

# 2023-24

Salem-Keizer Public Schools

AUBURN  
BATTLE CREEK  
BRUSH COLLEGE  
BUSH  
CANDALARIA  
CHAPMAN HILL  
CHAVEZ  
CLEAR LAKE  
CUMMINGS  
ENGLEWOOD

## ELEMENTARY PARENT **handbook**



EYRE  
FOREST RIDGE  
FOUR CORNERS  
GRANT  
GUBSER  
HALLMAN  
HAMMOND  
HARRITT  
HAYESVILLE  
HIGHLAND  
HOOVER  
KALAPUYA  
KEIZER  
KENNEDY  
LAMB  
LEE  
LIBERTY  
MCKINLEY  
MILLER  
MORNINGSIDE  
MYERS  
PRINGLE  
RICHMOND  
SALEM HEIGHTS  
SCHIRLE  
SCOTT  
SUMPTER  
SWEGLE  
WASHINGTON  
WEDDLE  
WRIGHT  
YOSHIKAI

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# 2023-2024 SCHOOL YEAR

## CALENDAR OF EVENTS

Sep 5	First Day of School - Grades 6 & 9
Sep 6	First Day of School - Grades 1-5, 7, 8, 10-12
Sep 13	First Day of School - Kindergarten
Oct 13	No school - Statewide Inservice
Nov 1-3	No school - Fall Conferences
Nov 10	No school and district offices are closed
Nov 22-24	No school - Thanksgiving break
Nov 23-25	District offices are closed
Dec 15	No school - Grading Day
Dec 18-Jan 1	No school - Winter Break
Dec 25-26	District offices are closed
Jan 1	District offices are closed
Jan 15	No school and district offices are closed
Feb 2	No school - Grading Day
Feb 19	No school
Mar 21-22	No school - Spring Conferences
Mar 25-29	No school - Spring Break
May 3	No school - Grading Day
May 27	No school and district offices are closed
Jun 5-7	High School Graduation
Jun 13	Last day of School - Grades K-5
Jun 14	Last day of School - Grades 6-11
Jun 19	District offices are closed

## ELEMENTARY PROGRESS REPORT/CONFERENCE SCHEDULE

### FALL PROGRESS REPORT CONFERENCES & GRADING DAY

- Fall parent-teacher conferences are November 1 & 2, 2023. Students will not attend school.
- Conferences will be scheduled for all students.
- Grading day is December 15, 2023. Students will not attend school.
- Progress Reports will be sent home with students in January.

### SPRING PROGRESS REPORT CONFERENCES & GRADING DAY

- Spring parent-teacher conferences and grading day are March 21, 2023. Students will not attend school.
- Teachers or parents may request a conference.
- Progress Reports will be sent home with students in April.

### FINAL PROGRESS REPORTS

- Final Progress Reports will be mailed home in June.

Keeping lines of communication open enables us to better meet the specific needs of your child. Please schedule an appointment with the teacher if you have concerns, questions, or need information.

For further information, contact the principal of your school.

## ENROLLMENT

To enroll, parents/guardians are asked to complete enrollment forms and provide proof of age, parent/legal guardian names, addresses, proof of immunization or exemption, proof of residency; and emergency contact information. Enrollment can be completed on our Online Registration Portal at Enrollment and Registration - Salem-Keizer Schools ([salkeiz.k12.or.us](http://salkeiz.k12.or.us)) or by contacting your neighborhood school.

Any child who is five years of age on or before September 10, may enter kindergarten in September. Any child who is six years of age on or before September 1, may enter grade one in September.

During the spring of each year, parents are asked to register students for the following school year. Registration is completed online via ParentVue.

**Please call whenever you have a change of address, home phone, or emergency contact information. It is vital that the school office has current information for students, especially in an emergency situation.**

### IMMUNIZATIONS

Oregon Law (OAR 333-050-0010) requires that every student have a current immunization record or valid exemption on file. A student may not begin attendance at initial enrollment, until at least one of each, required immunizations is documented: measles, mumps, rubella (MMR), polio, diphtheria, tetanus, pertussis, hepatitis B, hepatitis A, varicella (chickenpox), and TDAP.

An Oregon Certificate of Immunization Status (CIS) form must be on file for every student. If a student's full vaccination record is recorded in ALERT Immunization Information System (IIS), Oregon's Immunization registry, schools can print a copy of these for student files. If immunization records are missing from the registry, parents must complete and sign a CIS form. This can also be completed electronically through the online registration portal in ParentVUE.

Students not in compliance with Oregon school immunization laws will be excluded on the statewide exclusion day in mid-February. They may not return to school until their immunization records are up to date. Students may be exempted from receiving certain immunizations for medical conditions or nonmedical reasons.

### IMMUNIZATIONS – OUT-OF-STATE

Students transferring schools from out of state, are considered 'transfer students.' A parent may either fill out an Oregon CIS form or receive a 30-day grace period to allow time for the records to be transferred. The school will review the student's immunization records and notify

parents of missing immunizations after the 30-day grace period.

### IMMUNIZATIONS – OUT-OF-COUNTRY

Students coming from outside the United States, cannot begin attendance until at least one of each required immunization or valid exemption is documented on file.

