

Elementary School

# Parent Handbook

2025-2026



Auburn – Battle Creek – Brush College – Bush – Candalaria – Chapman Hill  
Chavez – Clear Lake – Cummings – Englewood – 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



## Table of Contents

2025-2026 CALENDAR OF EVENTS .....	5
ELEMENTARY CONFERENCE SCHEDULE.....	5
SCHOOL POLICIES AND PROCEDURES.....	6
Arrival.....	6
Late start Wednesdays .....	6
Tardy students .....	6
Dismissal.....	6
Early checkout .....	6
Attendance .....	6
Tardy policy .....	6
Reporting an absence .....	6
Excused absence .....	6
Bicycles, skateboards, and scooters .....	7
Celebrations .....	7
Restriction on the distribution of home-prepared foods .....	7
Cell phones and electronic devices.....	8
Chromebooks .....	8
Communication .....	8
Parent Square .....	8
Dress code.....	9
Expectations for students K-8 .....	9
Electronic resources and the internet.....	9
Field trips.....	9
Food service meal program.....	9
Library media .....	10
Lost and found .....	10
Personal items .....	10
Photo and video exclusion .....	10
Student records .....	10
FERPA notification.....	10
Student rights and responsibilities .....	11
Transportation.....	11
Riding the bus - kindergarten students.....	11
Visitors .....	11
Volunteers .....	12
Withdrawal from school.....	12
INSTRUCTIONAL AND SUPPORT PROGRAMS.....	12
Band and orchestra .....	12
Behavior support.....	12
Dual language .....	12
EDGE online program .....	13
English language acquisition services .....	13
McKinney-Vento .....	13
Migrant education program .....	13
Native education program.....	13

School counselor .....	14
Special education .....	14
Child Find .....	14
Speech language pathologist .....	14
TAG - Talented and gifted .....	14
Title I-A .....	14
STUDENT HEALTH.....	15
Asthma .....	15
Concussions and head injuries .....	15
Diabetes .....	15
Dental services .....	15
Dental Screening.....	15
First aid.....	15
Head lice .....	16
Health information .....	16
Hearing and vision screenings.....	16
Illness.....	17
Immunizations .....	17
Out- of-State Immunizations .....	18
Out-of-Country Immunizations .....	18
Medication at school.....	18
Prescription Medications .....	18
District Administered Medications .....	18
Non-prescription Medications.....	18
Student Self Medication.....	19
Medication at Before and After School Programs.....	19
Narcan/Naloxone .....	19
Severe allergies .....	19
School health nurse .....	19
School-Based Health Assistants .....	20
Sun Protection .....	20
STUDENT SAFETY .....	20
Accidents and injuries .....	20
Attendance at high school varsity sporting events.....	20
Building safety.....	21
Emergency school closure .....	21
Two-hour weather delay.....	21
Early school closure .....	21
Emergency evacuation.....	21
Emergency drills: fire, earthquake, and lockdown .....	21
Emergency incidents .....	21
Lockdown priorities .....	22
Safe Oregon .....	22
NON-DISCRIMINATION STATEMENT .....	23

## 2025-2026 CALENDAR OF EVENTS

September 3	First day for grades 1-5
September 8	Kindergarten transition - Student last names beginning with A-L
September 9	Kindergarten transition - Student last names beginning with M-Z
September 10	First day for all kindergarten students
October 10	No school - Inservice day
October 22-23	No school - Elementary conferences
October 24	No school
November 11	No school - District offices are closed
November 26-28	No school - Thanksgiving break
November 27-28	District offices are closed
December 5	No school - Elementary grading day
December 22-January 2	No school - Winter break
January 19	No school - District offices are closed
January 30	No school - Elementary staff development
February 16	No school
March 11	No school - Elementary conferences and grading
March 12	No school - Elementary conferences
March 13	No school
March 23-27	No school - Spring break
May 1	No school - Elementary staff development
May 25	No school - District offices are closed
June 10	Last day of school for Kindergarten - 5 <sup>th</sup> grade students
June 19	District offices are closed

## ELEMENTARY CONFERENCE SCHEDULE

### FALL PROGRESS REPORT CONFERENCES & GRADING DAY

- Fall parent-teacher conferences are October 22-23, 2025. Students will not attend school.
- Conferences will be scheduled for all students.
- Progress Reports will be sent home with students in December before winter break.

