

2025-26

GUEST TEACHER

H A N D B O O K



Salem-Keizer Public Schools

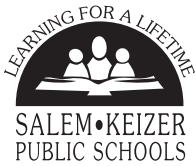
GUEST TEACHER HANDBOOK 2025-26

SALEM-KEIZER PUBLIC SCHOOLS
2450 Lancaster Drive NE, Suite 100
Salem, Oregon 97305

Robert Silva, Chief Human Resources Officer
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ROBERT SILVA, Chief Human Resources Officer
Human Resources
2450 Lancaster Drive NE, Suite 100 • Salem, Oregon 97305
503-399-3061

Andrea Castañeda, Superintendent

July 2025

Dear Substitute,

I would like to welcome you to Salem-Keizer Public Schools. We are excited to have you join our team and that you are willing to help teach our students.

As you may know, Salem-Keizer Public Schools is the second largest district in Oregon, serving about 38,000 students. You play a key role in helping us provide a quality education and support our vision: All students graduate and are prepared for a successful life.

It is important for us to have reliable substitutes to support student learning when our regular staff need to be absent. You help us ensure that the needs of students, staff, and our community are met each day.

Please read and familiarize yourself with the contents of this substitute handbook. We are here to support you and want to ensure that you are successful in your new role. If you need further information or have additional questions, please don't hesitate to contact the district's substitute office at 503-399-3295.

Thank you for your willingness to be part of this important mission!

Robert Silva

Chief Human Resources Officer

SALEM-KEIZER PUBLIC SCHOOLS RESPONSIBILITIES

In order to fulfill the goal of maintaining a program of educational excellence at all times, Salem-Keizer Public Schools commits itself to the following objectives:

1. Whenever possible, the teacher will leave or send a detailed plan to cover the period of absence. This plan shall include a description of special characteristics of each day's routine and program.
2. The teacher or designee will enter absences as early as possible and the guest teacher will be assigned as soon as possible.
3. Building administrators will aid guest teachers in every way possible by means of a thorough orientation to building procedures.
4. Salem-Keizer Public Schools will maintain liability insurance coverage which will cover staff members. When on assignment, a guest teacher is considered a staff member.
5. Regular teaching staff will provide evaluative feedback on guest teacher performance.

The following items will be available and complete:

- a. Instructions to guest teacher
- b. Current seating chart and class list
- c. Time schedule
- d. Written room and fire drill procedures
- e. Lesson plans, textbooks, and other necessary materials
- f. Duty responsibilities
- g. Building discipline policy

GUEST TEACHER RESPONSIBILITIES

In order to fulfill the goal of maintaining a program of educational excellence at all times, Salem-Keizer Public Schools asks that each guest teacher commit themselves to the following objectives:

1. High professional and ethical standards must be maintained.
2. Guest teachers should refrain from making comparisons of building assignments.
3. When on assignment the guest teacher will endeavor to hold students to high standards of accomplishment.
4. The guest teacher will assume the regularly scheduled duties of the teacher including hall, recess, cafeteria, and other duties as assigned. If the guest teacher is in a long term assignment, they should attend faculty and other meetings that the regularly scheduled teacher would attend.
5. Guest teachers will adhere to the District's Discipline Policy, INS-A001. At no time is corporal punishment to be used by any staff member.

EXPECTATIONS

1. The guest teacher shall provide a written report of the progress of the class during the period of substitution. This report will include anything which needs to be called to the attention of the regular teacher. A record of assignments should be left. To give more detail on individual problems, the guest teacher may leave a personal note to the teacher.
2. A daily report should be prepared for use when the regular teacher returns.
3. The guest teacher should follow the wishes of the regular teacher regarding collecting and grading papers. If no directions are left, the papers should be corrected, but grades should not be entered.

GUIDELINES

1. A guest teacher may choose to supply themselves with necessary equipment such as pencils and pens, a whistle for playground use in an elementary school, or other materials that may be useful.
2. Guest teachers should sign in and enter their arrival and departure time on the *Substitute Sign-in Report* form when entering and departing the building. Guest teachers should sign verification of time worked at the close of the day.
3. Guest teachers are expected to remain on the school premises for the duration of the assigned time. If a need should arise that requires a guest teacher to leave and return to the site, an administrator should be notified.
4. A guest teacher will be assigned in the absence of a teacher even though a student teacher may be present in the room. The guest teacher should check with the building administration to determine what role they play in this situation.
5. A guest teacher who is not familiar with audio-visual equipment should not hesitate to request assistance from the media specialist, or other designated person.
6. Please familiarize yourself with the seating chart. This will allow you to pinpoint two or three students as anchors for name association. Avoid such phrases as "You, in the blue sweater." If it is an elementary class, have the children print their names on heavy paper that can be folded to stand on each desk. Or, if these are already available in the room, pass them out in the morning and collect them at the end of the day so that they may be used again.
7. Follow the teacher's lesson plans and the usual routine of the class as much as possible, however, do not be afraid to use your own ideas.
8. The guest teacher serves in lieu of the regular classroom teacher and should never criticize or make comments that would be detrimental to the relationship between the regular classroom teacher and students.
9. Return guest teacher badge and room key to office at time of departure.

ASSIGNMENTS

Absence Management offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. Absence Management offers you both phone and web services for finding and accepting jobs.

WEB ACCESS

For web access you will need to use the Frontline ID and Password you created.

TELEPHONE ACCESS

For phone access you will need to have your ID and PIN available. This information will be given to you in your welcome email from Absence Management.

Absence Management automates and assigns substitutes to job opportunities. The system will start making calls at 5:30 a.m. and continues until all positions are filled and then again from 4:30 p.m. until 9:00 p.m. The system will not leave job offers on your message machine. You have the ability to decline jobs, upon which the system repeats the process for the next selected substitute in sequence.

Substitutes can also call into the system or use their computer to search for available jobs 24 hours a day, 7 days a week, or mark themselves unavailable. Each substitute must be able to respond to a morning call within one hour of receipt of the call. It is also not uncommon to be called during the school day when an employee creates an absence. Please understand and be sympathetic to this need and expect some irregular calls. A substitute who has accepted an assignment but later is unable to fulfill the commitment should release the assignment in the Absence Management system as soon as possible so that the system can resume calling out the position. If it is less than two hours before start time of the assignment you must call the substitute office at 503-399-3295.