### MCKINNEY-VENTO PROGRAM (M.V.P.):

The goal of MVP (McKinney-Vento Program) is to ensure that students have opportunity to enroll in school and access educational and extracurricular activities regardless of the permanency of their living situation. The act protects the educational rights of students, including unaccompanied youth, who lack a fixed, regular, and adequate nighttime residence. The Program ensures the student's expedited enrollment in the appropriate school, including necessary transportation, automatically enrolls students in the free lunch program, and provides additional supports, such as school supplies, from the office of the McKinney-Vento Liaison. For further information, please call 503-391-4060 to speak with a staff member.

### PARENT RIGHTS

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of the child/children.

The school MUST HAVE A COPY OF THE COURT ORDER on file. Otherwise, either parent, with proper identification, may check the child/children out of school. If the non-enrolling parent comes to the school with a current court order stating that they have custody, by law, that parent may check the child/children out of school. In that case, the school may make a reasonable effort to contact the enrolling parent by phone to inform them.

### WITHDRAWAL

When a family plans to move or remove a child during the school year, please advise the school office and the classroom teacher at least one week in advance. The school staff will then have the time necessary to prepare transfer materials. All educational file materials will be released to the receiving school district upon receipt of a school request for records. Records will not be released to parents.

# SCHOOL DAY

## SCHOOL HOURS

Elementary school hours vary by location. Please visit [www.salkeiz.k12.or.us](http://www.salkeiz.k12.or.us) for a complete list.

## ARRIVAL AND DISMISSAL

### ARRIVAL

For student safety, students are not allowed on campus more than 15 minutes prior to the start of the school day.

### LATE START WEDNESDAYS

On Wednesdays, all Salem-Keizer schools begin 1-hour later than the regular school start time.

### TARDIES

Elementary students arriving late to school need to check-in with the school office prior to going to class.

### RELEASING CHILDREN DURING THE SCHOOL DAY

Before releasing a child to anyone except a person identified on the registration form, a school official will contact one of the child's parents or guardians for approval. Parents are encouraged to share with the staff any unusual problems regarding guardianship.

When a parent telephones a request that a child be released early from school, the identity of the caller will be confirmed before the child is permitted to leave.

When parents wish to pick their children up during the school day, they must do so through the school office.

### DISMISSAL

Students must be picked up within 15 minutes of the end of the school day. This 15 minute time frame also applies to students who stay after school for any other school activity. The student needs to be picked up within 15 minutes of the end of the activity.

## ATTENDANCE

A strong correlation exists between a student's academic success in school and their daily attendance. We ask that you make regular attendance a priority in your family to support Salem-Keizer Public Schools in providing a quality education for your student. You can do this by planning family vacations during school vacation periods, scheduling private lessons (music, dance, etc.) outside of the school day, and by helping your child arrive at school on time.

### REPORTING AN ABSENCE

•If your child is going to be absent or late call the school office before school starts to avoid receiving an automated absence call.

•When your child is tardy or absent, send a written explanation within three days of the absence.

•Absences must be excused by a student's parent or guardian. To maintain student safety, the district must communicate directly with a parent or other person in parental relationship when discussing a student's absence. Communication may be in person, directly by telephone, or by any other method identified in writing by the parent or person in parental relationship to the child.

### EXCUSED ABSENCES

In terms of attendance, a student is either present or absent. An excused absence is one which is approved by the principal or their designee in one of the following situations:

- Illness of the student
- Serious illness in the family
- Religious instruction, with limitations per ORS 339.420
- Inclement weather
- Medical appointment or court appointment
- Emergency, pre-excused, or extenuating circumstances
- Students that are dependents of an Armed Forces Member of US on active duty.

### UNEXCUSED ABSENCES

An unexcused absence is one which is not excused and may result in disciplinary action.

## CELEBRATIONS

### BALLOONS, FLOWERS, ETC.

Balloons, flowers, candy, stuffed animals, etc. will not be delivered to students during class time. All items must be delivered to the main office and the student will be called to the office at the end of the day to collect the item(s). Transportation does not allow balloons to be taken on the school bus. Please keep this in mind.

### RESTRICTION ON THE DISTRIBUTION OF HOME- PREPARED FOODS

Home-prepared food presents a risk of causing illness by reason of spreading disease organisms or other contamination.

Home-prepared foods, other than individual student and staff lunches, will not be brought into district locations for any school activity.

Prepackaged food items that are made in licensed commercial facilities may be distributed in district locations provided handling is minimized. Distribution must be preceded by staff supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed and that servings are individual.

## **COMMUNICATIONS**

*The school district does not pay for text message charges you may incur for receiving texts from ParentSquare. Please check with your wireless carrier if you are unsure about possible charges.*

### **PARENTSQUARE**

ParentSquare is a communication platform used by Salem-Keizer Public Schools to help improve, streamline, and encourage safe and effective communication between educators, students, and families. ParentSquare will be used in our classrooms to communicate with families and students about important school events and notifications, classroom projects, and much more. ParentSquare also may serve as a supplemental notification system in the case of emergency.

Just before the start of the school year, all SKPS families will receive an email from ParentSquare asking them to claim their account. Once this is completed, families and students will have access to their child's classes and district notifications. Please customize your notification preferences to best fit your family's individual needs. ParentSquare can be utilized through the app, which is available from iOS or Google Play, web browser, email, or text messaging.

If you have questions about ParentSquare, please contact your school office or the Office of Community Relations and Communications at 503-399-3038.