### SPRING PROGRESS REPORT CONFERENCES & GRADING DAY

- Spring parent-teacher conferences are March 11-12, 2026. Students will not attend school.
- Teachers or parents may request a conference.
- Progress Reports will be sent home with students after spring break.

### FINAL PROGRESS REPORTS

- Final Progress Reports will be mailed home in June.

## **SCHOOL POLICIES AND PROCEDURES**

### **Arrival**

For student safety, students are not allowed on campus more than 15 minutes prior to the start of the school day. There is no staff supervision before that time.

#### *Late start Wednesdays*

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

#### *Tardy students*

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

### **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.

#### *Early checkout*

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

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. We request that parents notify the office ahead of time by sending a note to school with the student or calling the school office.

When a parent calls the school office and requests that a child be released early from school, the identity of the caller will be confirmed before the child is permitted to leave.

### **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(s). 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.

#### *Tardy policy*

Each principal or their designee shall develop and implement an attendance and building tardy policy and procedure that includes the expectation of student attendance and encourages such attendance.

#### *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. If you do not call, 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, by telephone, or by any other method identified in writing by the parent or person in parental relationship to the child.

#### *Excused absence*

An excused absence is one which is approved by the principal or their designee in one of the following situations:

- Illness of the student or serious illness in the family
- Religious instruction, with limitations per ORS 339.420
- Inclement weather

- Medical appointment or court appointment (Documentation may be requested.)
- Emergency, pre-excused, or extenuating circumstances
- Students that are dependents of an Armed Forces Member of US on active duty.

For more detailed information, please refer to [Attendance Requirements for Students INS-A009](#) on our district website.

### **Bicycles, skateboards, and scooters**

Any student may ride a bicycle to school. However, students riding bicycles to school must know and practice the safety rules and demonstrate good riding habits. The following guidelines are in addition to the regular rules for safe bicycling:

- Oregon bicycle helmet law ORS 814.485 requires any child up through 15 years of age to wear an approved bicycle helmet when riding in any place open to the general public - streets, roads, sidewalks, and parks.
- Bicycles are not to be ridden on the school grounds during school hours or during the hours of after-school activities.
- Riding double on a bicycle is not permitted.
- Penalties for unsafe bicycle conduct or failure to follow the rules may be made by the principal, school staff, or parents.
- Students are advised to securely lock bicycles to the racks. While every effort is made to provide a secure place for bicycles during the school day, students should realize that they bring their bicycles at their own risk.

Any student may ride a skateboard or scooter to school. However, students riding skateboards or scooters to school must know and practice the safety rules and demonstrate good riding habits. The following guidelines are in addition to the regular rules:

- Oregon skateboard and scooter rider helmet law ORS 814.600 requires any child up through 15 years of age to wear protective head gear.
- Skateboards and scooters are not to be ridden on the school grounds at any time. Upon arriving on district property, the rider must carry the board and walk.
- Skateboards and scooters are not to be ridden around school buses.
- Penalties for unsafe rider conduct or failure to follow the rules may be made by the principal or school staff.

### **Celebrations**

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. Check with the school office for additional guidelines.

#### *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.

## **Cell phones and electronic devices**

Electronic devices can be disruptive and distracting to the learning and school environment. These devices include, and are not limited to cell phones, watches, earbuds/headphones, tablets, and electronic games and devices that interfere with the learning environment.

The use and access to electronic resources (including cell phones) will vary based on what is developmentally appropriate for the grade level of the students, the extent to which this access can support the educational environment, and the degree of potential disruptions that can occur as a result of student usage.

As a result, the following policy guidelines will be enacted for K-8 students:

- Students may use cell phones before and after the school day.
- During the school day, students are not allowed to use their phones in classrooms, common areas (lunch) or during passing times.
- Use of cell phones during classroom instruction specifically for academic purposes will be a school-based decision and only allowed in certain situations.
- In general, students will be asked to turn their cell phones off and place them inside of their backpacks, or with the main office or their locker (if available).

Parents who need immediate communication with their student are asked to call the school's main office. The district is not responsible for the security, support, usage charges, damage, or theft of personal electronic devices.

## **Chromebooks**

Students may be held responsible for any damage to their mobile/electronic device(s) including, but not limited to broken screens, cracked plastic pieces, loss of function of the device, missing keys, etc.