Salem-Keizer Public Schools understands there are times when a substitute cannot accept an assignment due to personal commitments or illness. When such circumstances occur, please use the Absence Management system to make yourself unavailable for calls. Unavailability for a period of more than thirty (30) calendar days may result in your removal as a substitute.

Restricted and district substitute teachers are qualified to work in any licensed substitute position, but the Teachers Standards and Practices Commission (TSPC) has specific limitations on the number of consecutive days a restricted and district substitute can work in the same assignment. Currently, that limitation is set at 10 days. It is the responsibility of the substitute to NOT accept jobs of longer than 10 consecutive days.

CHECK IN/OUT PROCEDURES

When the guest teacher arrives at the school for an assignment, they must first report to the school office to sign in and enter their arrival time. All substitutes will receive a badge to be worn and visible during entire shift. Badge and/or key should be returned at the end of shift. When the assignment has been completed, the guest teacher will enter their departure time, and sign the *Substitute Sign In Report* (page 13) located in the school office. Any questions regarding whether you are to return the next day should be directed to an administrator or the office manager.

CHILD ABUSE REPORTING

All school district employees, including guest teachers, are mandatory reporters of child abuse and play a vital role in helping to ensure the health and safety of children. Oregon law and District policy require school district employees to immediately report suspected child abuse or neglect to the Oregon Department of Human Services (ODHS) or a law enforcement agency.

To report suspected child abuse or neglect, follow the steps below:

1. Immediately contact the Oregon Child Abuse Hotline (ODHS) at 1-855-503-SAFE (7233) or a law enforcement agency.*

Keizer Police Department	Marion County Sheriff's Office	Polk County Sheriff's Office	Salem Police Department
503-390-2000	503-588-5032	503-623-9251	503-588-6123

*To report an emergency situation (risk of imminent harm), call 9-1-1

2. Complete the Salem-Keizer School District Suspected Abuse Reporting Form (PAP-F004) and give it to the school counselor.
3. Immediately notify the school administrator of the report.
4. Maintain confidentiality.

Do you have cause to believe that a school district employee, contractor or volunteer may have abused a child? Immediately report to ODHS or law enforcement and immediately notify the school administrator or Human Resources at 503-399-3061.

If you have any questions about child abuse reporting, please contact the Prevention and Protection Coordinator in Human Resources at 503-399-3061.

PARKING

Guest teachers should park on school grounds. Additional parking may be found along the streets. Guest teachers assigned to schools with designated parking will be notified of the parking space number, if that information has been provided on the job request. Please leave visitor parking for parents and guests.

INCLEMENT WEATHER

Inclement weather occasionally will force a delayed school starting time or district closure. Please tune into your favorite local radio or television station or check the Salem-Keizer Public Schools website to determine if you should report to work. When school is delayed due to inclement weather, your reporting time is delayed by the same amount of time as the students (e.g. if your report time is 8:00 a.m. – delay is 2 hours, you report at 10:00 a.m.). Morning preschool will be cancelled.

EVALUATION

If a principal has a concern about the guest teacher's performance, they may discuss the matter with the guest teacher whenever possible. If a serious concern is discovered after the guest teacher has left the building, the principal may call either the guest teacher or the Human Resources office to discuss the matter.

A Substitute Evaluation form will be completed by a school or department, either upon their own initiative or upon request by Human Resources. When possible, an administrator will discuss the evaluation report with the guest teacher. Guest teachers may also be scheduled to meet with Human Resources personnel. A digital copy of the evaluation will be scanned into personnel file.

COMPLAINT PROCEDURE

Salem-Keizer Public Schools policy provides a procedure for a guest teacher to file a complaint regarding a concern, problem, or difficulty relating to the educational process of the district. For a more detailed explanation, please refer to the district's policy and procedure, ADM-A005 and ADM-P008.

COMPENSATION

The daily rate of pay for guest teachers for the 2025-2026 school year can be found on the district website under Salary Rates for substitutes: <https://salkeiz.k12.or.us/careers/salary-schedules/details/~board/salary-schedules/post/subs-salary-schedule-25-26>.

If you are providing a long-term coverage over 10-consecutive days and there is a break in employment for any reason this will end the count of qualifying consecutive days in the same position, and the rate of pay will revert to the hourly guest teacher rate of pay until the number of qualifying consecutive days has once again been satisfied.

The standard guest teacher work day is one-half day (3.75 hours) or a full day (7.50 hours). Guest teachers are expected to stay in the building for a total of 3.75 hours or 7.50 hours.

Payroll periods are from the 16th of the month through the 15th of the following month. Earning statements will be emailed to the district email account of guest teachers who elect direct deposit or payroll debit cards (pay cards). Guest teachers who do not choose direct deposit/pay cards will have their check mailed from the Payroll Office on the last business day of the month. You are eligible to participate in the 403(b) and 457(b) salary deferrals.

A PayCard is a reloadable debit card with the VISA logo issued through a national or regional bank. It is an alternate way for employees who do not have bank accounts to receive their pay electronically. It takes the place of paper paychecks and works similar to a credit/debit card. Each payday the PayCard is reloaded with the employee's salary and employees have the option of withdrawing money from an ATM, withdrawing the entire amount, or using it to purchase goods and services.

If you have any questions regarding your hours worked or rate of pay, please contact the substitute office at 503-399-3295.

GUEST TEACHER WORK HOURS

A guest teacher working any part of a half day is paid for the half day unless the guest teacher requests to leave. In this case, guest teachers will be paid for actual time worked. A guest teacher who works from 7:30 a.m. to 11:15 a.m., from 8:00 a.m. to 11:45 a.m., or from 10:00 a.m. to 1:45 p.m. will be compensated for 3.75 hours, even though in some situations the guest teacher may work portions of both the morning and afternoon. Full day guest teachers work 7.50 hours. If you accept a position that is not either half day or full day, contact the location office for clarification on the specific hours to be worked.

