



DIVERSE IN CULTURE;
UNIFIED IN MISSION

WOODBURN SCHOOL DISTRICT STAFF HANDBOOK

Department of Human Resources
Woodburn School District

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

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

Contact:

Michelle Murer Coordinator, Title II & Section 504: 503-981-2726 mmurer@woodburnsd.org
Casey Woolley Coordinator, Title IX: 503-981-2702 cwoolley@woodburnsd.org

WELCOME

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

The material covered in this staff handbook is not exhaustive, but is intended as a general guide to the rules, regulations, rights and responsibilities of Woodburn employees. A comprehensive publication of board policies and regulations are provided in the School Board Policy Handbook, Sections A-L, which is available online at www.woodburnsd.org. While not all policies are listed here, it is your responsibility to review and understand all of the District policies.

This staff handbook may be superseded by official board policy, state or federal law and a collective bargaining agreement.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

For your convenience the district administrators are listed below.

Administrators

District Office

Superintendent	Juan Larios
Director of Business & Human Resources	Sarah Bishop
Director of Teaching and Learning	Chrissy Chapman
Director of Student Services	Michelle Murer
Director of Human Relations	Casey Woolley

Principal – High School

Woodburn High School & Success High School	Dulce Nash
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Principals – Middle & Elementary Schools

French Prairie Middle School	Aaron Kerns
Valor Middle School	Ana Hansen
Heritage Elementary School	Sherrilynn Rawson
Lincoln Elementary School	Teresa Alfaro
Nellie Muir Elementary School	Peter McDougal
Washington Elementary School	Alfredo Belanger

WOODBURN SCHOOL DISTRICT BOARD OF DIRECTORS



Debbie Ballweber

Titles: Board Chair, Position 2, July 2025 - June 2029

Email:

debbie.ballweber@woodburnsd.org



Michael Vasquez

Titles: Board Member, Position 1, Term: July 2025 - June 2027

Email: mvasquez@woodburnsd.org



Anabel Hernandez-Mejia

Titles: Board Member, Position 3, July 2025 - June 2029

Email:

ahernandez-mejia@woodburnsd.org



Rosie Burkoff

Titles: Board Vice-Chair Member Position 4, July 2023 - June 2027

Email:

rosie.burkoff@woodburnsd.org

Phone Numbers:

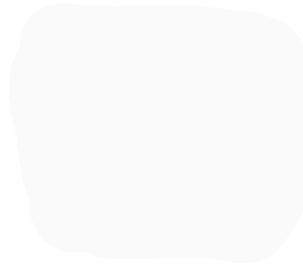
Mobile: 971-570-4622



Ryan Beyer

Titles: Board Member, Position 5, July 2025 - June 2029

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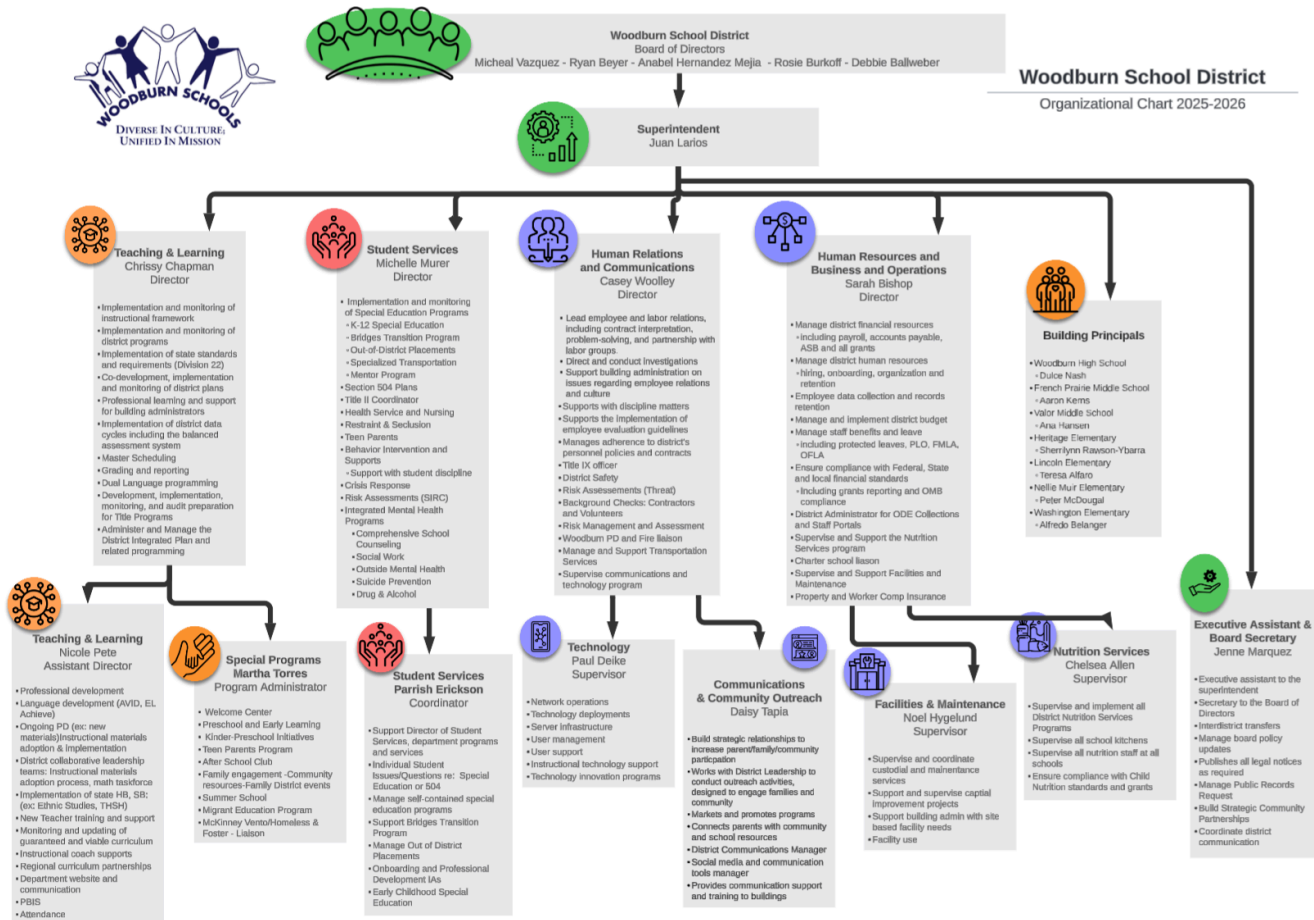


Board Policies

Staff are responsible for adhering to all Board policies. Policies can be found on the District website. These include but are not limited to, student discipline, safety, and conduct

<https://policy.osba.org/woodburn/index.asp>

WOODBURN SCHOOL DISTRICT ORGANIZATIONAL CHART



THE STRATEGIC PLAN

Woodburn School District

STRATEGIC PLAN

2026-2029



MISSION

Our promise is to engage, inspire, and prepare each student to learn, lead, and contribute towards an equitable community, both local and global.

VISION

Woodburn School District is a diverse, multilingual, and equitable community of learners where each student is supported and prepared to succeed.

VALUES

Accountability
Equity
Family
Community
Lifelong Learning
Multilingualism
Cultural Diversity

www.woodburnsd.org

Plan Adopted 6.23.2026

GOALS & OBJECTIVES



1 Each student will graduate prepared to pursue college, career options, and success in life

Each Woodburn student will:

- Demonstrate proficiency in all state academic areas
- Have the opportunity to become bilingual and biliterate
- Have access to and be supported in career-connected learning
- Have a clear understanding, exploration of, and support for all post-secondary pathways
- Graduate on time and with a plan



2 Foster our culture of belonging, engagement, and partnerships

- Each student will regularly attend school on time and ready to learn
- The district will engage families and community partners as active participants in school and district activities, decision-making, and the shared support of student growth
- Each student will receive support to practice ownership of their social, emotional, and educational growth
- Students and staff will cultivate a culturally inclusive community within their school



3 Strengthen our stewardship of public resources and community trust

- WSD will ensure quality district facilities for current enrollment, anticipated future growth, and educational needs
- WSD will allocate financial and human resources with transparency and integrity, aligning expenditures equitably to support district's mission, vision, values, and goals
- WSD will recruit, hire, develop, and retain quality staff, reflective and supportive of our student community



Attendance/Absences/Punctuality

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

Unpaid or non-paid leave is not allowed unless approved in advance by the Director of Human Resources.