### **ELECTRONIC DEVICES**

Electronic devices can be disruptive and distracting to the learning and school environments. These devices include but are not limited to computers and handheld mobile devices such as iPod, iPod Touch, iPhone, iPad, Android Phones, Android Tablet, Nook, Kindle, Kindle Fire, etc., which are not owned by the district. Electronic devices also include ear buds or other types of headphones. During the school day, students are not allowed to use their cell phones or other personal electronic devices. Elementary students will be asked to turn their cell phones and other electronic devices off and place them inside of their backpacks during the school day. Parents or guardians who need immediate communication with their student are asked to call the school's main office.

### **FIELD TRIPS**

Field trips are an extension of the classroom into the real world of experience. Visits to farms, forests, factories and organizations give children knowledge they can use to expand their learning and be able to express more in speaking and writing.

Teachers will send home notices in advance of any outing

that involves transporting children off the school grounds. Supervision on field trips is provided primarily by staff. For certain trips, parents may be asked to chaperone. Other relatives or friends, not living with the child, will not be asked to supervise. Only children in the classroom, taking the field trip, may attend.

### **INTERNET USE POLICY**

You must submit a form to the school if you do not want your child using the Internet at school. Please note: it is up to the parent to make sure this exclusion from Internet use is followed. Forms for the exclusion of school Internet use are available at each school office. If no form is submitted, staff will assume it is okay for your child to use the Internet while at school. As a reminder, school computers do have safety filters against inappropriate web sites for children, and our staff members monitor all Internet use at school. If you have any questions, please call the school.

### **LIBRARY MEDIA**

All students are encouraged to borrow books and other materials from the Library Media Center. Students need to return all borrowed items by the assigned due date to allow access by other students. There are no fines for overdue materials; however, if items are lost or damaged, the student's parent/guardian will be assessed a fee based on the cost of items involved.

### **MEALS**

All Salem-Keizer students will be able to eat breakfast and lunch at school at no cost to families thanks to the Community Eligibility Provision sponsored by the USDA. CEP notification letters will be sent home to families.

If a student wishes to just enjoy a milk, we ask that they take three components, (Milk, Fruit, Veggie) and we can provide their milk at no charge as well.

Contact: Curtis Eriksen, Food and Nutrition Services Manager 503-399-3091 ext. 202607 [eriksen\\_curtis@salkeiz.k12.or.us](mailto:eriksen_curtis@salkeiz.k12.or.us); Dezraé Sonnabend, Food Program Specialist, 503-399-3091 ext. 202618 [sonnabend\\_dezrae@salkeiz.k12.or.us](mailto:sonnabend_dezrae@salkeiz.k12.or.us); Sarah Wiesner, Food Program Specialist, 503-399-3091 ext. 202600 [wiesner\\_sarah@salkeiz.k12.or.us](mailto:wiesner_sarah@salkeiz.k12.or.us) Please visit: <https://salkeiz.k12.or.us> for more information.

### **PHOTOS/VIDEO EXCLUSION**

Salem-Keizer Public Schools often take photos or video of school activities or events in which students are featured. These photos or videotapes are frequently used as promotional items for the school district. If you do not want your child photographed or videotaped while at school, please send a written notice to your child's school office

as soon as possible after registering your child. **If there is no written notice on file, the school will assume it has the right to photograph or videotape your child.**

## **STUDENT BELONGINGS**

### **FOOTWEAR**

Students should have access to appropriate footwear at school on a daily basis. We encourage you to send your child(ren) to school wearing closed-toed shoes. Flip flops, open-toed sandals, or other open-toed shoes are not safe in the school environment. Students may bring additional shoes appropriate for PE. If students do not have the appropriate footwear to participate in PE, they may be asked to participate in an alternate activity. Please know that this request is directly related to student safety, our first priority. We appreciate your cooperation.

### **LOST AND FOUND**

Lost and found articles are usually taken to a location near the office. An attempt will be made to return items to the rightful owner. You can help this process by **marking all articles your child brings to school.** Call the school about any lost item. We encourage you to check the lost and found area when you visit school. Items left behind for an extended period of time will be donated.

### **PERSONAL ITEMS**

Students should not bring personal items to school (electronic devices, toys, games, jewelry, etc.) except when deemed appropriate by both teacher and parent.

## **TRANSPORTATION**

At the bus stop for the first three weeks of school, kindergarten students should have an adult, older sibling, or an identified "buddy" that will assist the student getting

safely home after school. If no one is there to receive the student, the driver will keep the student on the bus, call dispatch, and, at the completion of the run, the driver will return the student to school.

Any students who appear confused or are unable to be delivered will be returned back to their school.

School behavior expectations extend to bus transportation to and from school, including the time spent at a bus stop.

### **STUDENT ITEMS LEFT ON THE SCHOOL BUS**

If your student left an item on their school bus, please reach out to the Transportation Dispatch Department: 503-399-3100. Dispatch will reach out to the driver at the next available time. Recovered items can be picked up by the guardian at the designated route lot or by the student the next scheduled route day. Please coordinate pick up location with the Dispatch Department.