SUBSTITUTE PAID SICK TIME

In accordance with the Oregon Sick Time law, substitutes will earn one (1) hour of paid Sick Time for every 30 hours worked. Appropriate uses for this leave can be found in District policy HUM-A032. The accrual will not reflect until the substitute has worked at least 30 hours. For example, the substitute works 25 hours this month so no time reflects. That same substitute works five (5) more hours in the next payroll and then the one (1) hour accrual will reflect. If they worked six (6) hours, they would still only see the one (1) hour and no fractions of an hour.

Substitutes that wish to use Sick Time will complete the Payroll timesheet located on the District web page under QAM. The form number is PAY-F026. The pay code to be used is 334 and you would indicate the date and times you are claiming. The timesheet then needs to be submitted to the Substitute Office by the 15th of the month for the current pay period.

Substitutes can carry up to 80 hours of paid sick time on their accounts and they can use the amount of sick time they have during a given school year. Sick time can only be claimed on a school day during the academic calendar.

HEALTH BENEFITS

As a guest teacher, if you need a leave of absence, you may qualify for a protected leave through Paid Leave Oregon. Paid Leave Oregon is a State protected leave that covers medical leave, family leave, and safe leave and offers paid benefits at a percentage of your normal wages. To start a claim for paid leave benefits, **employees must apply through American Fidelity:** <https://americanfidelity.com/or-leave-support/>

Guest teachers are not eligible for medical or dental benefits. As an on-call employee, a guest teacher is insured under worker's compensation. Any injury sustained on Salem-Keizer Public Schools property during the course of duties as a guest teacher should be reported immediately to the Salem-Keizer Public Schools Workers' Compensation Analyst at 503-399-3070. All employees, including guest teachers, are covered by Salem-Keizer Public Schools liability insurance.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

A guest teacher in the Salem-Keizer Public Schools, who is qualified in the PERS/OPSRP program, will have contributions deducted from their pay in the amount of 6%. If you are working qualifying hours (600 or more per full-calendar year) and do not see contributions listed on your earning statement (after the 6 month waiting period), please contact the district Payroll office to have them review the matter. Six percent (6%) of your gross monthly salary will be deducted (on a pre-tax basis) from your pay and remitted to PERS on your behalf. Beginning July 1, 2020, SB 1049 will go into effect. From the 6% deducted from your monthly salary, if you met the required [monthly salary threshold](#), a portion (3.5% for Tier 1&2, 5.25% for OPSRP) will be deposited into an IAP (Individual Account Program) account and will receive earnings (+/-) each year. The other portion (2.5% Tier 1&2, .75% for OPSRP) will go into the 'Employee Pension Stability Account'. For more information on SB 1049, please visit the PERS website at www.oregon.gov/pers Along with the 6% deduction, Salem-Keizer Public Schools also makes a contribution, on your behalf, to the PERS/OPSRP pension account.

If you have worked an entire calendar year (Jan 1 to Dec 31) and you did not work 600 or more hours, a yearly reconciliation will be completed. Your contributions will be refunded to you no later than March 31st of the following year.

Once your employment or contract period ends, a separation date is electronically sent to PERS. This transaction ends your employment segment with Salem-Keizer Public Schools. Should you return to employment with Salem-Keizer Public Schools, and have already qualified under PERS/OPSRP, your contributions will begin immediately upon return. However, if you withdrew your PERS/IAP account, you will need to begin another eligibility period of employment.

RETIRED

Retired Tier 1&2, and OPSRP retirees who are receiving a monthly benefit, or took a lump sum payment are subject to the "Work After Retirement" rules set forth by PERS. To view the current requirements, please go to www.oregon.gov/pers and click on the Retired Member Information link.

NOTE: It is the responsibility of the guest teacher to monitor the number of hours worked per month for PERS purposes.

The information above is current as of print and is subject to change at any time without notification. If you have any questions regarding PERS/OPSRP or for the most current information, please contact PERS at 888-320-7377, or view their website at www.oregon.gov/pers.

NEW HIRE PERS BENEFICIARY INFORMATION

TIER 1 AND TIER 2

If you have been hired into a qualifying position* and are in a Tier 1 or Tier 2 status, please go to the following links to fill out a PERS Pre-Retirement Designation of Beneficiary form, and an IAP Pre-Retirement Beneficiary form:

TIER 1/TIER 2 LINK:

<https://www.oregon.gov/pers/Documents/Form/094-Tier-One-or-Tier-Two-Pre-Retirement-Beneficiary-Designation.pdf>

IAP LINK: <https://www.oregon.gov/pers/Documents/Form/469-IAP-Pre-Retirement-Designation-of-Beneficiary-Packet.pdf>

TIER 3/OPSRP

If you have been hired into a qualifying position* and are in the OPSRP** (Tier 3), please go to the following link to fill out the IAP Pre-Retirement Designation of Beneficiary form:

IAP LINK: <https://www.oregon.gov/pers/Documents/Form/469-IAP-Pre-Retirement-Designation-of-Beneficiary-Packet.pdf>

These forms are fillable online but must be printed out and signed before mailing to PERS. If you have questions regarding these forms or questions about your status with PERS, please contact PERS customer service at 1-888-320-7377.

Please save/make a copy for your files and mail the originals to the PERS address at the top of each form.

If you are retired and receiving a benefit from PERS, do not complete either of the Pre-Retirement Designation of Beneficiary forms.

***Qualifying position** – a position that allows an employee to work a minimum of 600 hours per calendar year.

****OPSRP** – PERS members who were hired after August 28, 2003.

STATE ASSOCIATION FOR SUBSTITUTE TEACHERS

The Oregon Substitute Teachers' Association (OSTA) was founded in May 1975 for the purpose of improving communication and standards among Oregon's substitute teachers, to help organize local groups, and to represent its members at the State Legislature.

Membership is open to all substitute teachers in Oregon. For additional information about OSTA visit their webpage at www.ostasubs.org or email at ostasubs@hotmail.com.