Sick leave may be used for personal illness or injury and may be used for the illness of your child living in your household. Under Oregon Sick Leave Law, you can take sick leave for the care of a spouse or other qualifying family member under OFLA leave family member definition.

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

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

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

Staff members unable to report to work for any reason must enter their leave in the absence management system either online or by phone by 6:30 AM.

Absence Management System by phone: 1-800-942-3767

Absence Management System online: www.aesonline.com

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

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

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

Comp Time and Flex Time

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

For Classified Staff ([Per CBA](#)):

All hours worked that are in excess of eight (8) in one day or forty (40) in the designated work week shall be paid at one-and-one-half (1 1/2) times the employee's regular rate of pay. The parties recognize that the provisions of the Fair Labor Standards Act (FLSA) apply to all employees in the bargaining unit.

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

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

For Licensed Staff ([Per CBA](#)):

As part of their professional responsibilities, educators are expected to attend up to two (2) school events outside their regular workday, such as Open House, Graduation or similar activity designated by the principal that all staff are required to attend. Such school events shall receive trade time off on an hour-for-hour basis. The scheduling of such time off is to be arranged with the building principal. Educators will be notified by October 1 of which school events will qualify for trade time.

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

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

Mandatory and Suggested Trainings

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

All new employees must complete the mandatory training by the end of the day on their first day of work.

Each school year, all staff will complete all mandatory training by October 31st.

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

Incident/Injury Report

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

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

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

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

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME



OREGON FAMILY LEAVE

You can take time off for pregnancy disability, bereavement, or to provide home care for your child under the Oregon Family Leave Act (OFLA).



- ▶ **This time is protected, but generally unpaid unless you have vacation, sick, or other paid leave available.** While on OFLA leave, your employer must let you use any vacation, sick, or other paid leave you have accrued. OFLA leaves are separate from Paid Leave Oregon benefits.
- ▶ OFLA applies to employers with 25 or more employees in Oregon.
- ▶ To be eligible, you must have worked an average of at least 25 hours per week for 180 days. A gap in employment or a removal from the schedule for up to 180 days does not count against eligibility. (Different requirements apply during a public health emergency.)
- ▶ You can take up to 12 weeks of time off per year for:
 - » Providing care to your child related to an illness, injury or conditions that requires home care or when your child's school or child care provider is closed as a result of a public health emergency.
 - » Bereavement (up to two weeks) for the death of an individual related by blood or affinity (up to a maximum of four weeks total per year).
 - » Pregnancy disability leave. In addition to leave for the other reasons listed here, you can take up to 12 additional weeks of time off per year for pregnancy disability before or after the birth of child or for prenatal care.
- ▶ Your employer must continue to provide the same health insurance benefits as if you continued working. When you come back, you must be returned to your former job or a similar position if your old job no longer exists.
- ▶ Military family leave (up to 14 days) is also available if your spouse is a service member who has been called to active duty or is on leave from active duty.

CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-245-3844
Email: BOLI_help@boli.oregon.gov
Web: oregon.gov/boli
Se habla español.



OREGON LAWS
Protect You At Work

July 2026 - June 2027

Identification Badges

All employees are to wear their ID badges while at work. This assists students and staff members to identify those adults who belong on campus and those who may need to be directed to the school office. Replacement badges may be replaced at a charge of \$10. Badges are issued and replaced in the Human Resources Office.

Resuscitation

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

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

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

Breaks/Lunch (Per CBA)

Employees shall receive a 15-minute break as close to the middle as conveniently possible of each continuous work period lasting the greater part of four (4) hours. Such breaks shall be scheduled by the employee's immediate supervisor.

A non-paid meal period of no less than thirty (30) minutes in duration or greater than one (1) hour in duration shall be allowed for all employees who work more than five (5) hours per day. The District may, at its discretion, also schedule a non-paid meal period for employees who work more than three (3) hours per day.