## **VISITORS & VOLUNTEERS**

Each school has a procedure for ensuring that visitors and volunteers are appropriately verified and monitored. We ask that visitors and volunteers provide the school with 24 hours advanced notice of their requested visit or volunteer time. It is appropriate for visitors to attend school events or parties. Each principal has the discretion to ask visitors or volunteers to leave campus if they feel their presence, or the presence of younger children, is a disruption, distraction or safety/supervision concern. For safety reasons, visitors and volunteers are not permitted on the playground during recess/lunch. Visitors and volunteers attire must be appropriate for the school environment. Smoking is not permitted on campus at any time. Always check in at the school office and pick up your visitor's badge. Remember to check out and return the badge when you leave.

# **EDUCATIONAL AND SUPPORT PROGRAMS**

## **BAND/ORCHESTRA**

Services of an orchestra or band specialist are available to elementary students who wish to learn a string/orchestra instrument (grades 4 and 5) or a band instrument (grade 5).

Beginning instruction for string instruments is not offered past the elementary grades. Beginning band instruction beyond the elementary grades is dependent on location.

## **BEHAVIOR SUPPORT**

Salem-Keizer School District is implementing Positive Behavioral Interventions and Supports (PBIS) in our elementary schools. PBIS is an evidence-based, three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS helps all our students to be successful.

Clear school-wide behavior expectations are in place to create a safe environment for learning. Students who need additional support for self-regulation and social/emotional challenges, will receive help in a caring manner from the classroom teacher and the school's behavior team. Strategies and tools are provided to students so they can be successful in the classroom. Although it is sometimes necessary to escort a student from the classroom to a safe place with visible supervision, the goal is always to help the student to manage their behavior so that they can return to their classroom successfully. It is essential that every effort is made to maintain the student's dignity and foster safe relationships during interactions.

## **DUAL LANGUAGE**

Dual language education is an effective approach to develop language proficiency and literacy in two languages.



The program integrates native English speakers and native Spanish speakers for academic content instruction through both languages. Both English learners and native English speakers learn together, learn from each other, and use each other as language and cultural resources.

The goals are:

- Academic achievement at or above grade level in all content areas
- High levels of academic bilingualism and biliteracy
- Higher levels of cultural pride, self-esteem and intercultural understanding

The benefits are:

- Educational: English learners show the greatest academic growth in Dual Language than in any other program.
- Cognitive: Bilingual students show greater cognitive flexibility and problem-solving abilities.
- Socio-cultural: Students develop positive attitudes about people of other languages and cultures.
- Economic: Knowing two or more languages enhances employment opportunities.

For more information about Dual Language, contact your neighborhood school.

## **EDGE ONLINE PROGRAM**

EDGE is a robust online learning program for students in grades K-12 that is deeply connected to their schools and led by dedicated and licensed Salem-Keizer educators.

The EDGE program provides students with high-quality, rigorous and well-rounded learning opportunities to best meet the unique needs of all families. In EDGE, students remain connected to local schools, and have access to a full-range of services, extra-curricular activities such as sports, clubs and more. All materials, curriculum, support, and more are provided to students and families through the EDGE program to access through a home learning environment.

EDGE Online Learning Pathways:

- EDGE Connected: Includes daily, teacher-led instruction
- EDGE Independent: Student-paced with teacher oversight and offers a flexible learning schedule

For more information: 503-399-3041.

Website: [edge.salkeiz.k12.or.us](http://edge.salkeiz.k12.or.us)

Email: [infoedgeprogram@salkeiz.k12.or.us](mailto:infoedgeprogram@salkeiz.k12.or.us)

## **ENGLISH LANGUAGE ACQUISITION SERVICES**

English Language Learners (ELL) have the opportunity to attend school where the academic programs provide English language development while simultaneously supporting the students' academic achievement in other

content areas such as math and science. Some schools offer programs that allow Spanish-speaking students to learn and/or maintain their native language proficiency as well as learning to read and write in English. For more information, please contact your neighborhood school.

## **MIGRANT EDUCATION**

Supplemental instructional support services are provided to students who qualify for migrant education (under federal guidelines). Accident insurance, summer school, free lunch and resources to social services are among some of the benefits that are available to migrant students ages three to twenty-one.

For further information about the migrant program, please call 503-399-3111. We will be pleased to assist you.

## **NATIVE EDUCATION PROGRAM**

The Native Education Program provides programs, services and cultural enrichment opportunities for American Indian and Alaska Native students. These students can become eligible for the highest level of services if they complete and submit a 506 form along with documentation of their Native American heritage to the Native Education Program. This program provides enrichment nights, literacy nights, academic, coaching, summer school, and participation in the Native Education Graduation Celebration. All AIAN students are eligible for family and student advocacy for school meetings, college and scholarship info, as well as mentoring. Learn more at <https://salkeiz.k12.or.us/native-ed/> or call 503-399-5512.

## **SCHOOL COUNSELOR**

Services of a school counselor are available to all students. The counselor may work with students in the classroom, individually, and in groups. They teach appropriate decision making/problem-solving skills, cooperation with others, communication skills, and design activities to help all students achieve their full academic, personal/social, and career preparation potential.

School counselors work together with school staff, families, and administration to plan and deliver a comprehensive school counseling program that reflects the needs of the school and its students. The success of the program is monitored and measured through student and system outcomes.

## **SPECIAL EDUCATION**

Federal and state laws require that school districts provide a "Free Appropriate Public Education" (FAPE) to "students with disabilities" who are of school age and reside within the district boundary. Special education means specially designed instruction to meet the unique needs of a child with a disability.