FIRE/EVACUATION PROCEDURE

Please familiarize yourself with the evacuation route for your work area. Once the fire alarm has been activated, staff members will conduct an orderly evacuation of students out of the classrooms, close the classroom door behind them and leave via the primary or secondary building evacuation route (map posted in each classroom). Power is often lost during a fire, therefore, elevators must not be used.

Once out of the building, staff and students will gather at a pre-designated safe meeting area. Staff members will account for all students. Be prepared to let emergency personnel know if someone is missing. Do not enter the building until the site administrator or fire department has informed you that it is safe to do so.

FIRE/EVACUATION OF THE PHYSICALLY DISABLED

Evacuation of students or staff who cannot use the stairs should be assisted to the predesignated areas which may be marked "Area of Refuge". Trained personnel will assist with moving the staff or student. Remain with student until no longer needed or relieved of responsibility.

EARTHQUAKE EMERGENCY PROCEDURE

All students and staff will "Drop, Cover, and Hold On." This means drop to the floor, preferably out of the way of potentially falling objects. Seek cover under desks and tables and cover the back of your neck with your hand. Then hold on to the desk or table to ensure you stay under it during the earthquake. The proper position is to be on your knees and not sitting. This provides the person with the ability to get mobile and push up if there is heavy debris on top of their desk or table. It is also the best posture to absorb any potential impacts and to keep the body contained in a small place.

For people in a gym or other large open area inside the building with no desks or tables the next best place to be is against a wall. Ensure you're not under windows and still Drop and Cover.

After the shaking has stopped, check for injuries and assess the situation. It is not necessary to immediately evacuate unless the building is unsafe. If the building is unsafe, then evacuate using the safest route possible.

Follow the local procedures as directed by the Principal.

Once evacuated, proceed to the pre-designated meeting area. Staff members will account for all students and staff. Remain with students until no longer needed or relieved of responsibility.

Do not reenter the building unless it has been determined safe or as directed.

LOCKDOWN PROCEDURES

**ANY DISTRICT EMPLOYEE CAN INITIATE A SECURITY CONDITION.
IF AN IMMEDIATE THREAT HAS BEEN IDENTIFIED CALL 911.**

SECURE ALERT – DANGEROUS ACTIVITIES NEARBY

1. Stop all outdoor activities and bring students and staff into the school.
2. Secure all interior and exterior doors.
3. Identify visitors and the purpose of their visit before entering school.
4. Utilize additional staff supervision during arrival and dismissal times.
5. Coordinate with onsite security and/or law enforcement.
6. Continue with instruction.

CONDITION 1 - SUSPECTED OR KNOWN EXTERNAL DANGER

1. Announce condition using radios, public address, or other means.

2. Suspend outside activities and escort students into the building.
3. Close and lock all exterior doorways and entryways.
4. Close and lock all classroom doors, windows and blinds.
5. Continue with instruction and limit hallway movement.

CONDITION 2 - IMMINENT EXTERNAL DANGER

1. Announce condition using radios, public address, or other means.
2. Suspend outside activities, gather students and escort them into school building or to the predesignated safe area/location outside of school.
3. Close and lock all exterior doorways and entryways.
4. Go to closest securable room or space.
5. Close and lock all classroom doors, windows and blinds.
6. Turn off lights and move to secure area in room.
7. Stay out of view of windows and doors.

CONDITION 3 - IMMINENT INTERNAL DANGER

1. Announce condition using radios, public address, or other means.
2. Suspend outside activities and escort them to the pre-designated safe area/location outside of school.
3. Close and lock all exterior doorways and entryways.
4. Go to closest securable room or space.
5. Close and lock all classroom doors, windows, and blinds.
6. Turn off lights and move to secure area in room.
7. Stay out of view of windows and doors.
8. Barricade doors using available furniture.
9. Remain alert to situational changes.
10. Utilize options based decision making, appropriate for the situation, to prepare to evacuate, scatter or conduct disruptive actions.

ALL CLEAR

- Conditions 1, 2 and Secure Alert will be cleared by the Safety and Risk Management Director, designee or other district leadership.
- School Administrators will announce the all clear after receiving authorization.
- Condition 3 may require clearing by law enforcement working with district leadership.

IN ALL CONDITIONS

Wait for the "All Clear" from Safety and Risk Management Services

Pre-Designated Safe Area: Areas inside the building, outside the building on-campus, and off-campus that have been established as safe areas to take students, staff, and visitors.

Detailed guidelines are in Work Instructions SEC-W007 & SEC-W008.

MUNIS EMPLOYEE SELF SERVICE (ESS) OVERVIEW

MUNIS Employee Self Service (ESS) is a web-based application that allows employees to privately access personal and payroll information. This application serves as a resource for all employees to access from any computer at their convenience. The features and information located within the ESS system include the following:

PERSONAL INFORMATION

- View and update some general contact information.
- View and update emergency contact information.
- View and print paycheck information.
- View and print year-to-date gross earnings.
- View and print W-2 information.
- View and update current W-4 withholding information.

Note: *Some information cannot be updated online. If you find any incorrect information in this section, please contact the Salem-Keizer Payroll Department.*

TIME OFF INFORMATION

- View and print the status of any used and accrued sick, personal and vacation balances and carryovers. This information is up-to-date as of your last pay period only.
- View and print any additional resource links and documents that have been provided for your reference.