Should the cost to repair exceed the cost of purchasing a new device, the student may be held liable for the full replacement value. Lost items such as cables, adapters, etc. will be charged the actual replacement cost value.

Families agree to pay all associated costs relating to Chromebook or MacBook (EDGE) replacement not to exceed \$250.00 (per Chromebook) or \$1,2000 (per MacBook) should the device be stolen, lost, or damaged in any way.

## **Communication**

It is vital for the school to have your most recent address, phone number, and emergency contact information. Please update Parent Vue or call the school office when your contact information changes. This will ensure you always receive notifications on important updates and information about school events, deadlines, emergencies and more.

### *Parent Square*

ParentSquare is the 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 may also serve as a supplemental notification system in the case of an emergency.

[ParentSquare login and application download.](#)

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.

## **Dress code**

Salem-Keizer Public Schools expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

### *Expectations for students K-8*

- Shirts must be opaque and cover the majority of the torso from armpit to waistband. Coverage needs to be maintained in all positions including standing, sitting, reaching, and bending.
- Shirts and tops must have straps or sleeves that are worn over the shoulders. Tops that are secured with ties are not permitted, AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Appropriate footwear (shoes and sandals).

For your child's safety, we encourage parents to send students to elementary school wearing closed-toed shoes. Flip flops, open-toed sandals, and other open-toed shoes are not safe in the elementary 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.

For more detailed information, please refer to [Student Dress Code INS-A025](#) on our district website.

## **Electronic resources and the internet**

A student under age 18 may use electronic resources, including the internet, in Salem-Keizer schools unless their parent or other person in parental relationship denies the student access through completion of an exclusion form. The district may suspend or revoke access of a user to electronic resources and/or the Internet and may report the violation to law enforcement authorities if the user violates District Policy.

For more detailed information, please refer to [Student Acceptable Use of Electronic Resources INS-A004](#) on our district website.

## **Field trips**

Field trips are an extension of the classroom into a real-world experience. Visits to farms, forests, factories and organizations give children knowledge they can use to expand their learning and be able to express themselves 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 and for certain trips, parents may be asked to chaperone. Chaperones must be approved volunteers before participating in a field trip. Only children in the classroom, taking the field trip, may attend.

## **Food service meal program**

Salem-Keizer School District participates in the National School Lunch and Breakfast programs. Both programs are regulated by the United States Department of Agriculture (U.S.D.A.). The U.S.D.A. has established guidelines for students that participate in either the lunch or the breakfast programs.

- For breakfast, students are required to take 3 out of 4 items offered comprised of 3 food components (grain with an option of meat/meat alternate allowed, fruits/vegetables, and milk). USDA/ODE Statement: This institution is an equal opportunity provider.
- For lunch, students are encouraged to take all food components (grain, meat/meat alternate, fruits, vegetables, and milk) of the meal that is offered, but under U.S.D.A. guidelines, are only required to take 3 out of the 5 food components, one being at least a 1/2 cup fruit or vegetables.

School breakfast and lunch menus are available on our district website, [Food and Nutrition Services](#).

### **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.

### **Lost and found**

An attempt will be made to return all lost and found items to the rightful owner. You can help this process by labeling all articles your child brings to school. We encourage you to check the lost and found area when you visit school. Items left behind for an extended period will be donated during and at the end of the school year.

### **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.

### **Photo and video exclusion**

Salem-Keizer Public Schools often take photos or video of school activities and 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 records**

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 an amendment to education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy and other rights.
- Consent to disclose personally identifiable information contained in student education records, except to the extent that this procedure authorizes disclosure without consent.
- Pursuant to the provisions of Oregon Administrative Rule 581-021-0410; file with the United States Department of Education a complaint alleging that the District has failed to comply with the Family Educational Rights and Privacy Act (FERPA).
- Obtain a copy of the [Student Education Records and Information policy INS-A011](#).

A parent or other person in parental relationship or an eligible student who wishes to inspect education records shall submit their request to the building principal or their designee.

#### *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.

## **Student rights and responsibilities**

Information on student rights and responsibilities, the district behavior philosophy, and bullying policy are available on the district website.