## **CHILD FIND**

All students, birth through 21 years of age, may be eligible for specially designed special education services. Students qualify under guidelines established by federal law and directed in each state by the Department of Education. Services are specifically designed based upon the individual needs of the student. For infants and children to age five, services may be available through the Willamette Education Service District. For students, age 5 through 21, services are available through Salem-Keizer School District. Every school in the Salem-Keizer School District has a pre-referral team of school personnel. Parents or guardians may contact administrators, counselors or the student's teacher(s) for referral information specific to the individual school. Families, school personnel, preschool providers, Early intervention/ Early Childhood Special Education staff, physicians or any community agency may refer a student for services.

## **UNILATERAL PARENTAL PLACEMENT INTO PRIVATE SCHOOL**

Parents are required to notify their home district before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing their child for private placement. They must let the district know that they do not accept the district's offer of FAPE, that they will be making a unilateral placement, and whether they will be seeking public funding for their placement.

## **SPEECH LANGUAGE PATHOLOGIST**

Speech Language Pathologists provide evaluation and intervention for students who may have needs for specialized services in the areas of fluency, voice, articulation/phonology, or language (syntax, morphology or semantics). For more information, please contact your neighborhood school.

## **TALENTED AND GIFTED**

TAG is a K-12 program serving intellectually gifted and academically talented students who meet specific criteria. Services to Talented and Gifted (TAG) students are delivered through an in-class model. TAG students are clustered with classroom teachers (K-12) who are the primary service providers. District level TAG program associate provides staff development, testing services, and work with teachers on assessment and instructional planning. Parents who would like more information about TAG Services or feel that their child may be either academically talented in reading, or math, or are intellectually gifted may contact the building TAG Advocate at their student's school.

## **TITLE I-A**

Schools are deemed eligible to receive Title I-A funds according to their percentage of free and reduced lunch participation. These funds are used to support academic achievement. Schools spend their funds to provide additional staff, supplemental instructional materials, professional development, and parent involvement activities.

# **HEALTH**

## **ASTHMA**

Asthma is the leading serious chronic illness among children in Oregon. Asthma can have a great impact on a student's experience and success at school. It is one of the leading causes of absenteeism for school aged children. All students who are identified as having asthma must have an "Asthma Treatment at School" form completed by their health care provider. This form gives specific instructions from the doctor on the emergency management of the student's asthma. It will remain in place for the student until they graduate or transfer from Salem-Keizer Schools and is to be updated when the doctor makes a change and the parent provides the new form to the school. If the student does not have this form completed and needs assistance with their emergency inhaler the staff will follow Salem Keizer "Standing Orders" signed by our medical officer.

## **CONCUSSIONS/HEAD INJURIES**

All concussions are serious and most of them occur without loss of consciousness. Recognition and proper response to

concussions when they first occur can help aid recovery and prevent further injury. It is important to report suspected concussions to your health care provider, your school health nurse (503-399-3376) and your school contact person (for regular education students this would be the school counselor and for special education students it would be your case manager). If a child sustains an injury to the head while at school, the student will be referred to the office. The office will notify parents/guardians by phone and send an information sheet home with the student.

## **DENTAL SERVICES**

House Bill (2972) requires school districts in Oregon to collect dental screening information for students 7 years of age or younger who are beginning an educational program for the first time. Dental screening certificates are available for parents/guardians to complete during online registration for students registering for Kindergarten and/or 1st grade. The certificates should also be sent home to kindergartners and students 7 years of age or younger who are new to Salem-Keizer Public Schools. Parents are

asked to complete these certificates and return them to the school.

### **DENTAL SCREENING**

As part of the district's dental health program which strives to ensure students are free of dental pain that interferes with their ability to succeed in school, some schools are provided dental health screenings by dental health professionals. Screening results are sent home to notify parents of identified possible needs. **If you wish for your child to not participate, please notify the school in writing.**

Some schools are provided school-based dental sealant clinics. Only those students with signed parental consent are eligible to participate.

### **FIRST AID**

First Aid is given by trained First Aid providers who will determine student needs. Nurses offer consultative support for ill and injured students through the District Nurse Help Line. This Nurse Help Line is available during student contact days and hours. It is important that parents notify their student's school with an up-to-date telephone number for use in emergencies. Schools call 911 for medical emergencies.

### **HEAD LICE**

Head lice are a nuisance and a chronic problem for students. A head lice infestation, or "pediculosis," is a school restrictable condition. We recommend that parents regularly monitor their students for head lice. Current research does not support the effectiveness of classroom or school-wide screenings. It has not been found to reduce the number of head lice infestations among school children. (*National School Nurse Association 2016*).

If head lice are detected during the school day, parents will be notified and the child will be excluded at the end of the day. Precautions will be made to respect the student's and family's confidentiality.

A major symptom of infestation is an itchy scalp particularly behind the ears or back of the neck. Treatment for live lice is required and the student should be checked at the school office before returning to class. If you have further questions, please call the Nurse Help Line at (503)-399-3376.

### **HEALTH INFORMATION**

Salem-Keizer School District maintains a computerized health alert system. A health alert flags a health condition, which may affect a child during the school day. Health management plans will be created after medical documentation is received for necessary accommodations related to a medical condition.

