appeal the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023. [Board Policy KL](#)

### **Discrimination Complaint Procedure**

A student and/or parent with a complaint regarding possible discrimination on any basis protected by law should contact Nikki Tucker, Director of Human Resources and Title IX Coordinator. [Board Policy AC, JB](#)

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Reconsideration of Instructional Materials" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent. The complainant may appeal the superintendent's decision to the Board, whose decision will be final. [Board Policy IIABB](#)

### **Placement/Enrollment of Students Experiencing Homelessness Complaints**

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations. [Board Policy JECBD](#)

## **Sexual Harassment Complaints**

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members, or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program.

The district's sexual harassment policy is posted on the district's website and in all grade 6 through 12 schools.

All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties shall include:

- A demand or request for sexual favors in exchange for benefits;
- Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and
- Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

All complaints or reports about behavior that may violate this policy shall be promptly investigated. Confidentiality will be maintained.

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official so that the district official (and the reporting staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure protection and promotion of a non-hostile environment. This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions that are necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be

no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, and Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent. [Board Policy JBA/GBN and JBA/GBN-AR 1 and AR 2](#)

### **Staff Sexual Conduct with Students Complaints**

Sexual conduct by district employees, contractors, agents, and volunteers will not be tolerated. All district employees, contractors, agents, and volunteers are subject to [Board policy JHFF/GBNAA](#) – Reporting Requirements Regarding Sexual Conduct with Students.

The district will post in each school building the name and contact information of the licensed administrator designated for each school building to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at the district office is Nikki Tucker, Director of Human Resources. In the event this person is the suspected perpetrator, the superintendent shall receive the report. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report. [Board Policy JHFE](#)

## **Vehicles/Bicycles/Skateboards on Campus**

Certain school regulations governing vehicle use are necessary due to parking and traffic patterns; closed campus policies; protection of vehicles; and the responsibility of school officials, as well as the desire on the part of parents, to know the whereabouts of students during the school day.

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that they hold a valid driver's license, the vehicle is currently registered, and that the student driving the vehicle is insured under a motor vehicle liability insurance policy. [Board Policy JHFD](#)

In applying for a parking permit student will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule, and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the building principal or designee for violations of Board policies, administrative regulations, or school rules. [Board Policy JHFDA](#)

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law. Skateboards/Rollerblades/Scooters or similar devices are prohibited on district property during school hours unless special permission is given by the building administrator for a specific activity. Use of skateboards/rollerblades/scooters on district property during non-school hours is at the user's risk. [Board Policy JHFCA](#)

The district assumes no liability for loss or damage of personal property, including vehicles, bicycles, or skateboards, or to injuries caused in the use of them.

# Required Annual Notice for Families

Woodburn School District is required to give the following information to families once each year. At our website, please read the full text about the following topics:

- (1) distribution of directory information from your student's education records
- (2) family and student rights regarding student records
- (3) release of information to military and college recruiters
- (4) the Protection of Pupil Rights Amendment
- (5) families' right to know about teacher qualifications in Title I schools
- (6) distribution of information from non-school groups
- (7) annual restraint and seclusion report

Below, you'll find a highlights of each topic

## 1. Directory information

Woodburn School District may disclose appropriately designated directory information unless you notify the district in writing.

Directory information allows Woodburn School District to include certain types of information from your child's education records in school publications, the website, and social posts.

Woodburn School District has designated the following as directory information:

- Student's name
- Student's address
- Student's telephone number
- Student's school electronic address
- Student's photograph
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- Major field of study
- The most recent and previous school or program attended

## 2. Student records: Annual notification of rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students certain rights with respect to the student's education records. These rights are:

A. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

### 3. Release of student information to military and college recruiters

The No Child Left Behind Act of 2001 requires school districts to provide, upon request, the names, addresses and phone numbers of juniors and seniors to military recruiters and colleges or universities.

If you do not want the school district to provide information about your student to either the military or colleges or universities, you have an opportunity to opt out.

### 4. Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

5. Upon the request of a parent, a Title I school must disclose information about the qualifications of classroom teachers. A list of information can be found in the full text on our website.

### 6. Distribution of Information from non-school groups:

Under Board Policy and Administrative Directive, schools may distribute information from certain non-WSD groups.

### 7. Annual Restraint and Seclusion Report

Woodburn School District completes an annual report detailing the use of physical restraint and seclusion for the preceding school year.

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