[Student Rights & Responsibilities INS-M001](#) | [Hazing, Harassment, and Bullying INS-A003](#)

## **Transportation**

Elementary students that attend their neighborhood school and live at a residence within their neighborhood school attendance area but live outside Oregon’s defined walk zone for that school (1 mile for elementary students), are eligible to ride the bus.

Students that use district transportation are expected to follow the guidelines in [Bus Rules TRN-A005](#).

If your student left an item on their school bus, contact the transportation department, 503-399-3100.

### *Riding the bus - kindergarten students*

For the first three (3) weeks of school, kindergarten students should have an adult, older sibling, or an identified “buddy” meet the student at the bus stop. 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.

## **Visitors**

The Salem-Keizer School District believes that the involvement of parents and community members is vital to the development of a better understanding of the district’s educational programs. The district is committed to providing a safe and welcoming environment for all.

- Visits should be scheduled, through the school office, in advance.
- Visitors need to check-in at the school office and follow all policies, procedures, and rules established by the school and the district.
- Visitors may not disrupt the educational process. The school administrator has full authority to determine whether a visitor is disrupting the education process.
- Visitors may not impede teacher and other staff work time by placing unreasonable demands on their time during the instructional day and/or immediately before or after the instructional day.
- Smoking is not permitted on campus at any time.
- Firearms are not allowed on campus at any time. This includes individuals licensed by the State of Oregon to carry a concealed handgun.
- Visitors at elementary schools are not allowed on the playground during the instructional day.

For more detailed information, please refer to [Visitors to Schools and Campuses INS-A024](#) on our district website.

## **Volunteers**

We appreciate our volunteers and community partners who play an important role in the educational experience of Salem-Keizer students. The time parents and community members devote to our students is what helps make our district great.

For the safety and security of our students, staff and community members, all volunteers must complete a background check prior to volunteering. Online applications to volunteer and the volunteer handbook are located on our district website, [SKPS Volunteers](#).

For more detailed information, please refer to [School Volunteers PAP-A003](#) on our district website.

## **Withdrawal from school**

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.

## **INSTRUCTIONAL AND SUPPORT PROGRAMS**

### **Band and 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.

Dual language program goals:

- 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

Dual language program benefits:

- 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.

## **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, extracurricular 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: Daily teacher-led instruction.
- EDGE Independent: Student-paced with teacher oversight and a flexible learning schedule.

Contact information: 503-399-3041 | [edge.salkeiz.k12.or.us](http://edge.salkeiz.k12.or.us) | [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.

## **McKinney-Vento**

The goal of the McKinney-Vento Program is to ensure that all students have an 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.

## **Migrant education program**

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 migrant program, please call 503-399-3111.

## **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.

Additional information is available on the district website, [Native Education Program](#), 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 to 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.

School districts must identify, locate and evaluate all resident children with disabilities, regardless of the severity of the disability, who are in need of early intervention, early childhood special education or special education services.

When a student is referred for special education, an evaluation may be recommended. All referrals start at the neighborhood school. Trained staff will complete observations, conduct diagnostic evaluations and gather information from a variety of sources. All initial evaluations are made with the signed permission and knowledge of the parent and/or guardian. Parent/guardian input is considered at all stages of the evaluation, eligibility and 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.

### **TAG - 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 associates provide 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.

## **STUDENT HEALTH**

### **Asthma**

Asthma is the leading serious chronic illness among children in Oregon and 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 Public Schools and will be updated when the doctor makes a change and the parent provides the new form to the school.

### **Concussions and 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.

### **Diabetes**

Students with insulin dependent diabetes are required to have yearly school diabetic treatment orders prior to attending school. This form gives specific instructions from the doctor on the diabetes management of the student. Families are also required to provide supplies prior to school starting. This includes emergency medication, insulin and snacks. Selected school staff are trained by the school health nurse to support student needs and have access to the Nurse Help Line for medical guidance.

### **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 also provide school-based Dental Service Sealant Clinics. Only those students with signed parental consent are eligible to participate.

### **First aid**

First Aid is given by First Aid trained school personnel 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. A major symptom of infestation is an itchy scalp particularly behind the ears or back of the neck.

If head lice are detected during the school day, parents will be notified and the child will be excluded at the end of the school day. Precautions will be made to respect the student’s and family’s confidentiality. Treatment for live lice is required and the student must 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.

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*).

## **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. Examples of 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.