### **HEALTH ALERT**

Salem-Keizer School District recommends parents complete a Pupil Medical Record for their student for the following:

- Enrolling in a Salem-Keizer school for the first time, including Kindergarten.
- Taking medication at school.
- When "YES" is marked for a health condition on the school registration form.
- When there is a change in a new or existing health condition that may affect the student at school.

The school health nurse will review and code the Pupil Medical Record for entry into the school health alert system. The nurse may contact parent to determine if an individualized health management plan is needed.

Parents may obtain a copy of their student's health management plan from the school. Contact Health Services (503-399-3101) to request changes to your student's health management plan. Students are encouraged to have a physical and dental examination prior to elementary, middle and high school.

### **HEARING AND VISION SCREENINGS**

Elementary students will receive a vision screening by the Lions Foundation during the school year by a school nurse. **If you do not want your child to participate in the vision screening, please notify the school in writing as soon as possible.** Hearing screenings are provided for kindergarten students and supervised by our speech-language pathologists.

### **ILLNESS**

Only healthy students should be sent to school. When your child returns after an illness, please send a written note stating the specific nature of the illness. Students are not permitted to remain in their classroom for health reasons during PE, Music, Lunch, or Recess.

**Students should stay at home, or may be sent home, if they have the following symptoms:**

- **Fever: temperature of 100.4°F (38°C) or greater.** Stay home until Fever-free for 24 hours without taking fever-reducing medicine.
- **New cough illness OR New difficulty breathing.** Stay home until symptoms are improving for 24 hours (no cough or cough is well-controlled). If diagnosed with pertussis (whooping cough), the student must take 5 days of prescribed antibiotics before returning.
- **Headache with stiff neck or with fever.** Stay home until symptom-free OR with orders from a doctor to school nurse. Follow fever instructions if fever is present.
- **Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements.** Stay home until

symptom-free for 48 hours OR with orders from a doctor to school nurse.

- **Vomiting: one or more episode that is unexplained.** Stay home until symptom-free for 48 hours OR with orders from a doctor to school nurse.
- **Skin rash or open sores.** Stay home until symptom free, which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from a doctor to school nurse.
- **Red eyes with eye discharge: yellow or brown drainage from the eyes.** Stay home until symptom-free, which means redness and discharge are gone OR with orders from a doctor to school nurse.
- **Jaundice: new yellow color in eyes or skin.** Stay home until after the school has orders from a doctor or local public health authority to school nurse.
- **Acting differently without a reason: unusually sleepy, grumpy, or confused.** Stay home until symptom-free, which means return to normal behavior OR with orders from a doctor to school nurse.
- **Major health event, like an illness lasting 2 or more weeks, or a hospital stay, or health condition that requires more care than school staff can safely provide.** Stay home until after the school has orders from a doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.

## **MEDICATION AT SCHOOL**

Parents are encouraged to administer medication to their children before and/or after school hours. Prescriptions that are necessary to be given in school may be given at school only by trained staff.

Parents are responsible for bringing the medication in the original container to the school office and completing the Daily Medication Administration Record form.

Medication will not be administered unless accompanied by written parental consent and appropriate instructions (see specific criteria listed below). Verbal requests to change medication amounts, frequency, or administration times cannot be accepted.

### **PRESCRIPTION MEDICATIONS**

- Requires written instruction from a physician. The prescription label meets this requirement. (Ask the pharmacist for an extra bottle for school when filling prescriptions).
- Any changes in instructions (e.g. dosage or frequency) must also be per a physician written order.
- Requires written parent or guardian permission.
- The medication must be in the original pharmacy container.

### **DISTRICT ADMINISTERED MEDICATIONS**

- May only be given as ordered by the physician on the prescription container.
- May be given within the 30 minute 'window' before or after the prescribed time.
- Cannot be dispensed at alternate times to accommodate early releases from school and/or classes.
- The school may not give the student medication not normally dispensed during school hours because the dose was missed at home.
- Verbal physician orders can only be taken by a licensed nurse.

### **NON-PRESCRIPTION MEDICATIONS**

- Medication that under federal law does not require a prescription from a prescriber.
- Must be necessary for the student to remain in school.
- Must be provided in the original manufacturer's container.

Must have a signed parent/guardian permission that includes:

- Student Name
- Medication Name
- Medication Dosage (school staff can only administer per manufacturer's recommendation unless signed written order from prescriber is provided)
- Frequency of Administration
- Route
- Special Instructions

For non-prescription medication that is not approved by the Federal Drug Administration, a written order from the student's prescriber that includes the name of the student, name of the medication, dosage, method of administration, frequency of administration, a statement that the medication must be administered while the student is in school, other special instructions and the signature of the prescriber is required.

### **STUDENT SELF MEDICATION**

If a student has a medical condition that necessitates they carry medication on their person, they must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate independently with permission from a parent or guardian, building administrator and, in the case of a prescription medication, a physician or the School Health Nurse. This must be on file at the school.

### **BEFORE AND AFTER SCHOOL PROGRAMS**

If your student is enrolled in a "before or after school program" and requires medication/health assistance during these times, a separate supply of medication and a separate permission form from parent and/or doctor is needed. See district policy for medication administration.

Consult with the program director regarding specific health and safety needs for your student in these programs.