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

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

Care/Use of District Property

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

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

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

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

Classroom Security

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

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

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

Contracts and Compensation

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

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

Investment Options

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

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

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

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

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

Comprehensive information is available online at

<https://www.woodburnsd.org/departments/business-office/payroll>

Dismissal of Classes

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

Keys

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

1. The duplication of keys is prohibited
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.

4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery or the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed.
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours.
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued in the amount that it costs the District to rekey the applicable building or area.

Leaving the Building

All staff are required to check out/in with the office when leaving the building during the work day. This will enable office staff to respond appropriately in the event of messages and emergency situations that may arise.

Mail, Email and Delivery Services

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

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

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

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

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

Meetings

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

Purchase Orders

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

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

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services more than \$25,000. All other purchases are subject to the Board's policy governing Bidding Requirements and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the Director of Business for details.

Release of General Staff Information

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

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

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

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

Retirement

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

Student Withdrawal from School

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

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

Vacancies/Transfers

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

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

CURRICULUM & INSTRUCTION

Homework

Teachers may assign homework, which increases in complexity with the maturity or grade level of the student. It is one means of teaching the necessary skills of independent study and learning for present and future use. It also helps develop students as independent learners and reinforces the study skills written into each curriculum area.

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

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

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

Instructional Materials

Instructional materials are adopted on a 7 year cycle following the Oregon Department of Education's instructional materials adoption cycles. Oregon requires all public school districts to select and adopt high-quality, research-based materials for instruction for identified core content areas. Oregon school districts follow a "State Board of Education Adopted Materials" or "Independent Adoption" process to choose the curriculum. For more information see [ODE's website](#).

Teachers are expected to implement adopted instructional materials as intended by the publisher, consistent with the materials' design, instructional sequence, and guidance. At the district level, however, the district may determine how adopted instructional materials are implemented across schools and programs to best meet local instructional priorities, student needs, and district goals. Such district-level decisions may differ from the publisher's recommended implementation approach.

Lesson Plans

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

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

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

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

Make-Up Work

A student who has an excused absence from class is to be permitted to make up assignments they have missed. The student is expected to make arrangements with the teacher on their first day back in class for the work missed due to absence. Parents may contact the teacher or office to arrange for the collection of homework assignments for a student who will be absent several days.

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

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

Staff Development

The District recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Staff participation in professional growth activities and the implementation of new learning is expected.

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

All requests for district payment of college coursework tuition require prior approval. Tuition Reimbursement Forms are available on the Human Resources “Forms” web page.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of a substitute teacher, availability of funds, consistency with district and building goals and job assignment. Requests require prior building principal approval. Conference Request Forms on the Business Office “Accounts Payable” web page.

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

PROFESSIONAL RELATIONSHIP

Conferences

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

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student. Conferences should provide students with the opportunity to share their learning and goals with their family.

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

Staff Involvement in Community Activities

Staff are encouraged to include opportunities for students to cultivate community relationships leading to service learning that supports their academic and life goals. The district also encourages all staff to participate in community activities which have the improvement of the general welfare of the community and build relationship with community partners.

Staff/Parent Relations

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

Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent. Staff should look for the legal documents icon in PowerSchool for information about non-custodial parent rights.

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

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

STAFF CONDUCT

Responsible User Agreement :: Staff Acknowledgement

Find the full version of the Responsible User Agreement for Staff at Woodburn School District at our website or at:  ** English version :: 2026-2027 Woodburn Responsible User Agreement (staff only)

I have read and will abide by the device Responsible User Agreement. I further understand that any violation of the agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and district/school disciplinary action and/or appropriate legal actions may be taken.

Woodburn School District Staff Pledge for Device Use

- * I will never leave the device unattended.
- * I will never loan out my device.
- * I will keep food and beverages away from my device.
- * I will not disassemble my device or attempt any repairs.
- * I will use my device in ways that are appropriate and meet Woodburn School District expectations.
- * I will not deface the serial number or device label.
- * I understand that my device is subject to inspection at any time without notice and remains the property of the Woodburn School District.
- * I will follow the policies outlined in the device Responsible Use Agreement while in and out of school.
- * I will file a police report in cases of theft and vandalism.
- * I will be responsible for all damage or loss caused by neglect or abuse.
- * I will return the device and power cord in good working condition.
- * I will protect my personal information and that of others in the school district.
- * I will protect student information by following the protocol for the adoption and implementation of third party applications.