Salem-Keizer Public School recommends parents complete a [Pupil Medical Record \(HST F003\)](#) at your student’s school or via online registration 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**

Kindergarten – 3rd grade elementary students will receive a vision screening during the school year. Hearing screenings are provided for kindergarten students and supervised by our speech-language pathologists. If you do not want your child to participate in the vision or hearing screening, please notify the school in writing as soon as possible

## 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 due to health reasons instead of participating in 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 24 hours OR with orders from a doctor to school nurse.
- **Vomiting: one or more episode that is unexplained.** Stay home until symptom-free for 24 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.
- **A 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 healthcare needs so the student may attend safely.

## 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.

### *Out-of-State Immunizations*

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.

### *Out-of-Country Immunizations*

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

### **Medication at school**

Parents are encouraged to administer medication to their children before and/or after school hours. Only medications that are necessary for the student to access education may be given in school 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 physician written order.
- Requires written parent or guardian permission.
- The medication must be in the original pharmacy container.
- Add - The medication should be brought to and from school by a parent or guardian.

### *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 and is 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 a 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, a physician or the School Health Nurse. This must be on file at the school.

### *Medication at 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 and consult with a district nurse.

### **Narcan/Naloxone**

In alignment with school district policy, all schools will stock Narcan/Naloxone and necessary medical supplies. Staff may administer naloxone to any person suspected of experiencing an opioid overdose. Anytime Narcan/Naloxone is administered school staff will call 911 and notify the student’s parents or guardian.

### **Severe allergies**

A student who has a severe allergy may have emergency medication epinephrine prescribed for use in the event of 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 graduating or transferring 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 in 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.
- Training 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. Students must be healthy to be educated and educated to be healthy.

### *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.

### **Sun Protection**

Students are allowed the outdoor use of appropriate sun-protective clothing and hats. When used appropriately, students may carry nonprescription sunscreen without documentation in their backpacks, pockets, purses, etc., or they may apply sunscreen prior to attending school.

## **STUDENT SAFETY**

### **Accidents and injuries**

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 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.

- Students are not allowed to be on campus earlier than 15 minutes prior to opening bell time.
- 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.
- All doors may be locked except when being used by groups of students to pass to and from activities.
- 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 [Emergency Closures & Delays - Salem-Keizer Public Schools](#).

### *Two-hour weather delay*

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.

### *Early school closure*

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 concerns. Contact your child's school for more information.

### *Emergency evacuation*

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.

## **Emergency drills: fire, earthquake, and lockdown**

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

## **Emergency 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 is needed for the safe release from school to parents/guardians.
  - 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.
  - 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@safeforegon.com](mailto:tip@safeforegon.com)
- Phone or text: 844-472-3367
- Mobile App: get it on iTunes or Google Play
- Submit a form online at: [app.safeforegon.com](http://app.safeforegon.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.

## **NON-DISCRIMINATION STATEMENT**

Salem-Keizer Public Schools promotes equal opportunity for all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, veteran's status, genetic information or disability. The following people have been designated to handle questions and complaints of alleged discrimination:

Title II Coordinator

John Beight - Executive Director of Human Resources

2450 Lancaster Dr NE, Salem, OR 97305

503-399-3061 | [beight\\_john@salkeiz.k12.or.us](mailto:beight_john@salkeiz.k12.or.us)

Title IX Coordinator

John Beight - Executive Director of Human Resources

2450 Lancaster Dr NE, Salem, OR 97305

503-399-3061 | [beight\\_john@salkeiz.k12.or.us](mailto:beight_john@salkeiz.k12.or.us)

Deputy Title IX Coordinator

Debbie Joa - Human Resources Manager

2450 Lancaster Dr NE, Salem, OR 97305

503-399-3061 | [joa\\_debbie@salkeiz.k12.or.us](mailto:joa_debbie@salkeiz.k12.or.us)

District 504 Coordinator

Chris Moore - Director of Mental Health & Social-Emotional Learning

4042 Fairview Industrial Dr SE. Salem, OR 97302

503-399-3061 | [moore\\_chris@salkeiz.k12.or.us](mailto:moore_chris@salkeiz.k12.or.us)

The Salem-Keizer Public Schools [nondiscrimination policy](#) and [grievance procedures](#) are located on the district website.



INS-M005\_Rev. 8/7/2025