To access Employee Self Service:

**Go to the District website.
Click on the "STAFF" link.
Click on "Employee Self Service (MUNIS)".**

To log in:

**lastname_firstname
Your password is your regular District password.**

SUBSTITUTE SIGN-IN REPORT

Substitute Sign In

Date Range: 9/12/2025 - 9/12/2025	Report Date: 9/12/2025
Type: Absences, Vacancies	Username: dassance_cindy
School(s): PARRISH MIDDLE SCHOOL	Employee(s): All Employees
Employee Type(s): All Employee Types	Substitute(s): All Substitutes
Vacancy Profile(s): All Vacancy Profiles	

(5) Substitute Sign In

Friday, September 12, 2025

Substitute	Signature	Start/End	Employee	Conf. #
TEST SUBSTITUTE PARRISH MIDDLE SCHOOL	x _____	Duration: 08:00 07:15 AM - 03:15 PM	TEST EMPLOYEE SPEC PROGRAM IA2 -PRGM ASST CLAS	261767056
TEST SUBSTITUTE PARRISH MIDDLE SCHOOL	x _____	Duration: 06:45 07:45 AM - 02:30 PM	Special Education Asst. Vacancy CLAS	237602309
TEST SUBSTITUTE PARRISH MIDDLE SCHOOL	x _____	Duration: 07:00 07:30 AM - 02:30 PM	Special Education Asst. Vacancy CLAS	257197807
TEST SUBSTITUTE PARRISH MIDDLE SCHOOL	x _____	Duration: 07:30 07:15 AM - 02:45 PM	TEST EMPLOYEE SOCIAL STUDIES TCHR LICN	259312505
TEST SUBSTITUTE PARRISH MIDDLE SCHOOL	x _____	Duration: 07:30 07:15 AM - 02:45 PM	TEST EMPLOYEE ENGLISH TCHR LICN	261560825

2025-26 | SCHOOL CALENDAR

AUGUST/SEPTEMBER

NE	25	26	27	28	29
H	ESD/8 ^{hr}	KA	KA	KA	5
KT	KT	KT	KT	KT	KT
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	FIRST DAY Grades 6 & 9 9/2 Grades 1-5, 7, 8, 10-12 9/3 Kindergarten 9/10		

OCTOBER

		1	2	3
			HSPSAT	9
6	7	8		10
13	14	15	16	17
20	21	EC/12 ^{hr} SSD/4 ^{hr} SGI/4 ^{hr} SG/4 ^{hr}	K-12C/12 ^{hr}	NS
		22	23	24
27	28	29	30	31

10/22: Middle and High school IA staff will work 8 hours Conferences and 4 hours Staff Development.

NOVEMBER

	3	4	5	6	7
	H				
10		11	12	13	14
17		18	19	20	21
24		25	NS	H	H
			26	27	28

DECEMBER

	1	2	3	4	5
Trimester 2 Begins				K-8G/8 ^{hr} HSSD/4 ^{hr} HSG/4 ^{hr}	
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

JANUARY

			H	NS
			1	2
5	6	7	8	9
12	13	14	15	16
H	19	20	21	22
	26	HFS	HFS	HFS
		27	28	ESD/8 ^{hr} MSSD/4 ^{hr} MSG/4 ^{hr} HSG/8 ^{hr} 30

FEBRUARY

Semester 2 Begins	2	3	4	5	6
	9	10	11	12	13
SH/M	16	17	18	19	20
	23	24	25	26	27

MARCH

	2	3	4	5	6
			K-12C/12 ^{hr}	NS	
Trimester 3 Begins	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31	3/12: High school IAs will work 4 hours Staff Dev. and 4 hours Conferences.		

APRIL

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY

				ESD/8 ^{hr} SSD/4 ^{hr} SGI/4 ^{hr}
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
H	25	26	27	28
			29	

JUNE

	1	2	3	4	5
	HFS	HFS	EG/8 ^{hr} MSE	EG/4 ^{hr} EG/4 ^{hr} SGI/8 ^{hr}	ESD/4 ^{hr} SGI/4 ^{hr}
	8	9	10	11	12
	15	16	17	18	19

Days may be added in June to make up for emergency closures. As much as possible, lost instructional time will be made up with instructional time, and lost PD time will be made up with PD time.

LAST DAY
 Elementary 6/10
 Secondary 6/11

ALL SHADED DAYS ARE NON-SCHOOL DAYS FOR ALL STUDENTS



SCHOOL DISTRICT 24J | SALEM, OREGON
ADOPTED JUNE 2024

LEGEND

	First Day of School for Grades 6 and 9
	First Day of School for Grades 1-5, 7, 8, 10-12
	First Day of School for Kindergarten
	Commencement
DH	District Holiday
DSSH	Designated State School Holiday (non-paid for less than 12 mo. employees)
EC	Elementary Conferences (see dates for # of hours)
EG	Elementary Grading (see dates for # of hours)
ESD	Elementary Staff Development (see dates for # of hours)
H	Holiday
HFS	High School Finals
HSG	High School Grading (see dates for # of hours)
HSSD	High School Staff Development (see dates for # of hours)
HSPSAT	High School Preliminary SAT
I	Inservice

K-12C	K-12 Conferences (see dates for # of hours)
K-12EVG	K-12 Evening Grading (see dates for # of hours)
K-8G	K-8 Grading (see dates for # of hours)
KA	Kindergarten Assessments
KT	Kindergarten Transition
MSE	Middle School Early Release
MSG	Middle School Grading (see dates for # of hours)
MSSD	Middle School Staff Development (see dates for # of hours)
NE	New Employee Inservice Day
NS	No School
SC	Secondary Conferences (see dates for # of hours)
SG	Secondary Grading (see dates for # of hours)
SH/M	President's Day in February may be used as an optional make-up day for an emergency closure that occurs prior to Winter Break.
SID	Statewide Inservice Day
SSD	Secondary Staff Development

Winter/Spring Break: Some district office buildings may be closed to the public. For more information call 503-399-3000.

HOWARD STREET CHARTER SCHOOL

2025-26 | SCHOOL CALENDAR

AUGUST/SEPTEMBER

	18	19	20	21	22
G	25	26	27	28	29
H	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	FIRST DAY OF SCHOOL ALL GRADES 8/27		

OCTOBER

		E	1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

NOVEMBER

		E			
G	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
C	24	25	26	27	28

DECEMBER

	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

JANUARY

			H	1	2
	5	6	7	8	9
	12	13	14	15	16
H	19	20	21	22	23
	26	27	28	29	30

FEBRUARY

S2 Begins		E			
	2	3	4	5	6
	9	10	11	12	13
H	16	17	18	19	20
	23	24	25	26	27

MARCH

	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

APRIL

		E	1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

MAY

					I
		E			1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
H	25	26	27	28	29

JUNE

	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19

LAST DAY OF SCHOOL 6/11



LEGEND

I	All Staff Inservice Day (No Students)
G	6th Graders Report for School
H	First Day of School for All Grades
H	Holiday
NS	No School
DH	District Holiday
SID	Statewide Inservice Day
E	Early Release
C	Conferences (No Students)
C½	Conferences Half Day