## **SEVERE ALLERGIES**

A student who has a severe allergy may have the emergency medication epinephrine prescribed for use in the event of an exposure. All students with epinephrine prescribed must have a Severe Allergic Reaction Emergency Plan completed by their health care provider. This plan identifies the substance for which a student is allergic with specific instructions on the emergency treatment for a severe allergic reaction. It will remain in place for the student until they graduate or transfer from Salem-Keizer Schools and is to be updated when the doctor makes a change and the parent provides the new plan to the school. All Salem-Keizer School buildings are equipped with stock epinephrine in the event that a student develops a severe allergic reaction and epinephrine has not been brought to school. *School buildings stock epinephrine is not a replacement for a student's personal epinephrine pen.* Selected school staff are trained on the use of epinephrine during severe allergic reactions by a district Registered Nurse under OAR 581-021-0037.

## **SCHOOL HEALTH NURSE**

To contact your school health nurse, call 503-399-3101. Each school health nurse covers multiple schools and will not always be at your student's school. To plan and provide for your student's special medical needs (such as diabetes, seizures, severe allergies) it is important to inform your school health nurse about the following:

- New and changing health problems that can cause learning or safety problems at school.
- If your student is undergoing treatments that affect their immune system.
- When your student has or develops a health condition that may require specialized care at school.

**Registered Nurses focus on the following:**

- Provide a nurse helpline for advice during school hours.
- Support students' health needs at school and create individual health plans based on student needs.

- Health education and intervention support (ex: acute illnesses, chronic illnesses, mental health, nutrition, obesity, dental disease, sexually transmitted disease/pregnancy, substance abuse, injuries and emergencies, communicable disease).
- Health education (ex: adolescent pregnancy prevention, exercise, nutrition, oral health, parenting, preventing disease, smoking prevention and cessation, substance use and abuse, mental health support).
- Immunization and manage communicable disease, oversee infection control measures.
- Trainings for staff and teachers (medication administration—basic medication, epinephrine, glucagon and any other needed training).
- Preventive and screening services, such as vision screens for students.
- Serve as a liaison between school, family and community healthcare providers to ensure a healthy school environment.
- Making decisions related to delegation of healthcare tasks to support staff.
- Create evidence-based policy guidance

We believe educating your child is a joint responsibility of the home, school, and community. To accomplish this partnership, we actively encourage and support various programs and services to involve parents, non-parents, agencies, and organizations in our school.

## **SCHOOL-BASED HEALTH ASSISTANTS**

Schools have designated staff that provide basic first aid, administer medication, process immunization records and provide delegated health care. They are not nurses, but work under the direction of the school health nurse

## **STUDENTS WITH SPECIAL HEALTH NEEDS**

Examples of special health needs that students in school may have include potentially life-threatening conditions (such as diabetes, seizures, severe allergic response and asthma) and chronic health conditions (such as cancer, spina bifida and heart problems). Nurses develop health management plans for use in the school setting for those students who have complex health needs.

# **SAFETY**

## **ACCIDENT/EMERGENCY**

None of us like to think about our children being hurt or ill, but we all know that these things happen. Please be sure that the school office has CURRENT information regarding how parents and other emergency contacts can be reached. If you work, be sure that we have your current work telephone number, and please let us know immediately if

your telephone numbers change during the year.

Students should report all accidents or injuries immediately to an adult. In cases of serious accident or illness, we make every reasonable effort to reach the parents as soon as possible. If the injury or illness is, in our opinion, serious enough that immediate treatment is necessary and parents cannot be reached, we will either summon emergency assistance, transport to Salem Hospital

Emergency Room, or contact the physician listed on the enrollment card. The parent/guardian will be notified of the emergency at the earliest possible time.

## **ATTENDANCE AT HIGH SCHOOL VARSITY SPORTING EVENTS**

As the school district grows, the number of students, parents and community members attending high school varsity athletic events increases, making additional safety precautions necessary. For the safety and well-being of our students, staff and patrons, elementary and middle school students attending any varsity sporting event need to be accompanied by an adult and should sit in the bleachers unless they are going to or coming from restrooms or the concession stand. Parents will be called to pick up students who are left unattended.

## **BUILDING SECURITY/STUDENT SAFETY**

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

1. Students are not allowed to be on campus earlier than 15 minutes prior to opening bell time.
2. All visitors must check into the office as soon as they enter the building. Visitor badges will be issued and must be worn by visitors to help students and staff recognize them as authorized visitors. Volunteers must use the Salem-Keizer School District volunteer badge to identify themselves.
3. All doors may be locked except when being used by groups of students to pass to and from activities.
4. Anyone on school property unknown to staff will be challenged if they do not have a visitor's name tag.

We recognize that these procedures may cause some inconvenience, but student safety is our main concern. Thank you for understanding.

## **EMERGENCY SCHOOL CLOSURE**

When weather conditions or impending natural or man-made disasters force a delay in the opening of school or a cancellation for the day, radio stations will be informed of the decision by 6 a.m. Please listen to local radio stations for this decision or check the district's website at: [www.salkeiz.k12.or.us](http://www.salkeiz.k12.or.us). On days when schools open with a two-hour delay, students in grades K through 5 will come to school two hours later than their usual time. Any change to this procedure will be announced by radio stations and posted on our district website.

Due to weather conditions or other emergencies that may occur during the school day, schools may need to close.

In such cases, the safety and well-being of all children is our primary concern.

Each school has an emergency plan in case of early dismissal due to inclement weather or other safety concern. Contact your child's school for more information.