In the case that you do not agree with the stipulations above, please state so in a letter to the technology department by September 15 of each year you are employed at Woodburn School District. In the case of employment after September 15, please submit this letter within two weeks of employment. The letter should be addressed to Woodburn's ITS Department: 1390 Meridian Drive; Woodburn OR 97071 and should include the following:

- Your name
- A statement acknowledging your desire to forgo your use of portable district technology
- Your signature

Oregon Administrative Rules-Licensed Educators

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

<https://www.oregon.gov/tspc/rules/pages/tspc-oar.aspx>

All staff are expected to adhere to the same ethical standards as outlined in the Teacher Standards and Practices Commission¹ (TSPC) Standards for Competent and Ethical Educators.

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=2634>

For reference, staff may find Oregon Revised Statutes Chapter 339 — School Attendance, Admission, Discipline, Safety here: https://www.oregonlegislature.gov/bills_laws/ors/ors339.html

Staff Conduct On and Off Duty

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

Staff Dress & Grooming

Staff Dress & Grooming All staff are expected to wear professional dress for work that is in good taste and suitable for the job at hand. For example, as adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

¹ TSPC – www.oregon.gov/TSPC

TEACHER LICENSURE

Oregon Teacher Standards and Practices Commission

For up-to-date teacher licensing information go to Oregon Teacher Standards and Practices Commission (TSPC) website at www.oregon.gov/tspc. You can view your licensure status by clicking on “Educator Lookup” and typing in your name, SSN and date of birth. To contact TSPC for assistance with license renewals, email them at online.tspc@oregon.gov

Professional Development Units

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

- 1. Approved College Course Work**
- 1 quarter hour = 20 PDUs
1 semester hour = 30 PDUs

Courses may include undergraduate or graduate level germane to the educator's current assignment and professional goals.

- 2.
- Approved Workshops / Conferences**
- 1 hour = 1 PDU

Workshops and conferences that are germane to the educator's current assignment and professional goals.

- ### 3. Curriculum / Assessment Alignment to District and State Standards:

- | | |
|---------------------------------|----------------|
| a. Annual Work Plans | 1 hour = 1 PDU |
| b. Assessment Development | 1 hour = 1 PDU |
| c. Curriculum Backloading | 1 hour = 1 PDU |
| d. Vertical Alignment | 1 hour = 1 PDU |
| e. Program Development/Revision | 1 hour = 1 PDU |
| f. Curriculum Design | 1 hour = 1 PDU |

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

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

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

a. Action Research	Maximum 30 PDUs
b. Analysis of Instruction (video, lesson design, etc.)	Maximum 10 PDUs
c. Study Groups	1 hour – 1 PDU
d. Reflection Journal	Maximum 10 PDUs
e. Peer Coaching	1 hour – 1 PDU

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

5. Professional Growth Activities:

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

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

APPENDIX A



Woodburn School District Hepatitis B Vaccination Notification

Name: _____

Position: _____

Work Site: _____

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

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

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

Signature

Date

IN AN EMERGENCY TAKE ACTION



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

OCCUPANTS

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

STAFF

Close and lock door
Account for occupants and staff
Do business as usual



SECURE! Get inside. Lock outside doors.

OCCUPANTS

Return inside
Do business as usual

STAFF

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



LOCKDOWN! Locks, lights, out of sight.

OCCUPANTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Account for occupants and staff
Prepare to evade or defend



EVACUATE! (A location may be specified)

OCCUPANTS

Evacuate to specified location
Bring your phone
Instructions may be provided about retaining or leaving belongings

STAFF

Lead evacuation to specified location
Account for occupants and staff
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

OCCUPANTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

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

STAFF

Lead safety strategy
Account for occupants and staff
Notify if missing, extra or injured people