G	Grading Day
SD	Staff Development Day
DSSH	Designated State School Holiday (Non-paid for less than 12-month employees)
M	Make up for emergency closure days if called by Superintendent
SH	School Holiday (Non-paid for less than 12-month employees)
☐	Winter/Spring Breaks
🎓	8th Grade Graduation

APPROPRIATE ACTIVITIES REQUIRED BY STATUTE

Constitution Day September 17	Lincoln's Birthday February 12	Women in History Month March
Indigenous Peoples' Day October 13	Admission of Oregon into the Union ... February 14	Arbor Week April 20-24
Martin Luther King, Jr. Day January 19	President's Day February 17	

SCHOOL DISTRICT 24J | SALEM, OREGON
School Calendar Based on Traditional Schedule

ADOPTED BY SALEM-KEIZER SCHOOL DISTRICT
JUNE 2024

DIRECTORY INFORMATION

TEL. NO.	SCHOOL	ADDRESS / DIRECTIONS	LOCATION NO.
ELEMENTARY SCHOOLS			
399-3128	Auburn	4612 Auburn Rd NE, 97301 —Auburn Rd. NE is east off Lancaster Dr NE between State St and Center St.	144
399-2062	Battle Creek	1640 Waln Drive SE, 97306 —Head south on Commercial St. turn right (west) on Waln Dr (across the street from Courthouse Fitness Center).	258
399-3132	Brush College	2623 Doaks Ferry Rd NW, 97304 —Turn left off Wallace Rd onto Brush College Rd at Brush College Store, which is at the corner of Wallace Rd and Brush College Rd. Doaks Ferry Rd is the first major intersection after leaving Wallace Rd.	242
399-3134	Bush	410 14th St. SE, 97301 —On the corner of 14th St and Mill, across from Tokyo International University and Mission Mill Museum.	233
399-3136	Candalaria	935 Hansen Ave S, 97302 —Hansen Ave S is west off Liberty Rd shortly after the fork of Commercial St and Liberty Rd.	243
399-3195	Chapman Hill	1500 Doaks Ferry Rd NW, 97304 —Wallace Rd to Orchard Heights. Turn left onto Doaks Ferry Rd.	252
399-2571	Chavez	2400 Walker Rd NE, 97305 —East off Lancaster Dr onto Sunnyview, Turn left Walker Rd.	257
399-3138	Clear Lake	7425 Meadowglen, NE, 97303 —River Road north, turn left on Parkmeadow, right on Meadowglen.	131
399-3141	Cummings	613 Cummings Ln N, 97303 —Cummings Ln is west off River Rd N and Cherry Ave.	132
399-3143	Englewood	1132 -19th St NE, 97301 —On 19th St NE between D St NE and Market St NE.	145
399-3311	Eyre	4868 Buffalo Dr SE, 97317 —Turn right off State St onto 49th. Turn left from 49th St onto Buffalo Dr. -OR- Turn on Rickey St., then turn left on Shenandoah Dr., right on Buffalo.	241
399-5548	Forest Ridge	7905 June Reid Place, 97303 —Take River Rd. to Wheatland Rd., (R) on Clear Lake Road, go about 2 blocks (R) on June Reid Pl.	149
399-3145	Four Corners	500 Elma Ave SE, 97317 —Elma Ave is parallel to Lancaster Dr SE, one block east between Durbin Ave SE and State St.	235
399-3151	Grant	725 Market St NE, 97301 —On Market St NE, between Capitol St and Broadway St.	146
399-3275	Gubser	6610 -14th Ave NE, 97303 —Turn north off Lockhaven Dr onto 14th St, which is west of Whiteaker Middle School.	142
399-3451	Hallman	4000 Deerhaven Dr, 97301 —South off of Felina, Felina is west off of Hawthorne Ave.	152
399-3454	Hammond	4900 Bayne St NE, 97305 —South (R) off Kale Rd NE and then (R) on Bayne, coming from west (L) off Cordon on Kale then (L) on Bayne.	151
399-3457	Harritt	2112 Linwood St NW, 97304 —North on Wallace Rd to Orchardview, approx. 1 mile after light at Orchard Hts. Turn left on Linwood at stop sign, second driveway on left.	255
399-3153	Hayesville	4545 Ward Dr NE, 97305 —Turn east off Lancaster Dr NE, north of Silverton Rd.	133