In the event of a building evacuation, students will be moved to a safe location and that location, as well as transportation arrangements, will be announced on local media as well as through the district website and/or ParentSquare.

An Emergency School Closure Form is available. Parents are urged to furnish information to the school regarding where your child should be sent in the event of an emergency school closure. This information will be used as students are released following safety protocols established by each school.

## **FIRE DRILLS/EARTHQUAKE DRILLS**

Schools are required by law to conduct 12 total drills; eight monthly fire drills, two earthquake drills, and two safety (lockdown) drills per year.

### **INCIDENTS**

During actual incidents, parents and guardians should wait to receive information directly from the principal or district offices before taking action. Information from students may be incomplete or not accurate.

The district will make every effort to relay up-to-date information, which will provide parents and guardians with the expected actions they should take during the incident.

## **LOCKDOWN PRIORITIES**

In the event of a situation involving police activity or suspicious disruptive behavior in the neighborhood surrounding a school, often times the school will be placed in lockdown. The safety of students and staff is important to us. We always follow the guidance of our local law enforcement agency and our own security personnel.

In doing so, we follow these safety objectives during a lockdown.

1. Take measures to immediately ensure that all students and staff are safe.
2. Take measures to maintain the ongoing safety of students and staff.
3. Keep necessary communication lines open for further information and guidance from district security personnel as well as law enforcement.
4. Focus staff efforts on continually assessing and examining the situation-at-hand for changing circumstances that would suggest a greater threat or need for additional safety measures. This requires focused attention and presence of mind. Phone calls,

texting or interruptions from sources unrelated to the situation compromise this task and jeopardize the safety of the students and staff.

5. Manage the anxiety and “emotional temperature” of students and staff to decrease further complications to the situation. Social media texting and incoming phone calls can interfere with this measure.

Once the situation is safe and the lockdown is over, we follow these objectives by importance (there is no specific timeline prescribed to follow for any of these measures):

1. Basic communication with parent/guardians that is needed for the safe release from school to parents/guardians.
  - a. Example: if a lockdown lasts a short duration, it may not require parent notification if there is no disruption to dismissal or to other school functions.
  - b. In the case of a lockdown of longer duration, which does disrupt dismissals, parent notification can only be done after safety goals are met.
2. Final communication regarding the necessary details of the situation to parents and the public. While we often use district communication methods, at times we will allow the media or law enforcement

communication to be sufficient regarding this measure.

3. Re-establish normalcy of education, routine, and operation.
4. Address any parent/guardian question, concern and feedback

## **SAFE OREGON**

SafeOregon is a statewide school safety tip line for students to use to report school safety threats. 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@saferegon.com](mailto:tip@saferegon.com)
- Phone or text: 844-472-3367
- Mobile App: get it on iTunes or Google Play
- Submit a form online at: [app.saferegon.com](http://app.saferegon.com)

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.

## **STUDENT RECORDS**

Student records, except for the transcript, are disposed of at age 25. Special education records are disposed of at age 25.

- Parents or other persons in parental relationship of students, and eligible students, have the right to:
- Inspect and review the education records of the student
- Request amendment to education records
- File a complaint if the district does not comply with the Family Education Rights and Privacy Act
- Obtain a copy of district policy

Salem-Keizer Public Schools 24J does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquires regarding the non-discrimination policies:

Assistant Superintendent  
2450 Lancaster Dr. NE, Salem, Oregon 97305  
Phone: 503-399-3002

### **FERPA NOTIFICATION**

All records or information which the school maintains are protected by federal and state laws pursuant to the Family Educational Rights Privacy Act, “FERPA”. The laws are listed at 34 Code of Federal Regulations section 99, Oregon Revised Statute 326.565, and can be found in Oregon

Administrative Rules starting at 581-021-0221. These are all available online.

The school is not a HIPAA entity, but any HIPAA protected information the school receives is instead protected under FERPA. Under that law, the school is generally prohibited from releasing information from school records without the permission of the parent or an adult student. There are some exceptions to that permission, and the notice in the handbook identifies that some student information may be released without prior consent because the school district is required to provide information to federal or state agencies that monitor the district; however, that information is protected “in a manner that does not provide personally identifiable information” except to a few certain officials and is destroyed when it is no longer needed for determining compliance. 34 CFR 99.35; OAR 581-021-0370.

Consistent with its Title IX obligation, the Salem-Keizer School District prohibits discrimination, including sexual and gender-based harassment and violence, on the basis of sex/gender in all of its programs and activities, including academics, employment, athletics, and other extracurricular activities.

Furthermore, it is the policy of the Salem-Keizer Public Schools that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

You may file a complaint by using the online reporting form (HUM-F033). You may also contact the Office for Civil Rights (OCR). For more information about Title IX and the school district policies, procedures, and resources, please see the information below.

Persons having questions about equal opportunity and nondiscrimination should contact the following;  
John Beight, Title IX Coordinator/Executive Director of Human Resources, 503.399.3061  
beight\_john@salkeiz.k12.or.us

American Disabilities Act Contact: Kathryn Nove, Director of Employee Personnel 503.399.3061

**Compliance with Title IX is everyone's responsibility.**



Andrea Castañeda, Superintendent

*Manuals are continually revised and improved.  
Users of this manual should check the QAM  
website for the most recent version.*