TELEPHONE: 503-399-3000

DIRECTORY INFORMATION

TEL. NO.	SCHOOL	ADDRESS / DIRECTIONS	LOCATION NO.
ELEMENTARY SCHOOLS			
399-3155	Highland	530 Highland Ave NE, 97301 —Highland Ave is on the corner of Broadway St and Highland Ave NE, 2 blocks south of Pine St NE.	135
399-3157	Hoover	1104 Savage Rd NE, 97301 —Savage Rd is west of and parallel to 1-5 between D St and Market St	147
399-2110	Kalapuya	2085 Wilmington Ave NW, 97304 —North on Wallace Rd, (L) on Orchard Heights, (R) on Wilmington Ave; follow road past at Straub MS, (L) Kalapuya driveway.	256
399-3161	Keizer	5600 McClure St N, 97303 —Turn west off River Road N onto Lockhaven, first right onto McClure.	136
399-3163	Kennedy	4912 Noren Ave NE, 97303 —Turn east off River Road onto Dearborn, left onto Noren.	137
399-3477	Lamb	4930 Herrin Rd NE, 97305 —West (left) off of Cordon Rd NE and east off of 45th Ave NE and Silverton Rd.	150
399-5570	Lee	5650 Venice St SE, 97306 —From Kuebler turn (L) onto Battlecreek if going west, turn (R) onto Battlecreek if going east. Proceed 1/2 mile and turn (L) onto Avalon, go one block, school straight ahead on Venice St	254
399-3165	Liberty	4871 Liberty Rd S, 97306 —On Liberty Rd between Boone and Skyline Rd.	244
399-3167	McKinley	466 McGilchrist St SE, 97302 —South end of High St dead-ends at school, South High School.	239
399-3332	Miller	1650 46th Pl SE, 97317 —South on Lancaster Dr, turn east off Lancaster onto Rickey Dr, go to 2nd light, turn right on Connecticut St (corner of Houck Middle School), continue on Connecticut which becomes Wild Cherry, continue straight ahead to 46th Pl SE. Parking is on the south side of the building.	237
399-3173	Morningside	3513 -12th St SE, 97302 —Intersection of 12th St and Madrona. Top of hill.	245
399-3175	Myers	2160 Jewel NW, 97304 —Turn right off Edgewater St to Eola Dr. Follow Eola Dr to Kingwood Dr. Turn left on Lowen St. Turn right on Clairmount St.	246
399-3178	Pringle	5500 Reed Lane SE, 97306 —Turn east off So. Commercial St onto Baxter Rd. Reed runs north and south.	247
399-3180	Richmond	466 Richmond Ave SE, 97301 —South off of State St. onto 23rd St, east on Mill St, south on Richmond Ave.	240
399-3187	Salem Heights	3495 Liberty Rd S, 97302 —On the corner of Liberty Rd S and Madrona Ave.	249
399-3277	Schirle	4875 Justice Way S, 97302 —Skyline to Kuebler Blvd, turn onto Croisan Scenic Way. Justice Way is the next street.	250
399-3302	Scott	4700 Arizona Ave NE, 97305 —Turn right off Silverton Rd onto Brown Rd. Turn east on Utah, last building on the street.	143
399-3337	Sumpter	525 Rockwood St SE, 97306 —Turn off S Commercial onto Sunnyside Rd. Turn right off Sunnyside Rd, after approximately 2 miles onto Ironwood. Turn right on 7th Ave, then left onto Rockwood.	251
399-3191	Swegle	1751 Aguilas Ct NE, 97301 —Turn into parking lot from Market St.	140

TELEPHONE: 503-399-3000

DIRECTORY INFORMATION

TEL. NO.	SCHOOL	ADDRESS / DIRECTIONS	LOCATION NO.
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ELEMENTARY SCHOOLS

399-3193	Washington	3165 Lansing Ave NE, 97301 —Lansing Ave runs parallel to and west of 1-5, between Market St and Silverton Rd, adjacent to Waldo.	141
399-3604	Weddle	1825 Alder Dr NE, Keizer 97303 —East off of Cherry Ave NE, also accessible from Verda Lane.	148
399-3198	Wright	4060 Lone Oak Rd SE, 97302 —Lone Oak Rd runs parallel to Commercial St S between Browning Ave and Idylwood.	253
399-3438	Yoshikai	4900 Jade St NE, 97305 —Turn east off Lancaster onto Ward Dr, left on 47th, right on Jade.	234

MIDDLE SCHOOLS

399-3701	Claggett Creek	1810 Alder Dr NE, Keizer 97303 —East off of Cherry Ave NE, also accessible from Verda Lane.	125
399-3444	Crossler	1155 Davis Rd S, 97306 —Turn west off Liberty Rd S onto Davis. About 3/4 of a mile south of intersection of Kuebler & Liberty Rd S.	221
399-3446	Houck	1155 Connecticut St SE, 97317 —Turn east off S Lancaster onto Rickey. Right on Connecticut. Behind Shopko.	124
399-3201	Judson	4512 Jones Rd SE, 97302 —Jones Rd runs parallel to Liberty Rd between Idylwood Dr and Boone Rd.	222
399-3206	Leslie	3850 Pringle Rd SE, 97302 —Pringle Road runs parallel to 12th St SE. School is 1 block south of Ewald St.	220
399-3210	Parrish	802 Capitol St NE, 97301 —On the corner of Capitol and D St.	122
399-3442	Stephens	4962 Hayesville Dr NE, 97305 —10 blocks east of Lancaster Dr on Hayesville Dr.	123
399-2030	Straub	1920 Wilmington Ave NW, 97304 —North on Wallace Rd, (L) on Orchard Heights, (R) on Wilmington Ave, (R) at Straub driveway.	224
399-3215	Waldo	2805 Lansing Ave NE, 97301 —Lansing Ave NE runs parallel to and west of 1-5 between Market St and Silverton Rd.	120
399-3220	Walker	1075 - 8th St NW, 97304 —Edgewater St, North on McNary St, 8 blocks to 8th St NW.	223
399-3224	Whiteaker	1605 Lockhaven Dr NE, 97303 —Lockhaven Dr NE runs east off River Rd NE, north of junction of Chemawa and River Rd N.	121

TELEPHONE: 503-399-3000

DIRECTORY INFORMATION

TEL. NO.	SCHOOL	ADDRESS / DIRECTIONS	LOCATION NO.
HIGH SCHOOLS			
399-3080	McKay	2440 Lancaster Dr NE, 97305 —East of Lancaster Dr NE between Market St and Silverton Rd. Use Sunnyview entrance.	111
399-3233	McNary	595 Chemawa Rd N, 97303 —North on River Rd to Chemawa. Turn left. McNary 1/4 mile west on Chemawa, right side.	110
399-3241	North Salem	765 -14th St NE, 97301 —On corner of 14th St NE and D St.	112
399-3252	South Salem	1910 Church St SE, 97302 —On the corner of Rural and Church St SE between Commercial St S and 12th St SE.	211
399-3261	Sprague	2373 Kuebler Blvd S, 97302 —Kuebler Blvd S is west off Skyline Way S.	212
399-5533	West Salem	1776 Titan Drive NW, 97304 —Wallace Rd (L) on Orchard Heights, (L) on Doaks Ferry Rd, (R) at WSHS Driveway.	213

OPTIONS BASED & CHARTER SCHOOLS

OPTIONS BASED SCHOOLS & PROGRAMS:

399-5511	CTEC	3501 Portland Rd NE, 97301 —Entry on west side of Portland Rd NE and Bill Ferry Dr intersection (KROC Center).	061
365-3247	Early College High School — 4071 Winema Place NE Bldgs 50 & 51, 97305	Chemeketa Community College; from Lancaster turn east on Winema Pl, check in at Rm. 109.	054
399-3041	EDGE Online Office	1075 8th St NW, 97304 —Located at Walker Middle School in EDGE portable.	062
399-3421	Roberts GED at Downtown Learning Center — 360 Commercial St NE, 97301		052
365-3247	Roberts High School at Chemeketa — 4071 Winema Place NE Bldgs 50 & 51, 97305	Chemeketa Community College; from Lancaster turn east on Winema Pl, check in at Rm. 109.	052
399-3505	Roberts Middle School — Riverfront Learning Center, 1115 Commercial St NE, 97301		052
399-5550	Roberts Structured Learning Center — 3620 State St, 97301		052

CHARTER SCHOOLS:

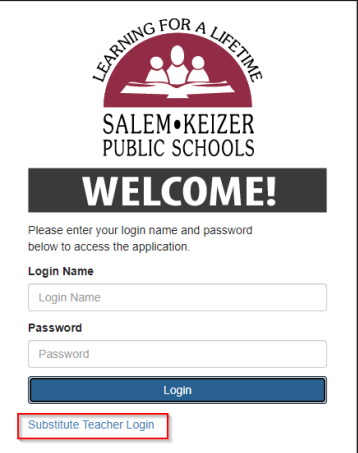
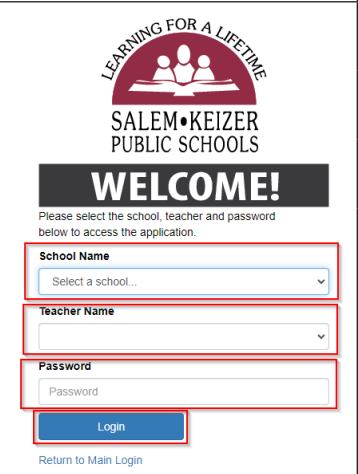
399-3408	Howard Street Charter School — 625 Marion St NE, 97301	1 block east of Cinebarre Movieland.	320
399-7070	Jane Goodall Environmental Middle School — 999-B Locust St. NE, 97301	Located within the Oregon School for the Deaf on the north side of Locust St. From Pine St. NE, turn north on Cherry Ave. NE then west on Locust.	325
399-5548	Optimum Learning Enviroments (OLE) — 7905 June Reid Place, 97303	Take River Rd. to Wheatland Rd., (R) on Clear Lake Road, go about 2 blocks (R) on June Reid Pl.	323
364-3150	Valley Inquiry Charter School (VIC) — 5774 Hazel Green Rd NE, 97305	Hazel Green Rd is east off Portland Rd north of the 1-5 interchange.	326

TELEPHONE: 503-399-3000

SYNERGY SUBSTITUTE TEACHER LOGIN INSTRUCTIONS



Summary: This guide will demonstrate how to log into Synergy as a daily substitute teacher. This feature will only work if the school office sets the substitute up for the school day. Please reach out to the School Office Specialist or Office Manager at the school you are working at to see if they use this feature. They will also provide you with a password for the day.

STEP 1	<p>Click on the Synergy Icon on your desktop.</p> <p>On Salem Keizer's Synergy SIS home page, click on Substitute Teacher Login link.</p>	
STEP 2	<p>Select the School Name you are substitute teaching at.</p>	
STEP 3	<p>Select the Teacher Name for whom you are substituting.</p>	
STEP 4	<p>Enter the Password given to you by the front office staff.</p>	
STEP 5	<p>Click Login.</p> <p>TeacherVUE opens and displays the announcements.</p>	

FOR ASSISTANCE PLEASE SUBMIT A TICKET OR CONTACT TIS AT 555555, PRESS OPTION 2 FOR SYNERGY SUPPORT

SYNERGY SUBSTITUTE TEACHER LOGIN INSTRUCTIONS



The screenshot shows the Synergy Teacher VLE interface. At the top, there are navigation tabs: Home, Grade Book, Report Card, and Admin. The user is logged in as a Substitute Teacher for West Salem High School. The main navigation bar includes 'Attendance' (highlighted with a red box), 'Charts', and 'Reports'. Below this, the student list for 'Alpha - Last, First' is displayed. The 'Attendance' icon is highlighted yellow. To the right, a 'Student Tallies' window shows the following data:

Total: 11	
Present Today	11
Absent Today	0
Tardy Today	0

STEP 1

If attendance has not been taken for the current period, the **Attendance Icon** will be highlighted yellow. There are two ways to take attendance in Synergy: by **Chart** or by **List**.

This close-up shows the 'Attendance' menu. The 'Attendance' button is highlighted yellow. Below it, two options are visible: 'Chart' (highlighted with a blue box) and 'List' (highlighted with a blue box). A 'Seating Chart Menu' is also visible.

STEP 2

Click on the student's picture until the appropriate attendance reason is selected. When you reach the end attendance reasons, clicking again will remove the absence reason.

Click **Save**.

NOTE: Elementary substitutes will take attendance 2 times. One for AM and one for PM.

This screenshot shows the student attendance grid. A 'Save' button is highlighted with a red box. The grid displays student photos and their attendance status for the current period. Some photos have small icons below them, indicating attendance has been recorded.

Electronic Link to this document:

<https://helpdesk.salkeiz.k12.or.us/a/solutions/articles/17000147698>

**FOR ASSISTANCE PLEASE SUBMIT A TICKET OR CONTACT TIS AT 555555,
PRESS OPTION 2 FOR SYNERGY SUPPORT**

QUICK REFERENCE INFORMATION

Website Access

The website to access Absence Management is:
<https://app.frontlineeducation.com>

Important Phone Numbers

The phone number to access Absence Management:
1-800-942-3767

Substitute Office..... 503-399-3295
Human Resources..... 503-399-3061



Andrea Castañeda, Superintendent
Robert Silva, Chief Human Resources Officer

Salem-Keizer Public Schools does not and shall not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, disability, veterans' status, or other categories protected by ORS Chapter 659A.

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